

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 needed 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 number is needed for the next day. If so, you report to the Circuit Court Building, 4th Floor, Jury Assembly Room. 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. YOU SHOULD ALWAYS CALL THE RECORDING THE MORNING YOUR GROUP IS NEEDED TO SEE IF THERE ARE ADDITIONAL INSTRUCTIONS.**

CONFLICTS DURING YOUR TERM OF SERVICE:

Conflicts should be rescheduled if at all possible. If you are unable to do so, you should contact the Jury Office, well in advance of the beginning of your term, to speak to the Jury Administrator.

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 as a juror. Your badge **must** be visible when you exit your car until you return to your car.

LUNCH TIME AND BREAKS:

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

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, 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 4-6 weeks after the end of your term for your services. If you sit on both criminal and civil cases during your term, you will receive 2 separate checks and they may very well not come at the same 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 with photo capability, mace, scissors, knives, nail files/clippers, screwdrivers, letter openers, knitting needles, cigar cutters, and metal utensils are prohibited. All purses and carry-in items will be subject to an extensive search. Due to the volume of jurors reporting and the time restraints for getting jurors processed, you may not be allowed to return any prohibited items to your car.

MISCELLANEOUS:

Cellular phones, without photo 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.

The entire court building is a non-smoking facility.

EMERGENCY NUMBER:

Should a family member need to contact you **or an emergency** when you report during your term of service, they may call 382-3085 or 382-3061. **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 rbrown@cityofchesapeake.net

PARKING PERMIT

Your parking permit allows you to park in the reserved areas adjacent to the courthouse. This permit **MUST** be displayed in your windshield 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. **PLEASE NOTE THAT THERE ARE TWO JUROR PARKING LOTS. CHECK BOTH WHEN REPORTING AND PARK ONLY IN SPACES RESERVED FOR JURORS.**