

**APPENDIX B - JURY MANAGEMENT FORMS**

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SUMMONS FOR JURY SERVICE IN MARIETTA MUNICIPAL COURT

The State of Ohio, Washington County

TO:

I AM COMMANDED to summon you to appear before the Marietta Municipal Court at the call of the Marietta Municipal Court, and so from day to day until discharged, to serve as a Juror in the Marietta Municipal Court for the year \_\_\_\_\_.

If you feel that you have a legitimate reason for being unable to serve as a juror, you may report to the Attorney Conference Room, 3rd Floor of the Washington County Court House on one of the following dates-- \_\_\_\_\_ between the hours of \_\_\_\_\_ A.M. to \_\_\_\_\_ A.M. and \_\_\_\_\_ P.M. to \_\_\_\_\_ P.M. and discuss your reasons with the Jury Commissioners. If serious health problems hinder you from serving please have a Doctor's Certificate with you when meeting with the Jury Commissioners.

LOCATION OF THE COURT: The Municipal Court is located at the Corner of 3rd and Putnam Street, in the City of Marietta.

SERVICE DATES: The Court will notify you of the specific dates you are to appear at the Court. (See information sheet enclosed)

NOTICE: IF YOU FAIL TO APPEAR as a prospective juror when notified to do so by the Court, unless that appearance has been excused or rescheduled in advance, you are subject to immediate arrest, you would also be subject to contempt proceedings with a fine of up to \$500 and up to 30 days in jail.

WITNESS my signature as Sheriff of said  
County, this \_\_\_\_\_ day of December, \_\_\_\_\_  
ROBERT R SCHLICHER JR., Sheriff

\_\_\_\_\_, Sheriff

An information sheet on jury service at the Marietta Municipal Court is enclosed. If you have further questions please contact the Court Bailiff of the Marietta Municipal Court at 373-4474.

SUMMONS FOR PETIT JUROR

The State of Ohio, Washington County

Common Pleas Court

TO:

I am commanded to summon you to appear before the Court of Common Pleas, at the courthouse in said County, at the call of the Court, and so from day to day until discharged, to serve as a Petit Juror, during year of \_\_\_\_\_.

WITNESS my signature as Sheriff of said County, this \_\_\_\_\_ Day of \_\_\_\_\_,  
ROBERT R. SCHLICHER JR., Sheriff

\_\_\_\_\_, Sheriff

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. You will be notified of the exact date you are to report by letter.
2. Jurors are to park in Parking Partners Lot on 2nd St. Your parking will be paid for by the County.

DO NOT PARK AT 2 HOUR PARKING ZONE, IN BUSINESS DISTRICT OR IN PEOPLES BANK PARKING LOT AT REAR OF COURTHOUSE.

3. In some instances, cases may be settled after you have been notified to report. To make sure you are to report you may call the Courthouse at Phone Number 373-6148 after 2:00 PM, for information on the next days jury duty.

Your letter will designate as to Jury "A" or "B". This information will assist you when inquiring as to jury service.

4. If you feel you have a legitimate reason for being unable to serve as a juror, you may report to the Attorney Conference Room 3rd Floor, Courthouse on one of the following days:

\_\_\_\_\_, between the hours of \_\_\_\_\_ A.M. OR \_\_\_\_\_ P.M. and discuss your reasons with the Jury Commissioners. If serious health problems hinder you from serving, please have Doctors Certificate with you when meeting with Jury Commissioners.

The names of jurors will be rotated during the year so that most jurors will not be reporting for service more than three or four times.

If you should have any other questions concerning your service as juror, please feel free to contact the Court Bailiffs at 373-6623 Ext 209 or 259.

Clerk of Courts  
Marietta, OH 45750

## INFORMATION SHEET — PETIT JURY COMMON PLEAS COURT

**HOW WAS MY NAME CHOSEN** — The names of prospective jurors are randomly selected from a combined list of registered voters and licensed drivers who are United States citizens and live in Washington County.

**WHEN WILL I SERVE** — The Court will notify you by letter three or four times during the year to appear as a juror on a specific date. We try to send the letters two to three weeks before the date of service. The letter will tell you the date you are to appear and assign you to either JURY A or JURY B. **ONCE YOU HAVE BEEN REQUIRED TO APPEAR TWICE, OR HAVE BEEN SEATED ON A JURY YOU WILL BE EXCUSED FOR THE REST OF THE YEAR.**

**HOW LONG WILL THE TRIAL LAST** — Many trials last one day. If the trial is expected to last longer, this will be discussed during jury selection and you will be given a chance to indicate problems a longer trial would present for you. Trials often last into the evening hours.

**WHAT ABOUT MY CHILDREN** — There are no facilities to care for children at the court. You need to make your own child care arrangements in advance.

**WHAT ABOUT MY EMPLOYER** — By law employers are not permitted to discharge you, lay you off, deny you advancement opportunity or otherwise penalize you for appearing for jury duty. When you are paid you will receive a document to give to your employer providing that you appeared for jury service.

**WHAT IF THE TRIAL IS CANCELED** — Sometimes cases settle after you have been notified to appear. To find out if you still need to report, call the Court after 2:00 p.m. on the day before your jury service at 373-6148 for a taped message on the next day's jury service. This phone line will answer at night and on weekends and holidays.

**WHERE DO I PARK** — Jurors are to park at the PARKING PARTNERS LOT on 2<sup>nd</sup> Street in Marietta. Your parking will be paid by the county. **DO NOT PARK AT 2 HOUR PARKING ZONES OR THE PEOPLES BANK PARKING LOT AT THE REAR OF THE COURTHOUSE.**

**TRANSPORTATION PROBLEMS** — Please call the Bailiff so that arrangements can be made for a Sheriff's Deputy to pick you up and bring you to Court.

**HANDICAPPED ACCESSIBILITY** — Please call the Bailiff if you have a disability. Arrangements will be made to accommodate you to the extent possible.

**DO I GET PAID** — Prospective jurors are paid \$5 for reporting or \$10 per day if selected to serve on a jury.

**WHAT IF I AM SICK, GOING TO BE OUT OF TOWN, OR OTHERWISE UNABLE TO APPEAR ON THE DAY THAT I AM CALLED** — You need to notify the Bailiff of the Court as soon as you receive your notice to appear. If you have a health problem we will need a doctor's statement that you are unable to serve and the period of your disability. If the problem is short term, your appearance will be rescheduled for a later date. Since the Court is required to keep proof of why you were excused or rescheduled, verification may be required.

**I DON'T KNOW ANYTHING ABOUT THE LAW** — Jurors are instructed on the law they need to decide the case by the judge.

SUMMONS FOR GRAND JUROR

The State of Ohio, Washington County

Common Pleas Court

TO:

I am commanded to summon you to appear before the Court of Common Pleas, at the courthouse in said County, at the call of the Court, and so from day to day until discharged, to serve as a Grand Juror, during year of \_\_\_\_.

WITNESS my signature as Sheriff of said County,  
this \_\_\_\_\_  
ROBERT R. SCHLICHER JR., Sheriff

\_\_\_\_\_, Sheriff

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. You will be notified of the exact date you are to report by letter.
2. Jurors are to park in Parking Partners Lot on 2nd St. Your parking will be paid for by the County.

DO NOT PARK AT 2 HOUR PARKING ZONE, IN BUSINESS DISTRICT, OR IN PEOPLES BANK PARKING LOT AT REAR OF COURTHOUSE.

3. If you feel you have a legitimate reason for being unable to serve as a juror, you may report to the Attorney Conference Room 3rd Floor, Courthouse on \_\_\_\_\_, between the hours of \_\_\_\_\_ A.M. OR \_\_\_\_\_ P.M. and discuss your reasons with the Jury Commissioners. If serious health problems hinder you from serving, please have Doctors Certificate with you when meeting with Jury Commissioners.

If you should have any other questions concerning your service as juror, please feel free to contact the Court Bailiffs at 373-6623  
Ext 209 or 259.

Clerk of Courts  
Marietta, OH 45750

## **INFORMATION SHEET — GRAND JURY COMMON PLEAS COURT**

**HOW WAS MY NAME CHOSEN** — The names of prospective jurors are randomly selected from a combined list of registered voters and licensed drivers who are United States citizens and live in Washington County.

**WHEN WILL I SERVE** — The Court will notify you by letter about two to three weeks before your first date of service in January, April, July, or October.

**WHAT IS A GRAND JURY** — The Grand Jury hears evidence presented by the Prosecutor to decide whether persons should be charged with crimes.

**HOW LONG WILL THE GRAND JURY LAST** — The Grand Jury usually meets for two days a month for three consecutive months. Grand Jury sessions sometimes last into the early evening hours. Grand Jury sessions are not open to the public.

**WHAT ABOUT MY CHILDREN** — There are no facilities to care for children at the court. You need to make your own child care arrangements in advance.

**WHAT ABOUT MY EMPLOYER** — By law employers are not permitted to discharge you, lay you off, deny you advancement opportunity or otherwise penalize you for appearing for jury duty. When you are paid you will receive a document to give to your employer proving that you appeared for jury service.

**WHERE DO I PARK** — Jurors are to park at the PARKING PARTNERS LOT on 2<sup>nd</sup> Street in Marietta. Your parking will be paid by the county. DO NOT PARK AT 2 HOUR PARKING ZONES OR THE PEOPLES BANK PARKING LOT AT THE REAR OF THE COURTHOUSE.

**TRANSPORTATION PROBLEMS** — Please call the Bailiff so that arrangements can be made for a Sheriff's Deputy to pick you up and bring you to Court.

**HANDICAPPED ACCESSIBILITY** — Please call the Bailiff if you have a disability. Arrangements will be made to accommodate you to the extent possible.

**DO I GET PAID** — Prospective jurors are paid \$5 for reporting or \$10 per day if selected to serve on a jury.

**WHAT IF I AM SICK, GOING TO BE OUT OF TOWN, OR OTHERWISE UNABLE TO APPEAR ON THE DAY THAT I AM CALLED** — You need to notify the Bailiff of the Court as soon as you receive your notice to appear. If you have a health problem we will need a doctor's statement that you are unable to serve and the period of your disability. If the problem is short term, your appearance will be rescheduled for a later date and an alternate Grand Juror will be called to sit in your place. Since the Court is required to keep proof of why you were excused or rescheduled, verification may be required.

**I DON'T KNOW ANYTHING ABOUT THE LAW** — The Grand Jury is instructed on the law they need to decide the case by the judge and the Prosecutor.

COMMON PLEAS COURT  
of WASHINGTON COUNTY, OHIO  
205 Putnam Street  
Marietta, OH 45750

(DATE)

(NAME)

(ADDRESS)

(ADDRESS)

(ADDRESS)

Dear (NAME),

You were notified to appear in Courtroom \_\_ of the Washington Co. Common Pleas Court on (DATE OF APPEARANCE) for jury duty. Our records indicate that you did not appear.

We, at the court, certainly understand that to many citizens jury service is an imposition upon their busy schedules. However, in the last year we have not been able to proceed with scheduled jury trials because insufficient prospective jurors have appeared. Cases have had to be continued that involve serious criminal charges and important issues between private citizens. These are important matters to those involved, to the Courts, and to our community. Our system of justice depends on the participation of its citizens.

By law, the Court is authorized to order the immediate arrest of those who fail to appear, and to subject them to contempt proceedings with possible fine and jail. These are steps we do not wish to take. We hope that you will appear when next notified to do so, so that no further action will be necessary.

As best as we can, we try to accommodate all prospective juror's schedules. If notified in advance, we can reschedule service for those with severe problems that prevent them appearing on the day they are called for. We have established a phone-in system to notify prospective jurors when the cases have been settled or dismissed. Many times we are not informed until late in the afternoon of the day before trial that the cases will not be going forward because the parties have resolved their differences.

We look forward to working with you. We need your cooperation and appearance. If you have a reason for not appearing as a juror we need you to call as soon as you receive the notice in order that we can call another juror to take your place. Your attention, cooperation, and understanding in these matters would be appreciated.

Very truly yours,

Bailiff



WASHINGTON COUNTY COMMON PLEAS COURT  
MARIETTA, OHIO

JUDGES

Susan E. Boyer  
Ed Lane  
Timothy A. Williams

JUROR QUESTIONNAIRE

1. Name \_\_\_\_\_ Age: \_\_\_\_\_
2. Home address: \_\_\_\_\_
3. Phone numbers: home \_\_\_\_\_ work \_\_\_\_\_
4. Years of residence in Washington County \_\_\_\_\_
5. Education: Completed (Mark "x") or years attended:  
Grade School \_\_\_\_\_ High School \_\_\_\_\_  
College \_\_\_\_\_ Grad. School \_\_\_\_\_
6. Marital Status: Married \_\_\_\_\_ Separated \_\_\_\_\_ Widow/Widower \_\_\_\_\_  
Single \_\_\_\_\_ Divorced \_\_\_\_\_ Number of Children \_\_\_\_\_
7. Your occupation and employer \_\_\_\_\_  
(if retired, write "Retired" and give last occupation and employer)
8. Spouses occupation and employer \_\_\_\_\_  
(if widow/widower, give spouses last occupation and employer)
9. List living members of your family: (Spouse and children only)  
Living with you
- | Relationship | Age   | Yes/No | Occupation | Employer |
|--------------|-------|--------|------------|----------|
| _____        | _____ | _____  | _____      | _____    |
| _____        | _____ | _____  | _____      | _____    |
| _____        | _____ | _____  | _____      | _____    |
10. Have you ever been convicted of State or Federal felony? \_\_\_\_\_  
If yes, describe the nature of the felony, year convicted, and release date from probation or parole:  
\_\_\_\_\_
11. Have you ever served as juror before? \_\_\_\_\_. If yes, when and where? \_\_\_\_\_
12. Have you, or any member of your family listed above, been sued, or sued another person? \_\_\_\_\_. If yes, complete the following: Type of lawsuit \_\_\_\_\_  
When \_\_\_\_\_ What Court \_\_\_\_\_
13. Have you, or any member of your family listed above, ever suffered any bodily injury?  
Yes \_\_\_\_\_ No \_\_\_\_\_
14. Have you, or any member of your family listed above, been the victim of a \_\_\_\_\_ crime?  
Yes \_\_\_\_\_ No \_\_\_\_\_

15. Has a claim for personal injury ever been made against you or your family NOT INVOLVING A LAW SUIT? Yes \_\_\_\_\_ No \_\_\_\_\_

16. Are you related to, or a close friend of, any law enforcement officer? Yes \_\_\_\_\_ No \_\_\_\_\_

17. Do you drive an automobile? Yes \_\_\_\_\_ No \_\_\_\_\_

18. Name of your attorney, if any? \_\_\_\_\_

19. Are you, or any members of your immediate family, stockholders in any insurance casualty company, automobile or otherwise, or are they employed by any automobile liability insurance or casualty company? Yes \_\_\_\_\_ No \_\_\_\_\_

20. Are you, or any members of your immediate family, connected in any way with any insurance agency that sells automobile liability or casualty insurance? If so, name the company, the member of you family and the agency. \_\_\_\_\_

21. Are you, or any members of your immediate family, employed by the Ohio Bureau of Workers Compensation and Industrial Commission? Yes \_\_\_\_\_ No \_\_\_\_\_

22. Are you, or any members of your immediate family, connected in any way with any health and accident insurance company, such as Blue Cross, or any similar company that sells health and accident insurance? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, name the company and family member. \_\_\_\_\_

23. Name your automobile casualty insurance company, if any. \_\_\_\_\_

State of Ohio  
Washington County

I do hereby solemnly (swear or affirm) that the answers to the foregoing questions are true and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_ (Signature) \_\_\_\_\_

**REQUEST FOR DISQUALIFICATION, EXCUSE, OR RESCHEDULE**

Court Select No: \_\_\_\_\_

I am called for jury service on \_\_\_\_\_—GRAND JURY

Daytime phone number for me is \_\_\_\_\_

1: I am DISQUALIFIED from jury service because:

Moved from Washington County

Sat on a jury last year

Convicted felon SS# \_\_\_\_\_

Date of Service \_\_\_\_\_

2: I request an EXCUSE / RESCHEDULE because:

Medical reason (must attach doctor's statement, setting forth reasons and period of disability)

Other, be specific / provide verification / indicate period of unavailability

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STATE OF OHIO  
COUNTY OF WASHINGTON

I do hereby solemnly (swear or affirm) that the answers to the foregoing questions are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

REQUEST FOR DISQUALIFICATION, EXCUSE, OR RESCHEDULE

<JRNAME>  
<MLADR1>  
<ADR2>  
<MLCITY>, <MLSTAT> <MLZIPC>

Court Select #<SELNBR>  
Juror #<JURNBR>

I am called for jury service on (DATE) - JURY \_\_\_

Daytime phone number for me is \_\_\_\_\_

1: I am DISQUALIFIED from jury service because:

{ } Moved from Washington County { } Sat on a jury last year  
{ } Convicted felon SS# \_\_\_\_\_ Date of Service \_\_\_\_\_

2: I request an EXCUSE/RESCHEDULE because:

{ } Medical reason (must attach Doctor's statement, setting forth reasons and period of disability)  
{ } Other, be specific / provide verification / indicate period of unavailability

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF OHIO  
COUNTY OF WASHINGTON

I do hereby solemnly (swear or affirm) that the answers to the foregoing questions are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date  
<NEWPAG>

\_\_\_\_\_  
Signature

WASHINGTON COUNTY COMMON PLEAS COURT

Courthouse

205 Putnam Street

Marietta, OH 45750

BAILIFF

DAY PHONE -- 373-6623 x

DATE OF SERVICE: (DATE)

&lt;JRNAME&gt;

&lt;MLADR1&gt;

&lt;MLADR2&gt;

&lt;MLCITY&gt;, &lt;MLSTAT&gt; &lt;MLZIPC&gt;

Court Select #&lt;SELNBR&gt;

Juror #&lt;JURNBR&gt;

Dear Prospective Juror:

Your name has been selected to serve as a juror on the date indicated above. Please note that you are assigned to JURY \_\_\_\_\_. You are to report to the Clerk's Office on the third floor of the Washington County Courthouse, located at 205 Putnam Street, Marietta, Ohio, by 8:30 a.m. Do not bring small children as there are no facilities to care for them at the Court.

YOU MUST CALL 373-6148 after 2:00 p.m. on the day before you are scheduled to appear. The message will tell you whether Jury A and/or Jury B are still required to report. This phone line will answer after regular business hours and on weekends.

Please park at the Parking Partners Parking Lot, beside the Dime Bank Building on Second Street in Marietta. Your parking at that facility will be paid by the County. If you need transportation to the Court call the Bailiff listed above during regular business hours so that arrangements can be made for a Sheriff's Deputy to pick you up.

Once you have been selected and have served on a jury or have appeared twice when required to do so, but not been seated, you will have met your jury obligation for the year. Until that time, you can expect to be notified to appear about every three months.

IF YOU ARE UNABLE TO SERVE AS A JUROR FOR ANY REASON ON THE DATE SPECIFIED, YOU MAY REQUEST TO BE EXCUSED OR RESCHEDULED on the form enclosed. There are very few reasons which allow a prospective juror to be excused. Normally work excuses will not suffice. You will be contacted by a Bailiff in writing or by phone, telling you whether or not your appearance has been excused or rescheduled.

All Ohio registered voters and adult licensed drivers are subject to jury service.

Thank you very much for undertaking this important civic duty. We are looking forward to meeting you and we will try to make your service as a juror as comfortable and educational as possible.

Bailiff

NOTICE TO APPEAR FOR JURY SERVICE

GRAND JURY

WASHINGTON CO. COMMON PLEAS COURT  
Courthouse  
205 Putnam Street  
Marietta, OH 45750

Bailiff —  
740-373-6623 x259

Date of Service —

Court Select No:

Dear Prospective Grand Juror:

Your name has been selected to serve as a juror on the date indicated above. Please note that you are assigned to **GRAND JURY**. You are to report to the Clerk's Office on the third floor of the Washington Co. Courthouse, located at 205 Putnam Street, Marietta, Ohio, by \_\_\_ a.m. Do not bring small children as there are not facilities to care for them at the Court.

Please park at the Parking Partners Parking Lot beside the Dime Bank on Second Street in Marietta. Your parking at that facility will be paid by the County. If you need transportation to the Court call the Bailiff listed above during regular business hours so that arrangements can be made for a Sheriff's Deputy to pick you up.

Once you have been selected and served on Grand Jury you will have met your jury obligation for the year.

**IF YOU ARE UNABLE TO SERVE AS A JUROR FOR ANY REASON ON THE DATE SPECIFIED, YOU MAY REQUEST TO BE EXCUSED OR RESCHEDULED on the form enclosed.** There are very few reasons which allow a prospective juror to be excused. Normally work excuses will not suffice. You will be contacted by a Bailiff in writing or by phone telling you whether or not your appearance has been excused or rescheduled.

All Ohio registered voters and adult licensed drivers are subject to jury service.

Thank you very much for undertaking this important civic duty. We are looking forward to meeting you and we will try to make your service as a juror as comfortable and educational as possible.

Bailiff

## JURY SERVICE EXIT QUESTIONNAIRE

Your opinions and answers to the questions below will help us to improve jury service in Washington County. The statistical data, which will insure that we are providing a good cross section of jurors, is personal so we ask that you **DO NOT SIGN** your name. All responses are voluntary and confidential.

- 1: When you were first called as a juror, what was your reaction?  
Very pleased \_\_\_\_ Pleased \_\_\_\_ Displeased \_\_\_\_ Very displeased \_\_\_\_
- 2: If you were called again, what would your reaction be?  
Very pleased \_\_\_\_ Pleased \_\_\_\_ Displeased \_\_\_\_ Very displeased \_\_\_\_
- 3: How many times were you notified to appear on a case? \_\_\_\_ times
- 4: Did you serve on a case? Yes \_\_\_\_ No \_\_\_\_ If Yes, number of days served \_\_\_\_
- 5: How would you rate the following factors: (Please answer all)

	EXCELLENT	GOOD	FAIR	POOR
Treatment by Court Staff	____	____	____	____
Physical Comfort	____	____	____	____
Personal Safety	____	____	____	____
Use of Your Time	____	____	____	____

- 6A: What impressed you most about your jury experience?  
\_\_\_\_\_
- 6B: What disappointed you most about your jury experience?  
\_\_\_\_\_
- 6C: YES \_\_\_/NO \_\_\_ Jury service would be easier if I were called for multiple appearances in a three week period than several times over the year.
- 6D: In what ways do you think jury service could be improved?  
\_\_\_\_\_

(Please put any additional comments on back of form)

### STATISTICAL INFORMATION

- 7: Age \_\_\_\_
- 8: Sex: Female / Male
- 9: Marital Status: Married \_\_\_\_ Single \_\_\_\_ Divorced \_\_\_\_ Widow(er) \_\_\_\_
- 10: Race: Black \_\_\_\_ White \_\_\_\_ Other (specify) \_\_\_\_\_
- 11: Education Level: (Circle the number of years completed.)  

Elementary and High School	College	Graduate School
1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4	1 2 3 4 5 6 7 8
- 12: Occupation: \_\_\_\_\_

- 13: What is your total personal (not family) income: (Check range below)

less than \$7000 ____	\$16000 to \$18999 ____	\$28000 to \$30999 ____
\$7000 to \$9999 ____	\$19000 to \$21999 ____	\$31000 to \$39999 ____
\$10000 to \$12999 ____	\$22000 to \$24999 ____	\$40000 to \$49999 ____
\$13000 to \$15999 ____	\$25000 to \$27999 ____	\$50000 and above ____