

## SUMMONS FOR GRAND JURY SERVICE

RICHLAND COUNTY GRAND JURY  
50 Park Avenue East  
Mansfield, Ohio 44902

Barbara Walter, Commissioner  
Ron Davis, Commissioner  
John K. Rinehardt, Clerk

Dear Prospective Juror:

The Richland County Jury Commissioners have randomly drawn your name to serve as a Grand Juror in the Richland County Common Pleas Court. You are subject to call for a two-month period of time. It is unlikely that you will actually serve more than eight (8) days during your term of jury service.

Please fill out the Grand Juror Questionnaire and mail it or email to [juryquestions@richlandcourtsoh.us](mailto:juryquestions@richlandcourtsoh.us)

**JURY PAYMENT AND WORK EXCUSES:** Jurors are paid for each day they actually serve. You will be paid after the end of the second month of service. The Courts will issue a work excuse to give your employer if you need one. An employer is prohibited from retaliating against an employee for serving on a jury. (R.C. 2313.18)

**PARKING:** Free parking is provided to jurors in the gravel parking lot at the corner of E. Luther Place and S. Adams, as well as, the last three rows of the lot at the corner of E. Second and S. Adams. Do not park at parking meters.

**EXCUSE FROM JURY DUTY:**

A person is disqualified from jury service if the person:

- A. is less than 18 years old, or
- B. is not a citizen of the United States, or
- C. is not a resident of Richland County, or
- D. is unable to communicate in the English language, or
- E. has been convicted of a felony and has not had civil rights restored.

A person may be excused from jury service on request if the person:

- A. has served as a juror within the past 24 months, or
- B. is physically unable to serve (requires a doctor's excuse), or
- C. has a spouse who has recently died or is dangerously ill (requires a doctor's excuse), or
- D. you are a caregiver for a sick, aged or infirm dependent (requires a doctor's excuse).

If you think you have a valid reason for not serving as a juror, explain your reason in writing and send it in with your juror information form along with any required documentation. **PENALTY FOR FAILURE TO APPEAR: Persons who fail to appear for jury service after being notified may be fined up to \$500.00 and otherwise punished for contempt of court.**

If you have questions about jury service, contact the bailiff at 419-774-5571 or email: [juryquestions@richlandcourtsoh.us](mailto:juryquestions@richlandcourtsoh.us).

## GRAND JUROR QUESTIONNAIRE

You are important to our jury system. Without you the jury system cannot work the way the authors of the Constitution wanted. It is one of the most important duties of citizenship.

It is also a rewarding experience which will give you an opportunity to participate directly in the administration of justice. While it may require some adjustment of your normal schedule to serve as a juror, we believe that you will enjoy the opportunity to see your courts in action, to learn more about our system of justice, and participate in one of the fundamental principles of our American heritage.

PLEASE ANSWER ALL QUESTIONS COMPLETELY AND SIGN AND RETURN THIS QUESTIONNAIRE WITHIN 5 DAYS to the Richland County Common Pleas Court, Jury Commission, 50 Park Avenue East, 3<sup>rd</sup> Fl, Mansfield, Ohio 44902, EVEN IF YOU CLAIM A JUROR EXCUSE. FAILURE TO RETURN THE QUESTIONNAIRE OR ANSWER IT COMPLETELY AND HONESTLY COULD RESULT IN CONTEMPT OF COURT CHARGES.

Juror/Badge No. \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
          First           Middle           Last

Home Phone: \_\_\_\_\_ Emergency No: \_\_\_\_\_

Employed by \_\_\_\_\_ Work Phone: \_\_\_\_\_

Your occupation \_\_\_\_\_

Occupation of husband or wife: \_\_\_\_\_

Place of birth \_\_\_\_\_

Years of residence in county \_\_\_\_\_ Single ( ) Married ( )

Extent of education \_\_\_\_\_

Do you read, write and understand English? \_\_\_\_\_

Age of children at home \_\_\_\_\_

State the nature of any physical or mental defect which would affect your service on the jury.

\_\_\_\_\_

Were you ever charged with or convicted of a crime? \_\_\_\_\_ What and when? \_\_\_\_\_

Former service on Jury – when and where? \_\_\_\_\_

A person who is summoned to appear as a Grand Juror must appear on the date specified on the summons to express any reason or reasons why he or she feels they should be exempt from service (Per R.C. 2939.02)

\_\_\_\_\_  
Signature