



Overview of Jury Services



JASON WELTY

CLERK OF THE CIRCUIT COURT
JEFFERSON COUNTY, FL

Phone: (850) 342-0218

Email: rknecht@jeffersonclerk.com

Table of Contents

Juror Selection.....	3
Reporting for Service.....	4
Dress Code.....	4
Amenities.....	4
Juror Compensation.....	5
Generous Jurors Program.....	5
Requests for Excusals or Deferrals.....	5
Fines.....	7
ADA.....	7

Juror Selection

The juror selection process is based on your Florida Identification. Depending on the nature of the trial, a Circuit Judge or a County Judge will conduct the juror screening process to determine who the final jurors will be. At the end of this process, the judge will typically select six final jurors and two alternates who will be expected to stay for the duration of the trial. Not everyone who receives a summons will be selected as a final juror; however, each person who receives a summons and is an eligible juror must report to the courthouse to avoid legal fines and potential imprisonment. Below is the Jefferson County Clerk of Court Jury Summons document.

1 BRING WITH YOU

JURY SUMMONS

By order of the Circuit and County Courts of THE SECOND CIRCUIT, JEFFERSON COUNTY.
You are hereby summoned to appear for jury service at the time, date and place shown.

THE LAW PROVIDES PENALTIES FOR FAILURE TO ATTEND.

JUROR NO. :
REPORT DATE :
REPORT TIME :
PLACE :
INFO. NO. :
FOLD

- In accordance with the ADA, persons with a disability who need any accommodation in order to participate are entitled to certain assistance at no cost. Please call 850-342-0218, X233 within 2 working days of your receipt of this jury summons; if you are hearing or voice impaired, call 1-800-955-8771.
- WILL YOUR EMPLOYER PAY YOU WHILE YOU SERVE AS A JUROR?**
☐ YES ☐ NO
- CALL (850) 342-0218 EXT. 300 AFTER 5 P.M. THE DAY BEFORE YOU REPORT, EVEN IF THIS DAY IS A HOLIDAY.**

James L. Wolpe

2 JUROR EXCUSAL FORM

INSTRUCTIONS: YOU MAY BE EXCUSED FOR ANY OF THE EXEMPTIONS LISTED BELOW. YOU ARE EXCUSED IF YOU QUALIFY FOR ANY OF THE DISQUALIFICATIONS LISTED BELOW. IMPORTANT REPORTING INFORMATION ON THE BACK.

ONLY RETURN THIS FORM IF YOU ARE REQUESTING TO BE EXCUSED. YOU WILL BE EXCUSED UNLESS OTHERWISE NOTIFIED

JUROR NO. : DATE OF BIRTH : JUROR'S NAME :
REPORT DATE :
REASON FOR EXCUSAL FROM SERVICE: (CHECK ONE OF THE FOLLOWING)

EXEMPTIONS

OPTIONAL

☐ Expectant Mother

☐ Parent not employed full time with children under 6 years of age.

☐ Person 70 years of age or over. Request permanent excusal.

☐ Served as a juror in his/her county within 1 year.

MANDATORY

☐ Law enforcement officer. (not corrections)

☐ Municipal Police Officer

☐ Convicted felon, civil rights not restored.

☐ Under prosecution for any crime.

☐ No longer reside in county.

Under penalties of perjury, I hereby swear or affirm that the information provided is true and correct.

Signature _____
Telephone No. _____

See Reverse Side For Easy Opening Instructions

Jefferson County Clerk of Court

1 Courthouse Circle
Monticello, FL 32344

★★★★★★

DO NOT FORWARD OUT OF COUNTY

RETURN SERVICE REQUESTED

IMPORTANT: 2 PART JURY SUMMONS ENCLOSED PLEASE READ EACH PART CAREFULLY

To:

Reporting for Service

You must call (850) 342-0218 and then dial *300 for reporting instructions.

All citizens should report to 1 Courthouse Circle, Monticello, FL 32344 promptly by 8:30 a.m. on the posted reporting date. Please report to the south entrance on the first floor of the courthouse for processing. Upon arrival, jurors are kindly met by security personnel and screened through a metal detector. Remember to bring your jury summons to the courthouse so the Clerk may check you in. After processing, there may be delays before the trials begin.

Dress Code

The mandatory attire is business casual. Please dress appropriately and modestly: no shorts, open-toed sandals or flip-flops, excessively baggy pants, crop tops, hats, or tank tops will be permitted. If you appear at the courthouse dressed inappropriately you will be dismissed. Additionally, do not bring a purse, handbag, cell phone, or weapon inside the courthouse. All personal items should be left in your vehicle. **Anything brought inside the courthouse is subject to search.**

Amenities

The restrooms are conveniently located to the right upon entering. There is also a restroom located in the jury room. Parking is in the public lot adjacent to the Jefferson County Courthouse.

The time and duration of recess depend solely on the judge's discretion. Occasionally, a meal will be provided during recess if it takes place during mealtimes and the trial has lasted a considerable amount of time. However, be

prepared to purchase a meal or wait until after the trial to eat depending on timing.

Juror Compensation

Jurors whose employers are compensating them for the duration of the trial will not be additionally compensated. Those not being compensated by their employer will earn \$15 per day, and \$30 per day after three days of service. The checks will be administered by mail.

Generous Jurors Program

If your employer does not compensate you for jury duty, you may now donate your daily compensation to Refuge House. Refuge House provides direct services to domestic abuse and sexual assault survivors and community education in all eight counties of the Big Bend Area of North Florida. Let's make a positive impact together!

Requests for Excusals or Deferrals

The valid reasons for **optional** excusal for service are as follows: expectant mothers, parents not employed full time with children under 6 years of age, people 70 years or older, and people who served as a juror in their county within one year.

The valid reasons for **mandatory** excusal for service are as follows: law enforcement officers, municipal police officers, convicted felons, people under prosecution for any crime, and people who no longer reside in Jefferson County. You may complete the Juror Excusal and Postponement form included in your jury summons packet if you qualify for the excuses listed. If you meet one or more of these criteria, you will be excused unless you are notified otherwise.

You may be eligible for deferral if you have a reason for missing a jury summons that is not provided above. Please call our office or email the Clerk to see if you qualify for a deferral.

If you require an excusal form for work or school, we will be happy to provide you with that documentation as well.

REMOVE BOTH SIDE STUBS FIRST

FOLD, CREASE AND REMOVE THIS STUB AT PERFORATION

FOLD

STAMP

AFFIX STAMP HERE

Jefferson County
Clerk of Court

1 Courthouse Circle
Monticello, FL 32344

JUROR INFORMATION

PLEASE READ CAREFULLY. THE DATE AND TIME THAT YOU ARE TO REPORT ARE PRINTED ON THIS NOTICE.

ATTIRE: Please dress appropriately, no shorts, tank tops, flip flops/sandals, midriff tops, hats or extremely baggy pants. All persons entering are subject to search, no purses, handbags, weapons (pocket knives) or cell phones are allowed in the courtroom. Please leave these items in your vehicle.

Jury Term: Your presence will be for one day or the length of one (1) trial unless you are excused by the court or additional time is required to complete a trial in progress.

Compensation: Florida statutes provide if you continue to receive regular wages during jury service, you will receive no compensation for the first three days of service. If you are not employed or do not continue to receive wages, you will be paid \$15.00 per day. After three days of service, all jurors are paid at the rate of \$30.00 per day.

BEFORE REPORTING

Call (850) 342-0218 ext. 300 after 5:00 PM the DAY before you are to report, even if this day is a holiday.

IF YOU RECEIVE NO MESSAGE or the telephone recording is not in operation, please report for jury duty as directed by your printed summons.

Where to Report: Please report to the 1st floor of the courthouse for processing. After processing, there may be delays before the trials begin.

Excuses: Complete enclosed Juror Excusal Form and return to the CLERK'S OFFICE. You will be excused unless otherwise notified.

REMOVE BOTH SIDE STUBS FIRST

FOLD, CREASE AND REMOVE THIS STUB AT PERFORATION

FOLD

REMOVE STUBS AT BOTH ENDS FIRST

THEN FOLD, CREASE AND REMOVE THIS STUB AT PERFORATION

Fines

If you are an eligible summoned jury member and decide not to attend the courthouse on the day of the trial, you will be fined \$100. For trials of the Circuit Civil Court, absent citizens are subject to imprisonment for abandoning their civil duties. If you experience extenuating circumstances that affect your ability to complete jury duty, please communicate with the Clerk of the Circuit Court.

American Disabilities Act (ADA)

If you are a person with a disability who requires accommodation to participate in the proceedings, you are entitled, at no cost to you, to the provision of certain assistance. Please contact (850) 342-0218 within two working days of your receipt of the jury summons; if you are hearing or voice impaired, call 1-800-955-8771.