

SUMMONS FOR GRAND JURY

You are hereby summoned as a grand juror for the Lucas County Common Pleas Court as a juror. Jury service is not voluntary, but a civic obligation imposed upon all citizens by statute. As a juror, you will become an officer of the Court. You will be performing an important and vital role in the efficient and fair administration of justice.

The Jury Office is located on the 1st floor of the Lucas County Common Pleas Court, 700 Adams St., Toledo, OH 43604. The courthouse entrances face Michigan Street and Erie Street side.

GENERAL INFORMATION:

RESCHEDULING: If you are unable to choose one of the sessions listed, call the Jury Commission Office (419-213-4740) at least two business days before your scheduled dates to reschedule. **Only one re-scheduling will be permitted.**

QUESTIONS: CALL 419-213-4740 / The office telephone hours are Monday-Friday 9:00 a.m. - 4:00 p.m.

WEBSITE: <http://jury.co.lucas.oh.us>

E-Mail: jury_commission@co.lucas.oh.us

INSTRUCTION SESSION: The instruction session will take place on the day and time indicated to the right of this paragraph. This is the ONLY time that the session will be held. The instruction session will last approximately 1.5 hours. If you are unable to attend the instruction session, please telephone the jury office at **419-213-4740**.

COURT SECURITY: For proper security, everyone entering the Courthouse must pass through an "airport style" metal detector. Bags, cases, and parcels will be x-rayed and/or searched.

PARKING: Free parking is NOT provided. It is suggested that you do NOT park at a meter.

Lucas County Common Pleas Court

Office of the Jury Commission

700 Adams Street - Suite 100

Toledo, Ohio 43604-5673

THE INSTRUCTION SESSION IS SCHEDULED ON:

JUROR

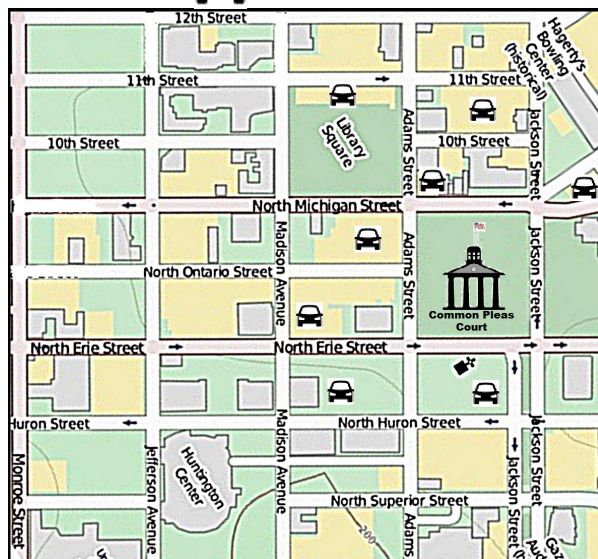
Common Pleas Court

JURY TERM: Grand Jury Service is for a period of two weeks. You may be asked to report every day during this period.

GRAND JURY SESSION: You will be asked to select one two week session that you are able to serve from the following:

MAP OF DOWNTOWN TOLEDO

 = PARKING



FILL OUT AND BRING THIS FORM WITH YOU TO THE INSTRUCTION SESSION**GRAND JUROR INFORMATION FORM**

Name: _____

Address: _____ City: _____ Zip: _____

Home/Cell Phone Number: _____ Work Number: _____

D.O.B.: _____ Marital Status: _____ SSN (optional): _____

Your Occupation: _____ Spouse's Occupation: _____

Your Education: High School 1 2 3 4 College 1 2 3 4 Post Grad (Circle Highest Level Completed)

How long have you lived in Lucas County: _____

Have you or any member of your immediate family ever been convicted of a crime? **YES NO**

Name of Person: _____ Date of Conviction: _____

Charge Convicted of: _____

Sentence: _____

Do you have any physical or mental disability that may interfere with your ability to serve as a grand juror? **YES NO**

Signature: _____ Date: _____

FAILURE TO REPORT AS INSTRUCTED MAY SUBJECT YOU TO A PENALTY FOR CONTEMPT OF COURT
John Tharp, Lucas County Sheriff

COMPENSATION AND VERIFICATION OF SERVICE: A letter will be available at the instruction session stating you were in attendance. You are NOT paid by the county for the instruction session. You WILL be paid at the rate of \$10.00 per day for the time you actually serve as a grand juror. Service verification will be your check stub stating which day(s) you reported for service and the pay you received.

ACCOMMODATIONS FOR A DISABILITY: Jurors with disability are encouraged to participate. Assistance will be provided at the Court's expense and may be requested by calling the Jury Commission at least one week before your service. In addition, the Court offers a wireless amplification system that can assist those with hearing aids. If you need another type of assistance, please contact the Jury Commission at 419-213-4790 at least one week in advance for your service.

✂️✂️✂️✂️✂️✂️✂️✂️✂️ **DETACH & KEEP SECTIONS ABOVE** ✂️✂️✂️✂️✂️✂️✂️✂️✂️

EXCUSES: Excuses from jury service are restricted by law. All requests must be returned at least **five (5) business days before your scheduled dates**. You may mail your correspondence to: **Office of the Jury Commission, 700 Adams Street, Toledo, OH 43604** or you may fax any correspondence to **419-213-4151** or e-mail with proper verification to **jury_commission@co.lucas.oh.us**. Written confirmation of your receipt of your request will come in the mail, but you will not receive written confirmation if you do not live in Lucas County.

I request an EXCUSE from jury service because:

 I moved from Lucas County. My new address is: _____ I was convicted of a felony AND am currently on community control or probation. PO's name _____ I am 75 years of age or over and wish to be excused. Jury service will cause extreme financial hardship. For a complete list of documents needed, visit our website. I have a medical or mental condition that prevents my service (attached a statement from the doctor on letterhead) Other – Describe reason for excuse (attach verification of your situation) _____

Name: _____ Phone Number: _____