



COMMON PLEAS COURT OF FAIRFIELD COUNTY, OHIO
JUVENILE & PROBATE DIVISIONS
JUDGE TERRE L. VANDERVOORT

SERVE • CORRECT • PROTECT

DEAR JUROR:

You have been chosen as a juror for the Juvenile and Probate Courts. The Fairfield County Sheriff is serving a summons upon you containing your Juror Number. It is important for you to retain this number.

Your jury term is from _____ to _____ .

At this time, **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.

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.

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.

Enclosed is a questionnaire which **you are required to answer and return within ten (10) days** in the envelope provided. 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 form on your 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 5:00 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.

PLEASE NOTE

- **Our Court rarely has jury trials and it is very probable that you will never be called.** If you are seated on a jury, the trial will most likely last one day. We will make every attempt not to inconvenience you unduly; however, you are essential to our judicial system!
- **If you have a planned vacation or business trip,** please indicate dates on your questionnaire and we will not call you for that time period.

If you have any questions, please call **740.652.7468**

Diana Steckman
Deputy Clerk / Case Manager

**PLEASE RETAIN FOR
YOUR RECORDS**