

SUMMONS FOR JURY

You are hereby summoned to be available for the Lucas County Common Pleas Court as a trial juror. Jury service is not voluntary, but a civic obligation imposed upon all citizens by statute. As a juror, you will become an officer of the Court. You will be performing an important and vital role in the efficient and fair administration of justice.

The Jury Office is located on the 1st floor of the Lucas County Common Pleas Court, 700 Adams St., Toledo, OH 43604. The courthouse entrances face Michigan Street and Erie Street side.

GENERAL INFORMATION:

YOU ARE SCHEDULED FOR POSSIBLE SERVICE: You are on-call for two days. This means you are to be available to report for jury duty to possibly be seated on a trial. You must call us for reporting instructions (see below). If you are not instructed to report, you should follow your normal routine for that day. You must serve for the entire trial if you are selected as a juror. You will not be seated as a trial juror more than once during your service.

RESCHEDULING: If you are unable to report on the scheduled dates, call the Jury Commission Office (419-213-4740) at least two business days before your scheduled dates to reschedule. **Only one re-scheduling will be permitted.** A second postponement will be considered only in the event of an extreme emergency.

QUESTIONS: CALL 419-213-4740 / The office telephone hours are Monday-Friday, 9:00 a.m. - 4:00 p.m.

WEBSITE: <http://jury.co.lucas.oh.us>

E-Mail: jury_commission@co.lucas.oh.us

HOW TO FIND OUT IF YOU NEED TO REPORT: CALL 419-213-4288

after 5:00 p.m. the evening before each date of service. A pre-recorded message will tell you, according to your group number, if you must report the next day, and, if so, what time to report. If you are not instructed to report the first day, or if you report and are not seated for a trial, you must call after 5:00 p.m. for your second day reporting instructions. If you report late, you may be required to reschedule your service.

PARKING: See the map for parking locations. You must pay for your own parking. Several pay parking lots are near the courthouse. The parking may need to be paid upon arrival. Do not park at a meter. If you leave your keys with an attendant, please notify the courtroom bailiff if you are seated as a trial juror. Parking lot attendants may have left before you are dismissed for the day.

Lucas County Common Pleas Court

Office of the Jury Commission

700 Adams Street - Suite 100

Toledo, Ohio 43604-5673

YOU ARE SCHEDULED FOR:

Listen to a pre-recorded telephone message to receive reporting instructions.
(SEE PARAGRAPH AT LEFT)

JUROR

Common Pleas Court

WHAT TO DO:

STEP 1: Read both sides of this document fully. It is both a **SUMMONS for Jury Service** and a **Juror Excuse form**.

STEP 2: IF YOU ARE REQUESTING AN EXCUSE FROM JURY SERVICE, COMPLETE THE FORM ON BACK AND RETURN TO THE COURT AT LEAST FIVE (5) BUSINESS DAYS BEFORE YOUR SCHEDULED SERVICE DATE.

STEP 3: Follow the reporting instructions on this summons.

STEP 4: **BRING YOUR SUMMONS WITH YOU WHEN YOU REPORT FOR JURY SERVICE.**

MAP OF DOWNTOWN TOLEDO

 = PARKING



