

JUROR INFORMATION

I. SERVICE

Jury trials typically last from 1-3 days; however, there are exceptions. Work Verifications (proof-of-service statements) are available **upon request** from Jury Management. They can be printed daily (please request these forms after "Checking Out"), or you may sign up on the 2-ring clipboard for a **Weekly/End-of-term** verification to be mailed to your home.

It is absolutely necessary that you scan your Barcode as you arrive EACH DAY, whether you are serving on a court case or if your call group number was called to report. Your name will appear on the screen if the scan was successful.

II. MILEAGE

Please provide the number of miles traveled ONE WAY from your home to the courthouse on the Mileage Sheet or the Yellow Tablet by the first Thursday of your service.

III. PAYROLL and SOCIAL SECURITY NUMBER

Jury Duty is paid at the rate of \$10.00 per day served and reimbursement per mile traveled (unless riding the bus). You will be issued a separate check for each week you appear for service. The IRS requires your Social Security Number in order for payment of your jury service to be processed from County funds. For confidentiality reasons, we do not print your Social Security Number on any court paperwork.

IV. PARKING

Please be very careful where you park. Designated parking Lots are **(P)** south and **(B)** west of the Courthouse, and lot **(A)** north of the Juvenile Court facility. They are marked "**Public Parking**" on your map. Please park **inside** a Lot **at a Meter** with your **parking permit displayed** (so you won't need to pay at the meter within those designated lots). Please do **NOT park at a meter along the street**. The Court IS NOT RESPONSIBLE for tickets; ***Jurors are liable for their own parking fines and/or tickets.***

V. INDUSTRIAL INSURANCE

Spokane County has Industrial Insurance coverage for jurors while on jury duty. Your record of hours in the courthouse is kept by "Checking In" when you report and "Checking Out" when you have finished the day of jury duty. Please report to Jury Management any injury occurring within the courthouse.

VI. JURORS CALL-IN PROCEDURE

If your call group number is listed on the recording (477-4720) to report, but you are ill or have some other emergency which prevents you from appearing that day, please call 477-5790 as soon as possible and tell Jury Management about your circumstance. You may find it useful to record your call group number on this sheet and keep track of the days you report for jury duty (for income tax purposes).

GROUP # _____

Jury Term: _____

DAYS REPORTED:

Week 1:	Mon. <input type="checkbox"/>	Tues. <input type="checkbox"/>	Wed. <input type="checkbox"/>	Thurs. <input type="checkbox"/>	Fri. <input type="checkbox"/>
Week 2:	Mon. <input type="checkbox"/>	Tues. <input type="checkbox"/>	Wed. <input type="checkbox"/>	Thurs. <input type="checkbox"/>	Fri. <input type="checkbox"/>