

## **Important Information Regarding Jury Service at the Chittenden Superior Court Civil Division**

### **Juror Reporting Instructions**

Call the juror phone at 802-658-0741 after 5:00pm the night before you are scheduled for jury service for reporting instructions.

### **Location and Parking**

We are located at 175 Main Street, Burlington. Parking is limited. There is a commercial parking garage next to the courthouse on South Winooski Avenue and another on the corner of Bank St. and So. Winooski Avenue. Using metered parking is not advisable as breaks may not be available to feed meters.

### **Time Commitment Expectations**

There is a "jury draw" approximately every 3 months when the complete panel of jurors meets for one or two days to get assignments for specific trials. The computer makes all selections randomly. You should bring your calendars with you for the next 3 months, including dates for any pre-planned vacations. This will assist the court in scheduling. Trials range from 1 or 2 days to several weeks. The dates will be assigned on the day of jury draw.

### **What You Can Expect at a Jury Draw**

Court staff will greet you and present a general orientation, answer your questions and discuss your concerns. The judge will then discuss our system of justice and answer your questions. The rest of the day will be spent drawing juries from your panel for specific trials. Plan to stay at court until at least 4:30pm.

### **Emergencies/Reporting Absences/Excuses**

If you have an emergency that affects your jury service, please call 802-863-3467 and speak with Jill Mongeon or Carmen Cote.

Medical excuses are given first priority. A note from your physician must accompany all medical requests. The court always works with you to plan around scheduled appointments, vacations, or business hardship. We try to minimize the disruption that jury service might cause you.

### **Lunch**

Lunch is normally one hour. You may choose to go out or you may bring your lunch and eat in the jury room.

### **Miscellaneous**

Please note that anyone entering the building may be screened by a court security officer. You may not bring weapons into the courthouse.

Due to the nature of jury service and the court process itself, there are often periods of waiting. You may bring reading material to pass the time. There are brief recesses throughout the day. No childcare is available.

Smokers will be directed to a designated area outside the building.

### **Other Concerns**

If you have any special needs please bring them to the court clerk's attention. All electronic devices, including cell phones, must be turned off while court is in session.

Hearing assistance devices can be made available.