

## A JUROR'S GUIDE... TO JURY SERVICE

**WELCOME!** 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!

*Have Questions? This brochure's purpose is to answer some of the most common questions asked. More questions? Please feel free to call (920) 236-4853 to talk to a jury clerk. Visit the Wisconsin Court System website at [www.wicourts.gov](http://www.wicourts.gov) and look for The Wisconsin Jury Handbook.*

### Why Me?

Why not? 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.

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.

A person selected for jury service must be selected at random from a master listing using the Wisconsin Department of Transportation's list of people with motor vehicle licenses or identification cards who live in the area served by that circuit court.

*All qualified people must have an equal chance to be considered for jury duty...and the obligation to serve as jurors when summoned.*

### Do I have to serve?

Yes – in most instances. The law requires all qualified state citizens be available to serve as jurors. No profession is exempt from serving. Not all persons summoned actually serve as jurors. A person may be selected as a result of a process known as “voir dire” (vwa deer) whereby the parties in the case (and the judge in some circumstances) ask questions to determine a potential juror's qualifications or degree of impartiality to serve on a particular trial.

The court may excuse a person from jury service if the court determines the person cannot fulfill the responsibilities of a juror. If the court determines jury service would entail undue hardship, extreme inconvenience, serious obstruction or delay of justice, the court may defer service to a later date set by the court. The court may require a person to document the basis for any excuse or deferral.

If serving during the week for which you were summoned is a problem, you can arrange to serve a different week by calling (920) 236-4853. **This request should be made at least two weeks prior to your start date. Only one request for deferral will be granted.**

### How long do I have to serve?

You will be on call for a period not to exceed 1 week or the length of the trial. The orientation 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.

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.

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

Enclosed is your summons for jury duty. This summons lists the day and time you need to report. As cases can settle prior to trial, it is **very important** that **you call the juror information line** (Oshkosh 920-236-4998 or Neenah 920-727-2898) **between 6:00 p.m. the night before and 7:00 a.m. the day you are to report.** You will be told whether you should still report, if there has been a change in the time to report, or any other information that could affect your service. Please listen carefully to all the information given.

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, alcohol/food, 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.

### Do I get paid?

Yes. Every juror summoned is paid an amount set by the county board. Currently the rate is \$25/day, plus mileage, for each day of attendance. The mileage rate is \$0.51 /mile round trip based on your response to the juror questionnaire.

### 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.

### What if I have a disability?

If you have a disability which will require an accommodation by the court to allow you to serve as a juror, please contact the Jury Clerk at (920) 236-4853 or the Clerk of Court at (920) 236-4848 as soon as possible.

### Is child care available?

There are no provisions for child care while you serve your jury duty. 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. Often, cases are settled at the very last minute. When the jury is actually ready to hear the case, the parties often work out a last-minute compromise. These settlements may seem very inconvenient to you, but such settlements usually save time for all trial participants-and saves the taxpayers' money. And yes –

you may want to bring bottled water, something to read, and a personal device to listen to music— it will help make the time pass. Wi-Fi is also available for your use prior to jury selection.

### What should I wear?

Dress comfortably in layers, but avoid extremes in dress; 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.

### Can I go home at night?

Most trials last only one day. When a trial does last longer, the judge usually adjourns so that you can return home each day at a reasonable hour. Advance notice would be given if you would be required to stay overnight.

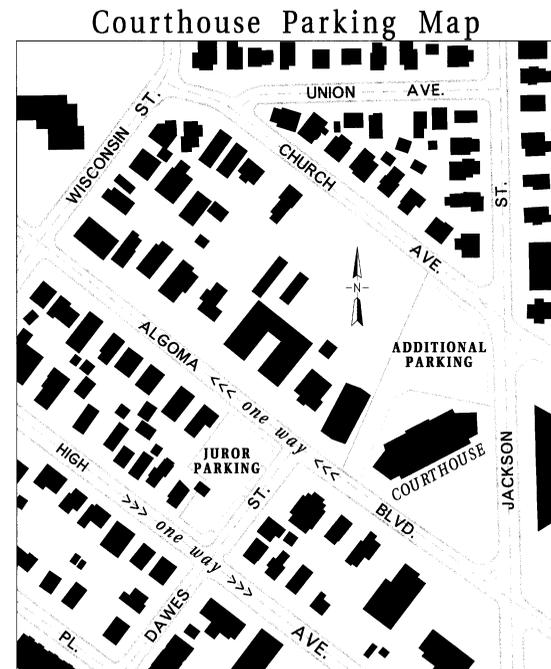
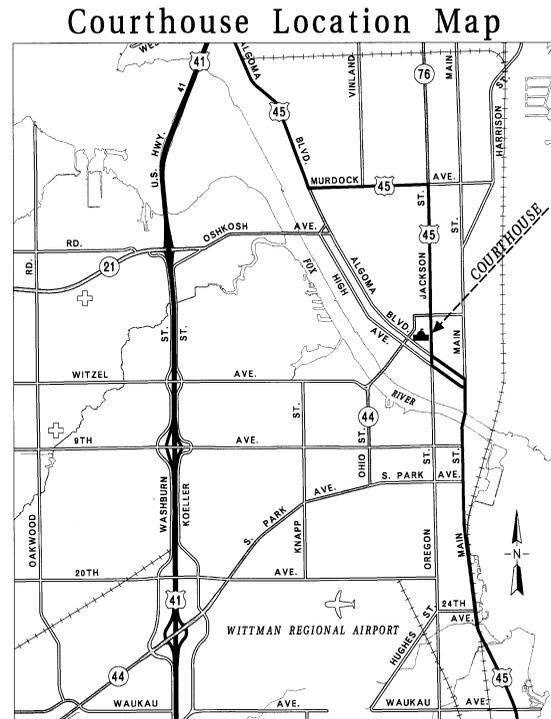
*More questions or concerns about your jury service? Call the jury clerk at (920) 236-4853. We are ready to help.*

*We look forward to meeting you and hope, as most do, that meeting your civic responsibility to serve as a juror is an interesting, educational and rewarding experience.*

**Melissa M. Pingel**  
*Winnebago County Clerk of Circuit Court*

### WANT TO LEARN MORE ABOUT JURY SERVICE AND COURT TRIALS?

Visit the Wisconsin Court System website at [www.wicourts.gov](http://www.wicourts.gov) and look for *The Wisconsin Jury Handbook*.



# A JUROR'S GUIDE TO JURY SERVICE IN THE CIRCUIT COURTS OF WINNEBAGO COUNTY

*Why me? ... and other common questions about jury duty.*

PARKING...Parking is provided in the parking lot on the corner of Algonquin Boulevard and Dawes Street across from the courthouse. Place this brochure with the word "AUTHORIZED" facing out in your window or you may be subject to a parking ticket. Additional parking is available in the Courthouse lot at 415 Jackson Street, **except for areas designated RESERVED**, which can be entered from Jackson Street, Church Avenue or Algonquin Boulevard.