

WINNEBAGO COUNTY

QUESTIONS & ANSWERS ABOUT THE JUROR QUALIFICATION QUESTIONNAIRE

Every person who receives this questionnaire, or their representative, is **required** to either complete the questionnaire enclosed or complete the online juror questionnaire within ten days from receiving it.

You can save time and a stamp by completing the questionnaire online at the following address:

<https://jury.wicourts.gov>. The answers you provide will determine your eligibility for jury service based on statutory requirements. **You cannot be excused from serving on jury duty or from completing this form by calling the jury office.** Please read the following information carefully; many of your questions will be answered.

This notice is NOT a summons to appear.

Please do not call the office to change your address as we are unable to change addresses over the phone. You can update your address in the first section of the questionnaire.

- 1. I received a questionnaire but I no longer live in Winnebago County. What should I do with it?**
Wisconsin law requires that the questionnaire be completed. Please make appropriate address changes, answer the first eight questions, and return to the jury office or complete online. Once your questionnaire is received, your address will be updated and your name will be removed from the list so you will not be summoned to serve.
- 2. I received a questionnaire for my spouse, relative, etc., who is deceased. What should I do?**
Return the questionnaire and write "DECEASED" next to the person's name; our records will be updated.
- 3. My child is away at college or in the armed services and received a questionnaire. Can a parent fill it out?**
A parent can fill out the questionnaire for a child who is not currently living at home. Generally, students that attend college out of the area will be summoned for jury duty when they are home on break. If your child is currently serving in the military, please note in the change of address section where they are stationed.
- 4. What if my child, ward, or I, have a medical condition that would prevent me from serving jury duty?**
Please submit a medical statement from the current treating provider with the questionnaire; a judge/clerk will review this information. If you are excused from service due to a medical condition, you will not receive a summons to appear during the jury year. If you are unable to obtain a medical statement within 10 days, please return the questionnaire with a note indicating that a medical statement will follow and send us the medical statement as soon as possible. This statement can be mailed to the Clerk of Courts Office at PO Box 2808, Oshkosh, WI 54903-2808 or faxed from your provider's office to (920)424 -7780 Attention: Jury Clerk.
- 5. After I complete and return my questionnaire, when will I be summoned to appear as a juror?**
You will not necessarily receive a summons to appear after returning your questionnaire. Your name will go into a pool from which people are selected at random to be summoned as a juror within the calendar year. The jury year runs from January 1 through December 31.
- 6. How are the names selected for jury duty in Winnebago County?**
Each year Winnebago County receives a random list of names from the Wisconsin Department of Motor Vehicles that includes citizens who have a driver's license or a State of Wisconsin identification card.

For additional information, please visit the Winnebago County Clerk of Court & Courts website at <http://www.co.winnebago.wi.us/clerk-courts>. Click on Jury. After carefully reading the information above, if you have additional questions on filling out the Juror Qualification Questionnaire please call the jury clerk at (920)236-4853.