

## **JUROR ORIENTATION INFORMATION**

**DUTIES:** Your duty as a juror is to weigh all of the evidence and testimony presented to you and to decide the outcome of the case based upon the law and the evidence. Your decision must be fair, impartial and free of any bias or prejudice. Jury service is the foundation of our judicial system and is vital to the administration of justice.

You are provided with a Juror badge at check in. Please place the badge in plain view and leave on until you leave jury service for the day. Your juror badge tells Judges, Plaintiffs, Defendants and Lawyers that you are serving as a Juror for the day and they are not allowed to speak with you or be around you.

While serving as a juror during the day time hours, we ask that you refrain from drinking alcoholic beverages or using controlled substances.

**COMPENSATION:** Jurors receive \$25.00 for the first day you report in person and \$50.00 a day for each additional day you are present. If you wish to waive your jury pay due to employment or any other reason, please let Court staff know and we will provide you a waiver form.

**CONTACT INFORMATION:** If you have a new address, name or phone number please let Court staff know so that we can update your information in the jury system. Your information needs to be current in case we need to contact you while you are serving as a juror and to ensure we are mailing your compensation check to the correct address.

**HOURS:** Normally, Court is in session Monday through Friday from 8:30 a.m. to 4:30 p.m. However, during trial there may be days when you will be excused earlier or later depending on circumstances that may arise during the trial. If you are going to be kept later than 4:30, the Court will make every effort to provide you advance notice.

**PARKING:** Free parking is located in the Madison County parking lot. Entrance to the parking lot is located on North Second Street which is behind the Courthouse and Administration Building. North Second Street is accessible from St. Louis Street.

**CELL PHONES AND CAMERAS:** Cell phones are to be kept on silent or turned off. No photos or video are to be taken while inside the courthouse.