

Important Information Regarding Jury Service at the Windham Superior Court Criminal Division

Juror Reporting Instructions

Please call 802-257-2853 after 6:00pm the night before you are scheduled for jury service for reporting instructions.

Directions

We are located at 30 Putney Road, Brattleboro, VT.

Coming from the North or South in Interstate 91, take Exit 2. Take a left off the exit ramp, Route 9 East. Continue straight to the Main Street stoplight and take a left. You will see the Courthouse behind the fountain and in the center of a roundabout.

Enter the courthouse on the Linden Street side, across from the American Legion. Follow the cement sidewalk until you come to a doorway that says "Juror Entrance". A deputy sheriff will be available to direct you where you will have to sign in to verify your attendance.

Time Commitment Expectations

There is a "jury draw" at least once per month when your term panel will meet to get assignments for specific trial dates. Please plan on being at the courthouse all day on both jury draw and trial dates.

What to Expect at a Jury Draw

Court personnel will greet you and present a general orientation regarding your jury service. The presiding judge with whom you will be working with during your term will present an orientation of jury service in the criminal division. At the conclusion of the orientation session, we will have a question and answer period. The rest of the day will be spent drawing juries for specific trials. A panel of 12-14 jurors is chosen to sit on a case. Plan to be at the courthouse until at least 4:30pm.

Emergencies/Reporting Absences/Excuses

If you have an emergency which affects your jury service, please call 802 257-2800 and ask to speak with Ann Patterson, or email her at ann.patterson@state.vt.us.

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.