

Important Information Regarding Jury Service at the Washington Superior Court Civil Division

Juror Reporting Instructions

Call the juror phone at 802-828-3076 after 5:00pm the night before you are scheduled for jury service for reporting instructions.

All jurors are due in court by 8:30am on the day specified unless previously instructed or excused.

Location and Parking

We are located at 65 State Street, Montpelier, VT.

Parking is an issue. However every effort will be made to provide sufficient parking for all jurors. A court officer will be present to assist you.

Please enter the building through the rear door and report to the jury room located on the first floor and await further instructions.

Time Commitment Expectations

The average length of a civil trial is 2-3 days. In some instances the trial may last longer.

Unless otherwise instructed, court is in session Monday through Friday from 9:00am to 4:30pm. You should plan to be present for the entire day.

What To Expect at a Jury Draw

Court staff will greet you and present a general orientation, answer your questions and discuss your concerns. The judge will then 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.

Emergencies/Reporting Absences/Excuses

If you have an emergency which affects your jury service, please call 802-828-2091 and speak with Donna Waters or Jane Grady.

You may receive emergency messages at the court through the clerk's office. The number is 802-828-2091. The message will be brought to you.

Medical excuses are given first priority. A note from your physician must accompany all medical requests. The court will work 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 (we have a refrigerator and microwave) or there are ample inexpensive restaurants in the downtown area.

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.

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 are available.