

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

### **Directions**

We are located at 7 Court Street, Newfane, VT.

There is parking on the streets adjacent to the courthouse and in front of the church.

Please enter the courthouse through the front door and proceed to the jury room, which is on the left.

You will have to sign-in with the Court Officer each morning of jury service. Once you have signed in, you may wait in the jury lounge until the Court Officer brings you into the Courtroom.

### **Time Commitment Expectations**

Jury draws are held one day every other month. At that time a complete panel of jurors will meet for one full day at which time jurors will be chosen for specific trial dates.

### **What To 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**

There is no cell service in Newfane.

Emergency telephone calls may be received at (802)365-7979.

Questions concerning jury service should be addressed to Anne Damone, Clerk, Windham Superior Court, PO Box 207, Newfane, VT 05345, telephone 802-365-7979 or email: [anne.damone@state.vt.us](mailto:anne.damone@state.vt.us)

### Additional Court Staff:

M. Patricia Cote, Deputy Clerk

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. No food or drink is permitted in the courtroom.

### **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.