

## MEALS

If you are chosen to serve on a jury, the judge may release you for lunch on your own. However, it is important to return to the courthouse by the time specified by the judge.

At the end of your term, you will be reimbursed \$7.50 for each meal you had on your own while serving on a specific trial. This amount will be included on the check for your jury service.

During deliberation or on special order of the judge, the county may provide meals.

## DIRECTIONS

Please park in the Justice Center parking lot which can be accessed from Schmidt Rd, Rolfs Ave or Hwy 33. Walk across Schmidt Road to the Justice Center entrance and report to the Jury Assembly room. Handicapped and limited parking is available by turning north onto Schmidt Road, then turning left to the limited space parking lot adjacent to the Justice Center.

## PENALTY FOR FAILURE TO APPEAR

Failure to appear for jury duty when summoned could result in contempt of court and possible criminal prosecution pursuant to Wisconsin Statutes, Sec. 756.30.



## INCLEMENT WEATHER

If you are called to report for jury duty and we are experiencing bad weather, please listen to one of the following radio stations after 7:00 a.m. the morning of the trial for information of possible cancellations:

WIBD/WMBZ 1470AM or 92.5 FM  
WTMJ 620 AM  
WTKM 1540 AM or 104.9 FM

## ADDITIONAL INFORMATION

Additional information is available concerning jury duty on the following website:

[www.wicourts.gov](http://www.wicourts.gov)

Select services  
Select for jurors  
Select general information

## JURY CONTACT

Jury Clerk: (262) 335-4728  
Online Postponement/Excusal Requests  
<https://juryrequest.wicourts.gov>  
E-mail: [jury.clerk@wicourts.gov](mailto:jury.clerk@wicourts.gov)  
Fax: (262) 335-4776  
Mail: Washington County Clerk of Courts  
Attn: Jury Department  
PO Box 1986  
West Bend, WI 53095-7986

## THANK YOU

*On behalf of the Circuit Court of Washington County, I extend my sincere appreciation for your substantial and important contribution to the administration of justice by serving as a juror.*

*Theresa M. Russell  
Clerk of Circuit Court*

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## WASHINGTON COUNTY

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## *Juror Information*



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Theresa M. Russell  
Clerk of Circuit Court  
Washington County Courthouse  
432 E. Washington Street  
West Bend, WI 53095

## PERIOD OF SERVICE

A juror's term of service shall be for a period of one month and shall not exceed 5 days of actual court attendance except when necessary to complete a trial in a particular case. The majority of trials last an average of 2 or 3 days. A "day of service" is a day for which you appeared and were available to serve on a jury panel.

If you are selected for a jury panel, you will serve until that case is completed. If selected, you will have an opportunity to make a call to your employer/family. Evening work is avoided whenever possible. However, if a jury is deliberating, your service may be extended into the evening hours.

If you are not selected to serve that day, you are usually excused within a few hours.

## EXCUSE; DEFERRAL

The court may excuse a person from jury service if the court determines that the person cannot fulfill the responsibilities of a juror. The court may also defer jury service to a later date if the court determines there is undue hardship.

Please notify the court if you are requesting deferral due to important personal or business commitments, vacation, etc. If you have a medical condition that would prevent you from serving, a medical excuse from your physician is required. If you are requesting to be excused for employment reasons, a

letter from your employer must accompany your request.

**Requests to be excused or to have your service deferred must be made by the deadline date stated on your summons to appear.**

You may send a written request to be excused online, via mail, or fax. The quickest method is online at <https://juryrequest.wicourts.gov> A response to your request to be excused will be sent.

In addition, if you move out of Washington County or if you have a name or address change, please notify the jury clerk at the address listed in the Jury Contact section of this brochure.

## CHECK STATUS OF JURIES

Cases often settle the evening before the trial. It is your responsibility to call or check the website the evening before you are scheduled to appear for jury duty.

LOCAL: 262-335-4347

OUTSIDE LOCAL CALLING AREA:  
1-877-783-7550 (toll free)

WEBSITE: [juror.wicourts.gov](http://juror.wicourts.gov)

It will be necessary for you to know the name of the judge you are scheduled to appear before. This information is included on each jury summons you receive.

## JUROR FEES

You will be paid \$25.00 for each full day and \$12.50 for each half day that you

appear for jury duty. You will also be reimbursed \$.51/mile roundtrip mileage from your home to the courthouse.

A check for your fees and mileage will be sent approximately one month after your term of service is complete.

## SECURITY and READING MATERIAL

Please be aware that you will be going through a security checkpoint before entering the Justice Center which includes X-ray and metal detection equipment. Items such as knitting needles, crochet hooks, scissors, and pocket knives are not allowed.

Prepackaged food items, sealed bottles containing liquids, and bag lunches are allowed through security. Unsealed beverages, including coffee, are specifically prohibited. **If you need additional food items for medical reasons, you must contact the Jury Clerk immediately** so that our office can provide you a letter to present to courthouse security upon your arrival for jury duty. This letter will allow an exception to be made for your provisions.

Everyone is encouraged to bring reading materials inasmuch as there will be breaks throughout the day.

## RESEARCH OF CASES

Jurors are not allowed to research cases. Please do not look up any information on CCAP or any other source.