

PLEASE READ BEFORE CALLING JURY OFFICE

ADDITIONAL JUROR INFORMATION

SUMMONS EXPLANATION:

Your group number is located under your name and address and above your term of service. Groups 1-15 are on call for Mondays and Thursdays only. Groups 1-15 should call 382-6623 after 5 p.m. on Sundays and Wednesdays to see if your group number is called for the next day. If so, you report to the Circuit Court Building, 4th Floor, Jury Assembly Room, at 9:00 a.m. If not, you call the recording the day before your next assigned day. Groups 16-30 are on call for Tuesdays and Fridays only. Groups 16-30 should call 382-6623 after 5 p.m. on Mondays and Thursdays to see if your group is called for the next day. If so, you report to the Circuit Court Building, 4th Floor, Jury Assembly Room, at 9:00 a.m. If not, you call the recording the day before your next assigned day. **WE NO LONGER HAVE AN ORIENTATION DAY WHEN ALL GROUPS REPORT. ONLY REPORT WHEN YOU CALL THE RECORDING AND YOUR GROUP IS CALLED IN.**

RESIDENCY:

If you no longer live in Chesapeake, proof of current residency is required, such as a photocopy of your updated driver's license or current utility bill. If your name or Chesapeake address is different from the one shown on the summons, please provide us with the correct information immediately.

CONFLICTS/EXCUSALS DURING YOUR TERM OF SERVICE:

Conflicts should be rescheduled if at all possible. Documentation regarding excusal requests involving pre-planned conflicts (i.e. vacation itinerary, conference registration, etc.) **must be** received prior to the start of your jury term. *Please call the Jury Coordinator at 382-3061 prior to making your excusal request so that you can be advised as to what type of documentation you may need to provide before your excusal can be granted.* Please be advised should you be assigned to serve on a multiple day trial you may need to report on a day other than your on-call day. If this should occur and you have a conflict, documentation must be provided to the court.

JUROR IDENTIFICATION BADGE:

You **must** bring your badge and your driver's license each day that you report. Your badge is required for you to be given credit for attending and receiving payment for your services.

LUNCH TIME AND BREAKS:

Breaks are provided approximately every hour. Lunch breaks generally begin between 12:30 p.m. and 1:00 p.m. for an hour. You may leave the complex during lunch, however, you should return in a timely manner and report to the Jury Assembly Room. If you wish to bring your lunch, a microwave, refrigerator, and a variety of vending machines are available to you. **Please do not bring any glass or metal items.**

COURT ATTIRE:

You should dress appropriately at all times. Men should wear dress slacks/shirts or sport shirts with a collar. Ladies may wear slacks, but no crop pants. **No jeans, t-shirts, sweat pants, halter tops, low cut tops, shorts or baseball caps are allowed.**

PAY AND CERTIFICATE OF SERVICE:

Your pay as a juror has been set by the state legislature at \$30.00 per day. A check is mailed approximately 2 weeks after the end of your term for your services. Once the jury paperwork has been run, we cannot pay you if you are late; therefore, if able, please contact our office to advise us of your expected arrival time. Upon request, a certificate of service will be provided to you so that you may show your employer proof of your service as a juror. **It is unlawful for your employer to threaten to discharge you or penalize you because of jury service.**

PROHIBITED ITEMS:

Cameras, laptops, portable radios/CD players, recorders, cellular phones (camera, video, 2-way phones), mace, scissors, knives, nail filers/clippers, screwdrivers, letter openers, knitting needles, cigar cutters, and glass or metal items are **PROHIBITED**. All purses and carry-in items will be subject to an extensive search.

MISCELLANEOUS:

Cellular phones **without** photo/video capability may be used in the Jury Assembly Room only. Cellular phones and pagers must be off when you are in the courtroom and the deliberation room. You will not be allowed to use cell phones in the deliberation room.

The entire court building is a non-smoking facility.

PARKING PERMIT:

Your parking permit allows you to park in the reserved areas indicated on the map below. This permit **MUST** be displayed on your dashboard at all times when parking in the reserved area. Should you fail to display the permit and park in a reserved space, you are subject to being ticketed and towed. On occasion we have more jurors than we have spaces. The spaces are on a first-come first-serve basis. We apologize in advance for any inconvenience this may cause you during your term as a juror.

EMERGENCY NUMBER:

Friends and relatives are not allowed in the jury assembly area or in the hallway outside the jury assembly area. Should a family member need to contact you **for an emergency** when you report during your term of service, they may call 382-3085. **This number is for emergencies only.**

WEBSITE WITH JUROR VIDEO:

www.CityofChesapeake.net

ADDITIONAL QUESTIONS OR CONCERNS:

Call the Jury Office at 382-3061 between 8:30 a.m. and 4:30 p.m. or email nolivares@cityofchesapeake.net or send fax to 382-3090.

