

Welcome to Jury Service!

You've been chosen for jury service in the Winnebago County Circuit Court. The right to a trial by jury is the cornerstone of our country's justice system. As a juror, you have a vital role to play in this state's court system!

How are Jurors selected?

Trial by jury is a cherished constitutional right. Every resident of an area served by a circuit court who is at least 18 years old, a U.S. citizen and able to understand English is qualified to serve as a juror *unless that resident has been convicted of a felony and has not had his or her civil rights restored.*

No person who is qualified and able to serve may be excluded on the basis of sex, race, color, sexual orientation, disability, religion, national origin, marital status, family status, income, age, ancestry or physical condition.

Citizens are selected for jury service at random from a master list provided each year by the Wisconsin Department of Transportation (DOT).

Do I have to serve?

Yes – in most instances. The law requires all qualified state citizens be available to serve as jurors. The court may excuse or defer a person from jury service if the court determines the person cannot fulfill the responsibilities of a juror at this time or

would entail undue hardship, serious obstruction or delay of justice.

No profession is exempt. **Your profession, regardless of what it is, is not a valid reason to ask to be excused from jury duty.** You will be required to write a letter to the Court with your reason for requesting a deferment or excusal.

So I'm summoned to jury duty... What's next?

Enclosed is your jury summons that gives you the week you are summoned and the time to report, if called upon. **As cases can settle prior to trial, it is very important that YOU go to the Wisconsin Court System Juror Status Page, <https://juror.wicourts.gov/juror-status/search>, to check if you need to report. You will need to have your juror ID number, which is located on the upper right side of your summons. You may also call the juror information line number (920-236-4998) after 6:00 p.m. the night before the day you are to report to make sure you need to appear.**

If selected to serve as a juror for a trial, the court will provide a lunch. If you need to have food or drink with you due to a medical condition, you may bring those items but inform the bailiff to notify the Judge.

Please be advised that you will have to go through courthouse security screening. This

screening will be brief and you will walk through a metal detector, as well as place all loose objects through an x-ray machine. Some items absolutely **NOT** allowed are: Guns, knives, including pocket knives, pepper spray, alcohol, large backpacks, etc. A full list of what is not allowed is on the Winnebago County website under the Sheriffs Office tab, Courthouse screening link: ([Winnebago Co. Courthouse Screening Center](#)).

The day you are summoned to appear you will have an orientation session with all the other potential jurors; this session will give you an opportunity to have any questions answered prior to going into court for selection. Please feel free to bring reading materials or electronic devices, such as tablets, with you to occupy this time before and after orientation. Complimentary Wi-Fi is also available for your use prior to jury selection.

Dress comfortably in layers, the temperatures in the Historic Courthouse built in 1937 can be unpredictable. Do not wear anything distracting; for instance, ragged cutoff jeans/T-shirts or clothing with inappropriate or offensive writing on them. There are usually no prescribed dress codes, but judges have been known to order people to reappear in appropriate attire.

How long do I have to serve?

You will be on call for a period not to exceed one (1) week **OR** the length of the

trial you are selected to serve on as a juror. After serving, you will not be asked to serve again for at least four (4) years.

The selection process will begin after orientation. If you are selected, you will remain for the length of the trial. Most trials are completed that same day or within a few days.

Do I get paid?

Yes, the amount paid is set by the Winnebago County Board. Currently the rate is \$25/day, plus mileage at \$0.51/mile, for each day you report for jury duty.

What about my job?

Jury service is a civic duty. State law protects your job. Your employer can't fire you, demote you, threaten or intimidate you because of jury service. We will provide you documentation of your service if you need it for your employer on the day you appear for service.

What if I have a disability?

If you have a disability which will require an accommodation to allow you to serve as a juror, please contact the Jury Clerk at (920) 236-4853 as soon as possible so we can make arrangements for you.

Is child care available?

There are no provisions for child care while you serve as a juror. Please make advance arrangements for any child care needs you may have.

Will I be waiting long?

Resolving legal disputes can be complex and unpredictable work. When the jury is ready to hear the case, the parties sometimes work out a last-minute compromise and the jurors are not needed. These settlements may seem very inconvenient to you, but such settlements usually save time for all trial participants and saves the taxpayers' money.

Where should I park?

Parking lot is located on the corner of Church St. and Jackson St. Jurors are welcome to park in the visitor, or employee permit parking spots. Parking permits are not required to park in either location. Please do not park in the **reserved** area.

More questions or concerns about your jury service? Call the Jury Clerk at (920) 236-4853. We are ready to help.

WANT TO LEARN MORE ABOUT JURY SERVICE AND COURT TRIALS?

Visit the Wisconsin Court System website at <https://www.wicourts.gov/services/juror/handbooks.htm>

Tara R. Berry
Winnebago County Clerk of
Circuit Court

Winnebago County *Courthouse*



Guide to
Jury Service