

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

Juror Reporting Instructions

Call the juror phone at 802 457-2121 after 5:00pm the night before you are scheduled for jury service for reporting instructions.

Location and Parking

We are located on Route 4 at 12 The Green, Woodstock, VT.

Park at meters designated with a red or orange bag marked "JURY". Parking is also available on Route 106 or at Vail Field.

You **MUST** place your colored "JURY" card on the dash, so it is visible for the local police. Failure to place your card may result in a parking ticket.

Enter the Courthouse and proceed to the Jury Room, which is down the hall on the right. Plan to arrive 15 minutes early, so that you may check in and receive instructions. Please remain in the Jury Room for further instructions.

Certification of attendance for your employer is available by request.

Time Commitment Expectations

The Court will notify you of the time that you will need to be present either in writing, or in the message on the Jury line. Your day as a juror may begin at 8:45 and go to at least 4:30pm.

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. 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 Carla Wright at (802) 457-2121.

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.

The Jury room has a microwave, refrigerator, and coffee maker. Water bottles will be available. Also, there are stores at which to purchase your lunch in town.

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.