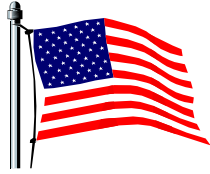


Fairfield County Probate & Juvenile Courts
Hall of Justice, Third Floor
224 East Main Street
Lancaster, OH 43130



JURY DUTY

If you are chosen as a juror for our court, you will receive a summons of notification with an information letter and a questionnaire to be completed and returned. Your term of jury duty will be for a fourth-month period and the time frame will be listed on your letter. Please note that you have **NO SPECIFIC REPORTING DATE**. **If you are required to appear for a jury trial, the Court will notify you by phone or mail.** We will make every effort to provide you with two weeks advance notice of your reporting date. Jury trials in our court are very rare and most jurors that have been selected are never required to serve.

If you are notified to appear for jury duty, you need to report to the Probate & Juvenile Courts located on the third floor of the Hall of Justice on the corner of East Main and Pearl Streets directly across from the Sheriff's Office. After reporting, if you are not selected as a juror, you will be released by the Court. Jurors are paid \$30 per day.

IMPORTANT: Once you have been notified to report on a specific date, please call (740) 652-7459 the evening before (after 4:30 p.m.). A recorded message will advise you whether or not the jury trial has been cancelled. Jury trials often settle at the last minute and this will be your only notification of cancellation.

The questionnaire form which you will receive with your summons must be completed and returned. Your questionnaire will be reviewed by the Jury Commissioners, the Court and possibly the attorneys involved in the jury trial; otherwise, all information will be kept confidential.

Please do not request to be permanently excused from jury service for reasons other than those listed on the excuse portion of the questionnaire. The Court cannot excuse you under Ohio law except for certain enumerated reasons. Your summons is a Court Order and any failure to comply can result in the imposition of sanctions provided under Ohio law. Jury service is both a privilege and a duty as an American citizen.

JUROR PROCEDURE:

1. Receive notification by phone or mail of date to appear.
2. Call (740) 652-7459 after 4:30 p.m. on the evening before you are to report.
3. If required, appear at Court, **Hall of Justice, Third Floor, 224 E. Main St., Lancaster, Ohio.**

Parking is on the street or in the lot on the corner of Main and Pearl.

If you have any questions, please call **(740) 652-7470**.

Cheri J. Shaw, Court Director