



Jury Service Summons & Questionnaire
PLEASE KEEP THIS SUMMONS FOR REPORTING INSTRUCTIONS

(PRINT DATE) (Programmed via Lytrod?)

Field 2 Field 3 Field 1

Field 5

Field 6 (if field is null, can we eliminate line via Lytrod?)

Field 7 Field 8 Field 10-Field 11

Field 2 Field 3 Field 1

Badge Number
Field 12 (Barcode font "3 of 9")

SUMMONS

YOU SHALL APPEAR FOR JURY DUTY AS FOLLOWS:

Location: Vermont Superior Court
Field 29
Field 30
Field 31
Field 32, 33 35-36

Date & Time: Field 17 , Field 55

Phone Message: Field 37 Ext. Field 38

Website Message: www.vermontjudiciary.org *

* see the back of this sheet for website instructions

Reporting Number: Field 15

YOU MUST CALL TO CONFIRM:

- After 5:00 PM on the day before you are scheduled to appear for jury duty, call **Field 37 Ext. Field 38**. Listen to the recorded phone message **OR** go to www.vermontjudiciary.org for the reporting message. See the back of this sheet for website instructions.
- Phone message or the website message will explain whether you must appear the following day. The message may contain information on whether you must appear based on your reporting number. Your reporting number is **Field 15**.

Failure to comply with this summons is punishable by a fine.

QUESTIONNAIRE

- You must complete the Jury Service Questionnaire within 14 days of receiving this summons.
- The questionnaire is available online at www.vermontjudiciary.org. Please see the back of this sheet for website instructions.
- If you do not have internet access, please complete the enclosed paper questionnaire and mail it to: Jury Administration, 32 Cherry Street, Suite 350, Burlington, VT 05401-7305.
- If you have questions contact the Jury Administration Office at 802-865-5879 or by email at Jud.Jury@vermont.gov
- **Please read the back of this sheet for more information.**

Thank you for serving as a juror and fulfilling this important duty of citizenship.

Field 60

Vermont Superior Court Clerk

Jury Service Information

- **Orientation and Jury Draw:** Your first appearance at court is for orientation and “jury draw”. Court staff will greet you and direct you to the orientation room. You will receive information about jury service and have an opportunity to ask questions. After orientation, the judge will begin jury draw, which is a process for selecting jurors for specific cases.
- **Schedule:** Plan to stay at court until 4:30 PM.
- **Lunch:** You may bring a lunch, or go out during the lunch break.
- **Length of Service:** You may be required to serve up to three jury draws and additional days as required to complete up to three trials. The court will not summon you to appear for jury duty for at least two years after you have served on a jury. 4 V.S.A. § 963.
- Please bring your calendar to Court for jury draw.
- Vermont law permits the payment of jurors. If you are not compensated by your employer, you may request payment from the court. It is recommended that you check with your personnel department regarding your Employer's policy on jury service prior to coming to court.
- You will not be eligible to request payment for jury service if you appear at the Court without checking the phone message or website the night before to make sure your appearance is still required.
- If you cannot appear, submit a written request to be excused with your completed questionnaire. The Court will consider your request and notify you of its decision.
- **Weapons:** Do not bring weapons to the courthouse. You may pass through a metal detector upon entering the courthouse. Your belongings may be searched.
- **Americans with Disabilities Act (ADA) Notice:** Individuals with disabilities who need a reasonable accommodation to participate in this proceeding are entitled to the reasonable provisions for assistance. If you require an accommodation, please submit your request with your questionnaire.
- Additional jury information is available online at www.vermontjudiciary.org. See below for instructions. If you do not have internet access, you may call 802-865-5879 to request an information sheet.

JURORS WEBSITE INFORMATION & INSTRUCTIONS

The **Jurors** website can be found at the Vermont Judiciary website: www.vermontjudiciary.org by selecting the “**Jurors**” button link at the top of the web page. `

- **Juror Questionnaire:** Select the button link “**Juror Questionnaire**” from the Jurors web page. You will be required to enter your badge number and zip code. Your badge number is **Field 12**.
- **Reporting Instructions:** Select the button link “**Court Specific Reporting Instructions**” from the Jurors web page. On the following page click the “+” symbol next to your Court.
- **Additional Information:** Select the button link “**Jury Services**” from the Jurors web page for FAQ and court information.

PRIVILEGE AND DUTY

The right of trial by jury is the privilege of every person in the United States. Jury service is an important duty of citizenship. While it will likely require some adjustment of your normal schedule to serve as a juror, you may enjoy the opportunity to see your courts in action, to learn more about our system of justice, and to participate in one of the fundamental principles of our Constitution.