

## **Important Information Regarding Jury Service at the Essex Superior Court Criminal and Civil Divisions**

### **Juror Reporting Instructions**

Call the juror phone at 802-676-3548 after 5:00pm the night before you are scheduled for jury service for reporting instructions.

### **Location and Parking**

The courthouse is located at 75 Courthouse Drive, Guildhall, VT. There is parking by the courthouse around the town park.

### **Time Commitment Expectations**

A jury draw is scheduled 2 – 3 times a year. The selection of jurors is random and done by computer.

### **What To Expect at a Jury Draw**

Court staff will greet you and present a general orientation, answer your questions and discuss your concerns. You will then meet the judge with whom you will be working during your term. She or he will discuss our system of justice and answer your questions. The rest of the day will be spent drawing juries from your panel for specific trials. Plan to stay at court until at least 4:30pm.

### **Emergencies/Reporting Absences/Excuses**

If you have an emergency which affects your jury service, please call 802-676-3910.

Medical excuses are given first priority. A note from your physician must accompany all medical

requests. The court always works with you to plan around scheduled appointments, vacations, or business hardship. We try to minimize the disruption that jury service might cause you.

### **Lunch**

Lunch is normally one hour. You may choose to go out or you may bring your lunch and eat in the jury room.

### **Miscellaneous**

Please note that anyone entering the building may be screened by a court security officer. You may not bring weapons into the courthouse.

Due to the nature of jury service and the court process itself, there are often periods of waiting. You may bring reading material to pass the time. There are brief recesses throughout the day. No childcare is available.

Smokers will be directed to a designated area outside the building.

### **Other Concerns**

If you have any special needs please bring them to the court clerk's attention. All electronic devices, including cell phones, must be turned off while court is in session.

Hearing assistance devices can be made available.