

Hancock County Common Pleas Court
General Trial Division
300 South Main Street
Findlay, Ohio 45840
(419) 424-7005

Jury Service Summons

To:

Juror Number:

Court Reference Number:

Jury Service Week:

You have been selected as a juror for the Hancock County Court of Common Pleas, Trial Division. You are summoned to be on call for jury service for one week. If a trial is scheduled during your *Jury Service Week*, you must follow the specific reporting instructions for that trial. Jury service is an important civic duty that benefits the entire community. Ohio law requires qualified citizens to serve on juries when summoned unless they have a legal excuse.

Please complete the Juror Questionnaire and return it in the pre-paid postage envelope immediately. If you have any questions, you may call (419) 424-7005 and leave your name, juror number, and phone number. The Court staff will return your call as soon as possible.

The weekend before your *Jury Service Week*, you need to learn whether a trial is scheduled. Listen to the recorded message on the Court Jury Line at (419) 424-7002 or visit the Court website at <http://cp.co.hancock.oh.us/jury-services/check-your-status/> after 5:00 P.M. on Friday, or anytime on Saturday or Sunday.

Thank you for your time and consideration.

Judge Joseph H. Niemeyer

Judge Reginald J. Routson

Enclosures: Juror Questionnaire, instructions, envelope, parking pass and map, and the Ohio Jury Service Pamphlet.

General Information for Jury Service

A. What You Need to Do

1. Complete the *Juror Questionnaire* and return it in the pre-paid postage envelope immediately.
2. Learn whether a trial is scheduled and receive specific reporting instructions on the weekend before your Jury Service Week – after 5:00 P.M. on Friday, or anytime on Saturday or Sunday:
 - a. Listen to the recorded message on the Court Jury Line at (419) 424-7002; or
 - b. Visit the website at <http://cp.co.hancock.oh.us/jury-services/check-your-status/>.
3. Follow the specific reporting instructions for your Jury Service Week.

B. Your Jury Service is Required

1. You are summoned to be on call for jury service for one week.
2. If there is a trial scheduled during your *Jury Service Week*, then you must report for jury service.
3. If you are selected as a trial juror, then you must serve for the entire trial.

C. What to Wear: Business Casual Attire is Appropriate

1. **Women:** Slacks or a modest skirt with a blouse, collared shirt, or sweater; or a modest dress.
2. **Men:** Trousers and a collared shirt or sweater.
3. **Please do not wear:** Shorts, mini-skirts, tee shirts, tank tops or flip flops.

D. Parking:

1. Please utilize the parking lots designated for jurors (see enclosed map).
2. Place the Parking Pass on the dashboard of your vehicle.

E. Courthouse Basics: Security and Jury Assembly

1. For security purposes, all persons entering the courthouse are subject to screening and search. Bags, cases, handbags, briefcases, and parcels may be searched.
2. Please come to the Jury Assembly Room on the first floor of the courthouse.
3. You may bring a book or other reading material. WI-FI is available on the first floor.

READ THIS BEFORE ANSWERING YOUR JUROR QUESTIONNAIRE:

Except for your telephone number, all information on this form may be publicly disclosed. If you believe your privacy interests will be hurt by answering any of the following questions, you may leave the response blank. Once you are in a courtroom, ask for a hearing to state your reasons for leaving the answer(s) blank. The hearing will be held in the Judge's chambers, on the record, with the court reporter and counsel present. The Judge may require you to answer the question(s).

Juror Number:
Court Reference Number:

For Court Use Only:
____ Excused ____ Denied
____ Deferred to ____
Date contacted ____

Juror Questionnaire for Hancock County Common Pleas Court
Complete this questionnaire and return it immediately:

Personal Information

Name: _____ Birth Date: _____

Address: _____ City: _____ Zip Code: _____

Home Telephone: _____ Work Telephone: _____

Occupation & Employer: _____

Marital Status: Married Single Divorced Widow or Widower

Education: High School Diploma _____ Years of College _____ Postgraduate/Other

Length of time in Hancock County: _____ Residence: Own Rent Other

Spouse's Name, Occupation, & Employer: _____

Number of Children under 18: _____

Number of Children 18 or older: _____ For Children 18 or older, complete the following:

Name Age Live at Home? Occupation & Employer

Legal History

Have you ever been called for jury duty? Yes: Criminal Civil No

Have you or any member of your immediate family served as a witness? Yes No

Have you or any member of your immediate family ever been sued? Yes No

Have you or any member of your immediate family sued another? Yes No

Are you either a close friend or related to any law enforcement officer? Yes No

Have you ever been the victim of a crime? Yes No Describe _____

Have you ever been convicted of a crime? Yes No

If Yes, What was the Charge: _____

I request an excuse or deferral from jury service for the following reason:

I no longer live in Hancock County. My new address is: _____

I am 75 years of age or over and wish to be excused.

I have a medical or mental condition that prevents my jury service. (Please attach a medical excuse.)

Please note: Excuses from jury service are controlled by Ohio law (ORC 2313.14). Unless you hear otherwise from court staff, legal excuses for age and residency are automatic.

I attest that the above is true to the best of my knowledge: (sign/date) _____

Parking Pass: Please Place on Your Vehicle Dashboard

HANCOCK COUNTY COMMON PLEAS COURT SERVICE WEEK

PLEASE REPORT TO: Hancock County Courthouse
300 South Main Street
Findlay, Ohio 45840

JUROR PARKING MAP

