

Lorain County Justice Center
225 Court Street, 1st Floor
Elyria, Ohio 44035



Phone (440) 328-2240
Phone (440) 328-2241
Fax (440) 328-2242
jury@loraincommonpleas.us

Jury Guide

Please read this entire guide before calling with any questions.

What do I do if I have been summoned for jury duty?

During the **two-week** period for which you are summoned for service, all jury groups must check-in daily **after 4:00 pm**, to determine whether you must report to the Justice Center. You can call the numbers listed above (please listen to the entire message) or go to

<http://courtofcommonpleas.loraincounty.us/departments/jury-commissioners/jury-instructions>

What should I bring?

Your Summons and photo I.D. You may want to bring something to occupy your time in case of delays.

Where should I park?

You will be reporting to the jury assembly area located at 225 Court Street, Elyria, Ohio. Juror parking is available at the Washington Avenue parking lot. **Shuttle service is available at this time.** Jurors who are handicapped or who have mobility issues should contact the Jury Commissioners for additional parking options.

What will my jury service involve?

Once instructed to report to the justice center, you may or may not be selected to serve as a juror in a trial. The Jury Commissioners are required to have a sufficient number of jurors for all anticipated trials. The jury staff tries to carefully estimate the number of jurors needed but there are many variables outside their control. For example, a defendant may plea to a different charge, or a case may settle at the last moment. Trials vary in length, but generally last approximately one week. Please remember to check back after 4:00 pm for the next day's instructions.

Do I get paid for my jury service?

Yes. If you are instructed to report, you will receive payment in the amount of \$25 for each day of your service.

What should I wear?

Business casual. *No Shorts.* If you wear **steel toe shoes, you will be required to remove them to pass through security.** Temperatures can vary within the Justice Center, you may wish to bring a sweater or light jacket.

Can I postpone my jury service to a later time?

Yes, if you are a **full-time student** (day classes only), have a **prepaid vacation** or **business trip** that conflicts with your jury service, have a temporary medical condition that leaves you unable to serve, or are out of state during the period you are required to serve. You must be able to serve within 12 months. Postponement requests are limited and will be processed in the order they are received. To receive favorable consideration, submit your **written request along with your supporting documentation** as soon as possible and it must be received no later than 1 week prior to the date your jury service is to begin.

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Are there any exemptions from jury service?

Yes, if you meet one of the following criteria. **Please submit all supporting documentation along with your completed juror questionnaire. Important - do not assume** that you are exempt from service. You are required to report unless you receive confirmation from the **Jury Commissioner** of your exemption.

- **No longer a resident of Lorain County Ohio.** You must submit documentation with your new address (license, current utility bill, voter registration). You should also contact the Lorain County Board of Elections (440-326-5900) regarding your change of residence.
- **Deceased.** If you are the next of kin, please return the questionnaire and summons noting the Juror's name, date of death, and your contact number for any questions. Also, please contact the Lorain County Board of Elections (440-326-5900).
- **Military.** If you are on active duty, you must submit documentation with your order status.
- **Age 75 and older.** You may decline jury service if you choose. Please fill out the first four lines of your Jury Questionnaire, write "decline due to age" and submit it to the Jury Commissioner's Office.
- **Cloistered member of a religious organization or an active member of a recognized Amish Sect.**
- **Mentally or physically unable to serve.** You must submit documentation from a licensed physician, **i.e., doctor's note, verifying that a mental or physical condition renders you unfit for jury service.**
- **Jury service would otherwise cause undue extreme financial hardship to you or a person under your care or supervision.** Undue financial hardship does not exist solely based on the fact you will be required to be absent from your place of employment. **You must submit documentation which clearly supports the request (i.e. letter from your employer) to be excused.** We **must have these documents** to consider your request for exemption.
- **Full-time student (day classes only)** You must **submit documentation** which clearly supports the request to be excused. **(i.e. unofficial transcripts and class schedule)**
- **Prepaid vacation or business trip.** You must **submit documentation** which clearly supports the request to be excused those specific dates of your trip. **(i.e. travel/flight itinerary, business itinerary, hotel/lodging bookings, etc.)**

**REQUESTS FOR EXEMPTION ALONG WITH THE SUPPORTING DOCUMENTATION
MUST BE RECEIVED PRIOR TO THE DATE YOUR JURY SERVICE IS TO BEGIN**