



EUGENE C. WINGFIELD, CLERK

CLERK'S OFFICE

LYNCHBURG CIRCUIT COURT

900 Court Street
Mailing Address:
P. O. Box 4
Lynchburg, Virginia 24505
Telephone 434-455-2620
Facsimile 434-847-1864
www.lyncburgva.gov/circuit-court

F. PATRICK YEATTS, JUDGE
R. EDWIN BURNETTE, JR., JUDGE

Dear Juror,

On behalf of the Judges of this Court as well as the Clerk's Office, I want to thank you in advance for your service to our community as a juror. You will be performing an essential civic duty that enables the Court to provide litigants with a trial by jury. You will also be helping to uphold a critical part of America's system of justice-the right to a trial made up of persons representing a fair cross section of our community.

I would like to explain to you, in a general way, what to expect during your term of service (full details will be provided to you once you appear in the Court for service as a juror):

- We are located at 900 Court Street. You **MUST** park on the **SECOND LEVEL OF THE PARKING DECK** located at 8th and Clay Streets and **MUST** display the enclosed parking permit in the driver's side window. You do **NOT** have to pay for parking.
- Your term of service is for one month, however the Court term does not necessarily track the calendar. The beginning and end term dates are displayed on your parking pass. If you have any urgent scheduling conflicts during the jury term, you **MUST** contact the Circuit Court at (434)-455-2620 to discuss these as soon as you receive this notice. Unexcused absences may result in criminal penalties.
- **You MUST be in the Courthouse and seated by 8:30 a.m.**
- Jurors are reimbursed \$30 per day for attendance for each day you must report to the courthouse.
- Everyone who enters the courthouse is subject to search, to include jurors. As a result, you may want to leave any personal belongings at your home or in your vehicle. **No Cell Phones or Electronic Devices** are allowed in the Courthouse.
- A photo I.D., voter registration card or social security card **MUST** be presented upon arrival for jury duty.

Your first report date is either given to you by a phone call from the Lynchburg City Sheriff's Department and/or will appear on the summons. You must call the jury hotline (434) 455-2626 beginning at 6 a.m., early the morning of your report date. You may also call the evening before your report date. Sometimes cases are settled or continued before the Court date and the jury hotline will provide you with the most up to date information. If you forget your report date or have questions about reporting, please call the Clerk's Office at 434-455-2620.

When you call the jury hotline on the morning of your scheduled report date, the recorded message will either advise that jury is still scheduled or that the jury for that date is cancelled. If the jury is cancelled, the hotline will list each jurors name and their next report date. Make sure to listen to the entire message. You will not receive any further notification from the Court regarding your jury schedule.

Any juror who reports for jury duty when told not to report via the jury information line will not be paid for that day's attendance.



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Any juror who fails to report for service as notified or subpoenaed are subject to being held in contempt of court. The court may issue a Criminal or Civil show cause for you to appear before the court to explain any un-excused absence. Punishable by VA. State Code 18.2-456, a fine up to \$250.00 and/or a sentence of up to 10 days in jail, if found guilty.

Proper dress is required of jurors. Please no shorts, t-shirts, flip flops, etc.

JURY SERVICE FAQ'S:

- Most juries in Lynchburg last one to two days. Occasionally they could go longer, but that is not the norm.
- This court averages seating 3 to 4 juries a month. Sometimes 1 to 3 and occasionally 5 to 7.
- This court utilizes a monthly jury pool of 125 citizens. Depending on the type of case being heard, we bring in between 25 and 35 jurors for each jury. Of this number either 7 or 12 are selected to serve on the day's panel. These numbers are set by the court and are not flexible.
- If needed, the court has hearing devices available. However, normally they are not needed.

If you have any questions with your jury service, please contact my office as soon as possible, by calling 455-2620, Option 1 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, again all scheduling conflicts must be immediately handled once receiving this notice, by contacting the Clerk's Office.

This Court goes to great lengths in order to minimize any inconvenience on the person lives of our jurors by trying to limit the number of times you may need to appear. Sometimes this task can become difficult as a result of the number of citizens who ask for exemptions during the term. Many of these requests cannot be honored.

We sincerely hope your service as a juror will be a rewarding and satisfying experience. If there is anything my staff or I can do to make your service easier or more pleasant, please let us know. You are reminded to keep this information and refer to it each date you are scheduled to report for jury service.

Additional information regarding jury service can be found on our website at www.lyncburgva.gov/circuit-court under the miscellaneous tab.

With kind regards and best wishes,

Very truly yours,

Eugene C. Wingfield, Clerk



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Jury Questionnaire Information

Please **COMPLETE** and **RETURN** this questionnaire on your first reporting date to the Lynchburg Circuit Court. This form should be given to the Lynchburg Sheriff's Office Deputy who will be working in the Courtroom that you will be directed to.

Name: _____
(Last) (First) (Middle Initial) (Maiden Name)

Home Address: _____

Place of Birth: _____, How long have you lived in the City of Lynchburg? _____

How long have you lived in the Commonwealth of Virginia? _____

Date of Birth: _____, Marital Status: _____, Number of Children: _____

Occupation: _____, Employer: _____, How long Employed? _____

Name of Spouse: _____, Employer of Spouse: _____

Occupation of Spouse: _____, How long Employed? _____

Have you ever been a Party to a Civil Law Suit? _____

If so, Were you the Plaintiff or the Defendant and what Year? _____

Have you served on a Trial Jury before? Yes _____, No _____, What Year _____

Civil Jury _____ or Criminal Jury _____

Have you served in Military Service? Yes _____, No _____

What is your Educational Level? _____