

## Frequently Asked Questions – Jury Service

The Juror Questionnaire you received must be completed within (10) days of receipt. Please **DO NOT** call the Court at this time with a request to be excused from jury service. The questionnaire you received is **NOT** a Summons for Jury Duty. After the Jury Administrator reviews your questionnaire response, you may be selected for jury service during the time period stated on your questionnaire. If selected to serve, the Court will mail you a Summons approximately (7) to (14) days before the scheduled trial date. Please read this in its entirety to see if it answers your questions before calling the Jury Administrator or Court Bailiff. Our call volume is extremely high during this time.

- **How did you get my name?**

Our Courts currently uses the Indiana voter registration list and the Indiana Supreme Court Statewide Jury List for random selection of prospective jurors. The Supreme Court List is a combination of data maintained (or collected) by: (1) the Indiana State Bureau of Motor Vehicles, consisting of Indiana residents with state issued identification cards, driver's licenses, and vehicle registration records, excluding individuals under the age of eighteen (18) and non-U.S. citizens; and (2) the Indiana Department of Revenue, which includes all Indiana state resident taxpayers for the Southern District of Indiana.

- **Is there an age requirement or age limit for prospective jurors?**

You must be at least 18 years of age to serve. If you are over 75 years of age you may, upon request, be excused from serving. If you are over 75 years of age and DO NOT wish to serve, please fill out the questionnaire, and complete the “**exemption**” portion of the form. Then send it back using the postage-paid, business reply envelope provided.

- **I think it may be past the 10-day deadline in responding to my questionnaire. What should I do?**

The Court understands if you are out of town or have other circumstances that may slow your response time. We ask that you complete the questionnaire as soon as possible. Alternatively, someone may complete it on your behalf if you are unavailable. If someone else completes the questionnaire, they should refer to the instructions on *page 2 of the Juror Qualification Form*, under the section titled “Who Must Complete This Form.”

- **I heard that if I have a close friend or relative who is employed by a law enforcement agency, I can be excused and not have to appear. Is that true?**

The Courts have a wide range of civil and criminal cases, so your relationship to someone in the legal or law enforcement field may or may not have a bearing on the trial. While it may be a relevant issue during the jury selection process, it is not grounds for excuse prior to jury selection.

- **What if I have a medical condition (i.e. sight or hearing impairment, physical or mental condition) that would prevent me from serving as a juror?**

If you are responding to the Juror Questionnaire, you may be excused from jury service for a medical condition by submitting a current Physician's Statement stating that you are unable to serve. Please note that individuals with disabilities have the same opportunity and obligation to serve as jurors as individuals without disabilities. If you have a physical disability that would affect, but not prevent you from serving as a juror, and you are willing to serve if reasonable accommodations can be provided, please include those special accommodations on a separate statement or contact the Court to discuss your needs.

- **What if I am not available to serve?**

If there are certain dates that you are unavailable, simply list the dates you are *NOT* available to serve on ***page 2 of the Juror Qualification Form Instructions***. The Court will try to honor any reasonable dates. Please keep in mind that the Court is unable to excuse you due to work purposes. If your unavailable dates change after you have returned the Jury Questionnaire, or anytime during your jury service, please keep the Jury Administrator advised and submit any changes as soon as possible by contacting their office. If you are not available to serve during a majority of your term because of a severe hardship or a serious problem, please fill out a deferral request or submit a hardship request for excuse on a separate sheet of paper and return it with your questionnaire.

- **I am a college student. Do I have to serve?**

If you are a college student, in or out of state, and still have or use a permanent address in the Southern District of Indiana, you are not exempt from jury service in this Court. If you are not available to serve during the designated term of service, you may submit a hardship request for excuse on a separate sheet of paper and return it with your questionnaire. If you are called to serve at a time when it would interfere with your studies, you may request an excuse at that time from the Court Bailiff.

If you are responding to the Juror Questionnaire, complete the questionnaire as directed. A family member may complete the questionnaire on your behalf if you are unavailable. If a family member completes the questionnaire, they should refer to the instructions on ***page 2 of the Juror Qualification Form***, under the section titled "Who Must Complete This Form."

- **What if the person who received the questionnaire is deceased?**

If you are responding to the Juror Questionnaire, you may respond on their behalf by completing the questionnaire as follows:

1. Write "deceased" *and* the date of passing next to the name and address;
2. Sign your name and relationship;
3. Date the questionnaire; *and*
4. Send it back using the postage-paid, business reply envelope provided.

- **Why is it important to call the night before I am scheduled to appear?**

The Court's schedule may change at the last minute, or a trial may be settled or rescheduled. To ensure that the Court utilizes your time properly, it is your responsibility to make this call. If you report in error, you will not be paid, nor receive proof of attendance of jury service.

- **What should I do if I am sick or have an emergency the day that I am supposed to report?**

If an emergency occurs, such as a sudden illness, accident or death in the family, please contact the Court Bailiff immediately. You may be asked to file a letter explaining why you were unable to appear for jury service. If necessary, further documentation may be requested.

- **What happens if I do not report for jury service?**

Title 28, United States Code, §1866(g) provides, "Any person summoned for jury service who fails to appear as directed may be ordered by the district court to appear forthwith and show cause for failure to comply with the summons. Any person who fails to show good cause for noncompliance with a summons may be fined not more than \$1,000, imprisoned not more than three days, ordered to perform community service, or any combination thereof."

- **Why am I receiving another Jury Questionnaire when in the past I was excused due to medical reasons or I asked to be exempt from service?**

Prior years questionnaire records are deleted to ensure impartiality and random selection. If you submitted a medical excuse in the past and have received a jury questionnaire, chances are that you did not meet the requirements for permanent disqualification. You will need to complete the jury questionnaire and mail it back using the postage-paid envelope. If you feel that medically you are unable to serve, then you will need to enclose an updated Physician's Statement with your questionnaire.

- **My Questionnaire has been lost or damaged. How do I request a replacement?**

If your questionnaire is lost or damaged, you can contact the Jury Administrator to receive a replacement.

- **What if the person receiving the questionnaire no longer lives at this address or is no longer a resident of Morgan County or the State of Indiana?**

Mark through the address printed on the questionnaire; write "Addressee does not live at this address" and place it back in the mail. You do not need to put a stamp on it to return it to the post office.

- **What if my address changes after I have already returned to Jury Questionnaire?**

It is your responsibility as a potential juror to inform the Court of any possible changes. If your address changes at any point before or during your jury term, please contact the Jury Administrator or Court Bailiff as soon as possible.

- **What if I received a Jury Questionnaire but plan on moving out of Morgan County or the State of Indiana at the time I could be called to serve?**

If you plan on moving out of the State of Indiana or Morgan County before or during your jury service, please note that on your questionnaire. As long as you are a resident of Morgan County, State of Indiana, you will not be exempt from jury service. If or when at any time during your service you are no longer a resident of Morgan County, State of Indiana, please contact the Jury Administrator as soon as possible to update your information.

- **Can I be excused from jury service due to work purposes?**

According to Indiana State statute, the Court cannot excuse you from jury service due to work purposes. However, under Indiana Jury Rule 7. Deferral: “The Judge or Judge’s designee may authorize deferral of jury service for up to one (1) year upon showing of hardship, extreme inconvenience, or necessity. Rule 8. Documentation: “The facts supporting juror disqualifications, exemptions, and deferrals shall be recorded under oath or affirmation. No disqualification, exemption, or deferral shall be authorized unless the facts support it. These records shall be kept for a minimum of two (2) years.

**Please visit <http://www.in.gov/judiciary/rules/jury>**