

Please read over your juror summons packet that you received in the mail. If you have additional questions, please refer to the following “frequently asked questions” below:

IF YOU HAVE MOVED FROM FAIRFIELD COUNTY:

****If you have permanently moved from Fairfield County**, please complete the top section of your information sheet and then at the bottom of the information sheet, check box that reads “Moved from Fairfield County” and include your new address in the space given. You can return the information sheet by mail or by scanning it and emailing it to jury@fcmcourt.org. You can also complete and submit the information sheet on our website, which is www.fcmcourt.org by clicking on the “juror information” tab and then clicking on “please click here to submit the juror information sheet online”. Complete all of the mandatory entries on the online form and then click on the last box that reads “are you claiming exemption from jury duty”. That will open up the section that has the reasons that you can request to be excused and you will check the first box and include your new address. After entering the “anti-spam” code, click the submit button and it will be sent directly to my email. Once I receive your information sheet and get it processed with your new address, you will be automatically exempted from jury duty since you are no longer a resident of Fairfield County.

****If you have temporarily moved from Fairfield County (due to attending college, military deployment, or employment), but your permanent address is still in Fairfield County**, please complete your information sheet and at the bottom of the information sheet, check the box that reads “physical inability to serve” (since you are not “physically” living in the county) and explain in the space given that you are temporarily living outside of Fairfield County and the reason why. You can return the information sheet by mail or by scanning it and emailing it to jury@fcmcourt.org. You can also complete and submit the information sheet on our website, which is www.fcmcourt.org by clicking on the “juror information” tab and then clicking on “please click here to submit the juror information sheet online”. Complete the online form (leaving the address at the top of the form as your permanent address in Fairfield County) and then click on the last box that reads “are you claiming exemption from jury duty”. That will open up the section that has the reasons that you can request to be excused and you will check the 2nd box and include current address and why you are there. After entering the “anti-spam” code, click the submit button and it will be sent directly to my email.

IF YOU ARE 70 YEARS OLD OR OLDER AND FEEL YOU ARE UNABLE TO PERFORM JURY DUTY:

If you are 70 years old or older, and feel that you have health issues or physical limitations that would prevent you from serving as a juror, please complete the paperwork and check the box at the bottom that reads “physical inability to serve” along with a short explanation. You DO NOT have to provide any documentation from your doctor. You will receive notification from the court by mail that your request to be excused has been approved within a couple of weeks. If you are over 70 years old and feel that you are able to serve as a juror and would like to do so, we welcome you and appreciate your participation.

IF YOU RECEIVED A SUMMONS IN THE MAIL FOR SOMEONE THAT IS DECEASED OR NO LONGER LIVES AT THAT ADDRESS:

If the summons was sent to someone that is deceased, you can do one of the two following things:

- 1) You can open the envelope and take out the information sheet that needs to be filled out, and write the name and juror number at the top of the page and at the bottom of the page, just write “deceased” and the date that they passed away. You can then put it in the provided envelope and mail it back, scan it and email it or you can also fill out the form on our website.
- 2) You can return the envelope to the court by writing “return to sender-deceased” on the outside of the envelope and putting it back in the mail.

If the summons was sent to someone that no longer lives at that address, please just write “return to sender-no longer at this address” on the outside of the envelope and put it back in the mail.

IF YOU ARE REQUESTING TO BE EXCUSED DUE TO A PHYSICAL INABILITY TO SERVE (AND YOU ARE UNDER THE AGE OF 70):

Please complete the form and at the bottom of the information sheet, check the box that reads “physical inability to serve” and a short explanation in the space provided. You will need to provide a note from your physician stating that you are unable to perform as a juror. If it is going to take more than a couple of days to obtain this documentation from your physician, please complete the information sheet and return it to the court with a note at the bottom that you will be following up with documentation from your physician. Once you have that documentation, you can either mail, email or hand carry that documentation to the court and it will be attached to your information sheet and submitted to the Judge for his review.

IF YOU WOULD LIKE TO BE EXCUSED BUT NONE OF THE REASONS LISTED COVER YOUR PARTICULAR CIRCUMSTANCE:

Please attach additional documentation (a letter from you, your employer, etc) to your information sheet and at the bottom of the information sheet, in the box that reads “request for excuse from jury duty”, write “see attached document(s)”. If you want to submit your information sheet online, you can email any additional documentation (that you would like to have attached to your information sheet) to jury@fcmcourt.org with your name and juror # on it and I will print it and attach it to the information sheet. In this case, at the bottom of your information sheet, check the box that is the closest to the reason you are requesting to be excused and type “see attached email” and I will know that there is additional documentation being e-mailed. All requests will be submitted for the Judge’s review and once he makes a decision, you will be notified by mail.

IF YOU HAVE A SCHEDULED VACATION OR WILL BE REQUIRED TO BE OUT OF TOWN, FOR ANY REASON, WITHIN THE 3 MONTH TIME FRAME GIVEN ON YOUR JURY SUMMONS:

Please include those dates at the bottom of your information sheet so that a partial excuse can be processed if there is a conflict with your reporting dates and out of town dates. If your vacation dates cover more than 1 or 2 of your potential reporting dates, you will be assigned to other reporting dates within the 3 month period. If any additional information is required, you will be notified by phone or email. If you are granted a partial excuse, you will be notified by mail. Your partial excuse letter will be sent along with your reporting schedule.

FOR OTHER GENERAL INFORMATION ABOUT SERVING AS A JUROR IN FAIRFIELD COUNTY MUNICIPAL COURT, SUCH AS WAYS TO RETURN YOUR INFORMATION SHEET, HOW MANY DAYS YOU WILL HAVE TO SERVE, LENGTH OF JURY TRIAL, DRESS CODE, PARKING, ETC, PLEASE SEE BELOW:

For information regarding filling out your information sheet:

Please answer all of the questions on your juror information sheet. You don't have to go into great detail but please list the basic information for the questions that are listed. None of the questions asked will result in you being exempted from jury duty, such as "if you are related to anyone in law enforcement" or "have you been involved in criminal proceedings". These are just details that they would like to know before seating you on a jury. If you have a felony conviction, you can still serve on jury duty as long as you are not on any type of community control (such as probation or parole).

For information regarding how to return your information sheet:

It is important to get your paperwork returned to the Court in a timely manner. There are multiple steps in the process of preparing for upcoming jury terms and a very short time frame in which to complete the process. Returning your information sheet in a timely manner is crucial. Please note that NOT completing your information sheet will NOT excuse you from jury duty. This is a summons, which is a court order, and failure to complete your paperwork and take the proper steps to be excused, could result in a contempt action by the court. Your information sheet can be returned by mail (in the enclosed envelope), scanned and emailed to jury@fcmcourt.org, or you can fill the form out on our website, which is www.fcmcourt.org. Once you are on our website, click on the option for "juror information" and then click on the option that reads "click here to submit your juror information sheet online". There are mandatory entries that have to be filled in (these are indicated with a red asterisk next them). It will not let you submit the form until all of the mandatory entries are filled in. If you are requesting to be excused, you will need to check the last box that reads "are you claiming exemption from jury duty" and it will open up the list of reasons for exemption and you can check the one that applies to you and add an explanation. There is an anti-spam code at the bottom of the page that has to be filled in also and then you can click "submit" and it will be sent directly to my email. Obviously, scanning and emailing or completing your information sheet on the website expedites the process greatly. If you need to send additional documentation to be attached to your information sheet, you can email that documentation to jury@fcmcourt.org and I will print it and attach it to your information sheet.

For information regarding reporting dates, scheduling, length of jury trials, etc:

You will only be scheduled for a 2 week time frame within the 3 months that are listed on your summons. All of the jurors get divided into groups and assigned to specific 2 week reporting windows, which generally means that you would be assigned to 4 separate dates. Every once in a while, if there is a month that has 5 Tuesdays or 5 Thursdays, that might result in one group being assigned to an extra date, but this doesn't happen very often. When we have jury trials, we have them on Tuesdays and Thursdays and generally, our jury trials are only one day. Occasionally, we do have a case that will require more than one day but they try very hard to keep jury trials to one day unless it is unavoidable. It is not uncommon for us to go weeks and even sometimes months without having a jury trial. You will receive your reporting schedule in the mail a couple of weeks prior to the beginning of the 3 months. You can also view the schedule on our website, which is www.fcmcourt.org under the "juror information" section. Your schedule will instruct you to call a specific number and extension the evening before each of your reporting dates after 4:30 p.m. to listen to the recorded message that will let you know if you have to report. If the recording says that there is a jury trial, please listen carefully to the numbers that are given that need to report. We do not call in the whole group so it is possible that we could have a jury trial and your number not be included, which means that you would not have to report for that specific date.

For information regarding reporting to the court for jury duty:

If you call the evening before and you are instructed to report the next morning, you will need to report to the court by 8:15 a.m. We are located at 136 W. Main Street, Lancaster, OH. There is a parking lot behind our building but there are very limited "public parking" spaces in that lot. Spots numbered 11 through 18 are the only public spots available. All of the other parking spots in this lot will be marked "reserved" and they are "permit parking" only. Please do not park on Main Street because that is 2 hour parking and you will get a parking citation for parking there longer than that. If you have a handicap placard, you can park on Main Street, as long as your handicap placard is displayed. Otherwise, please try to find parking on the streets that run parallel to Main Street that don't have 2 hour parking, which would be Chestnut Street, Wheeling Street, and Mulberry Street. Any on-street parking that doesn't have a limited time parking sign. Do NOT park in the bank parking lot next to the courthouse because they will tow vehicles that aren't bank customers.

Once you get to the Court, you will come in the front door, sign in on the juror sheet that will be at the security station and get a juror tag for your shirt, go through the security station, and they will instruct you to report to the jury room that is on the 2nd floor (to the right when you exit the elevator). If you need a work excuse to prove that you reported for jury duty, please check the box next to your name on the juror sign in sheet at the security desk and then stop in the Clerk's office before leaving the building for the day and I will provide you with that work excuse. No weapons or lighters are allowed beyond the security station. Please leave those items in your vehicle or you will have to forfeit them at security before continuing into the building. These items do not get returned once they are forfeited. There is a sign at security that states that no drinks are allowed past security but if you let the security officer know that you are here for jury duty and you wear your juror tag on your shirt, they will allow you to bring coffee or a drink through security.

The dress code for jurors is business casual. You do not need to wear a suit and tie or a dress but please try to dress respectfully. Jeans or khaki pants and a nice shirt are perfectly acceptable. No shorts, tank tops, or flip flops please.

Our jury trials are usually only one day. Occasionally, it will go beyond one day but that doesn't happen very often. We do not do any felony charges in this court so we do not have any cases that would send someone to prison. We only do misdemeanor cases which could result in some jail time but not prison sentences.

Jurors will receive \$12.50 per day for reporting and this is paid after the completion of the 2 week time frame for reporting.

****If you have read through all of the provided information and still have unanswered questions, you can email Tina Hutchison at jury@fcmcourt.org or call 740-687-6621 Ext 3316.**