

JUROR INFORMATION

SELECTION PROCESS: Jurors are randomly selected from a list provided by the Missouri Department of Revenue Driver's License Bureau and the Pettis County list of registered voters. If you receive a Juror Questionnaire, you must complete it and return it to the Circuit Clerk within ten days. If you are legally qualified, you are required to serve as a juror unless you have a physical or mental condition which would substantially interfere with your service as a juror. If you are unable to serve due to a medical condition, **your questionnaire must be accompanied by a written statement from your physician in order to be excused.**

TERM OF SERVICE AND NOTIFICATION: Each prospective juror will be subject to call for jury duty for a period of four months. You will receive a jury summons approximately five days in advance of each date of service, indicating the day and time of your required appearance. Please bring your summons with you, and check in at the location indicated on the summons. A trial will begin on the day you are summoned to appear.

REQUESTS TO BE EXCUSED: You may be excused **only upon specific approval of the Court** if jury service on a particular day creates an extreme hardship upon you, but you will not be excused simply because jury service is inconvenient or interferes with your employment. Please make requests for special excuses as soon as you become aware of the circumstance that may interfere with your service (i.e. a previously scheduled trip, medical procedure, etc.)

TRIAL CANCELLATIONS: Trials are often cancelled for various reasons after jurors receive summonses to appear. In the event that your scheduled appearance becomes unnecessary, you will be contacted by the Sheriff's Department or another officer of the Court by telephone. You may also call 826-5000, extension 464, **after 5:00** on the evening before a trial for which you have been summoned, and you will hear a recorded message regarding the status of that trial. Please keep the court informed of any change in your address or phone number.

VERIFICATION OF JURY SERVICE: If your employer requires a statement that verifies your attendance, you may request one from the Circuit Clerk on the day of a trial.

APPROPRIATE ATTIRE: When appearing for jury duty, it is appropriate to dress in a manner that is respectful to the responsibilities of jury service and the dignity of court proceedings. You may wish to have a sweater or jacket available in the courtroom.

COMPENSATION: The Pettis County Commission, within the guidelines set by Missouri Law, has set compensation for jury service at \$18 for each day you are required to appear plus seven cents per mile for round trip mileage from your residence to the Courthouse. You will receive a check for your accumulated fees and mileage after the end of the term.

PARKING: You may park on the streets around or near the Courthouse or in one of the City parking lots nearby. Jury trials are often held on the same days that court is being held in other courtrooms, creating a shortage of parking spaces. When arriving at the courthouse for jury service, please remember to allow plenty of time for finding a parking space.

OTHER IMPORTANT INFORMATION:

All cell phones must be turned off in the courtroom during jury selection and during trials.

Arrangements for child care must be made in advance of your appearance for jury duty.

If you have a special need regarding access to court facilities, please contact the Circuit Clerk at 826-5000, ext. 926.

If you have additional questions about jury service, please call 826-5000, extensions 465 or 926. You may also find answers to many common questions regarding jury duty at "Your Missouri Courts" on the Office of State Courts Administrator web page by clicking on the "Juror Information" link.