



TODD SWISHER, 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.lynchburgva.gov/circuit-court

F. PATRICK YEATTS, JUDGE
J. FREDERICK WATSON, JUDGE

Juror Instructions

Please read this in its entirety for important information.

Dear Juror:

On behalf of the Judges of the Lynchburg Circuit 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 a vital civic duty by helping to uphold a critical part of America's system of justice, the right to trial by jury – a jury consisting of a fair cross-section of the community.

The following is important information for you to know during your term of service as a juror:

Parking: The Circuit Court is located at 900 Court Street. You must park in the second level of the parking deck located at 8th and Clay Street and display the enclosed parking permit on the driver's side of the dashboard. Please do not park in any reserved parking spaces (they are clearly marked). There is adequate parking available. You do **NOT** have to pay for parking.

What to Bring: A photo I.D., voter registration card, or social security card must be presented upon arrival for a jury trial.

Screening at 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 home or in your vehicle.
No electronic devices or cell phones are allowed in the courthouse.

Length of Term: Your term starts the 1st Monday of the month and ends the Friday before the 1st Monday of the next month. Therefore, your term is approximately 1 month in duration (can be a little longer or shorter).

Jury Call-In Line: You should call the jury call-in line (455-2626) both the night before your next scheduled appearance (after 6 p.m.) and again the morning of your scheduled appearance (before 8 a.m.) to ensure your appearance is still required. Please do not call the hotline every day as there are several pools of jurors. Remember, you are not scheduled to appear everyday – just select days during the term. Jury trials are very fluid, and agreements are often reached very late, so it is imperative that you use the jury call-in line as indicated above. Upon reaching the jury information line, you will receive a recorded message advising you to report as requested or advising you if there have been any changes regarding your report date. You will not receive any further notification from the Court regarding your jury schedule.

Conflicts: Jurors who believe they may have a conflict with jury service should contact the Clerk's Office at 455-2620 (option #1) between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, as soon as possible, and well before the start of the term if the conflict is known at the time. It is important to understand that, while we make every effort to work with jurors who have viable conflicts (prepaid vacations, scheduled surgeries / medical appointments, traveling for work out of the area, etc.), we must also ensure that we have adequate juror pools. Documentation of your scheduling conflicts will be required.

Failure to Report: Those jurors who fail 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 unexcused absence. Contempt of court, punishable by VA. State Code (18.2-456) dictates a fine of up to \$250 and/or a sentence of up to 10 days in jail if found guilty.

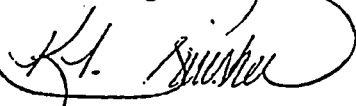
Reporting After Being Excused: Those jurors who report for jury duty when told not to report via the jury call-in line will not be paid for that day's attendance.

Proper Dress: Please dress respectfully for the Court (no shorts, t-shirts, flip-flops, jeans with holes in them, etc.). Note: the temperature in the courtrooms can be very cool during the summer months so you may need to bring a light jacket or sweater.

Payment: Jurors are reimbursed \$30 per day for attendance for each day they report to the courthouse. Payments are processed at the end of the term and mailed to you. You may see two separate checks as criminal juries are paid by the State of Virginia and civil juries are paid by the locality (City of Lynchburg).

I sincerely hope your service as a juror will be a rewarding and satisfying experience. Without question, you are an important part of the judicial process. 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 throughout your term of service.

With kind regards,



K. Todd Swisher



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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? _____