

## Jury Service

Juror names are selected at random from the listing provided by the Department of Motor Vehicles in accordance with your driver's license, and/or identification card. Before potential jurors are summoned for service, their names are randomly drawn from the motor vehicle listing, to receive a qualification questionnaire to determine whether they meet the legal qualifications for jury service. Individuals who receive qualification questionnaires are required to complete and return them to the clerk's office, which then screens the completed questionnaires to determine eligibility for jury service.

The five qualification requirements are:

- Must be 18 years of age.
- Must be a resident of Waupaca County.
- Must be a United States citizen.
- Must be able to read and understand the English language.
- Must not be a convicted felon. If a convicted felon, you must have completed all conditions of your sentence to be eligible to serve on jury duty.

When jurors are selected for a particular month, they shall receive jury trial notices by mail, 8-10 days prior to a jury trial that they have been chosen to serve for. The notice will list a recorded telephone number to call the night before the trial to advise you whether the jury trial is on or off. If the recorded message states the trial is on, your appearance is required on that date and specific time.

Jurors are paid \$20.00 per half-day, and \$40.00 per full day, for service attendance. Mileage from your home to the courthouse is reimbursed at the federal set rate. Jury duty payments will be received approximately two weeks, after your service.

Jurors are randomly selected from the jury pool of approximately 1500 individuals. Each month approximately 100 jurors are randomly selected to serve on jury panel for that particular month. Jurors are summoned for jury service for a period of one month out of every four years.

Wisconsin State Statutes 756.28 states a juror may serve for a period of no more than five (5) days or the length of a trial.

### **Excuses**

Federal law allowing the granting of excuses is very strict. All requests for excuses and deferrals must be addressed with the Clerk of Courts Office. All excuses based on medical conditions must be accompanied by a letter from your physician stating why you are unable to serve. It is important to submit these requests as early as possible. A juror should not assume the request will be granted. An unexcused absence may result in a charge of contempt of Court and a subsequent fine and/or imprisonment.

Casual attire (shorts, cutoffs, tube tops) are not considered appropriate attire for jury service. Dress comfortable. The Courtrooms have a tendency to be rather cool. You may wish to bring a sweater or light jacket.

Public parking is available in the lot at the front entrance of the Courthouse building.

Jurors who fail to report for jury duty and who have not been excused by the Court, may result in a charge of contempt of Court and a subsequent fine and/or imprisonment.

If you have additional questions or concerns regarding jury service, please feel free to call the Clerk of Courts or Jury Clerk, located in the Clerk of Courts office. We hope you find your term of jury service an interesting and satisfying experience.