

**Tuscarawas County, Ohio
Court of Common Pleas
General Trial Division**

***Handbook
for
Grand Jurors***

**Judge Edward Emmett O'Farrell
Judge Elizabeth Lehigh Thomakos**

**Elizabeth W. Stephenson
Court Administrator**

**Tuscarawas County Prosecutor
125 East High Avenue, Suite 220-222
New Philadelphia, Ohio 44663**

**Rockne W. Clarke
Clerk of Courts
125 East High Avenue, Suite 230
New Philadelphia, Ohio 44663
(330) 365-3243**

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General Information

You have been selected for Grand Jury duty; a civic responsibility unavailable to most people in the world today, but an undeniable right - and cherished duty - of every qualified American. Short of being elected to public office, you may never again have as powerful an impact on our society and its laws and values as you will while serving as a Grand Juror in this court.

The Purpose of This Handbook

This web site is designed to give you necessary information about Grand Jury service. You should carefully review this information so you will be able to perform to the best of your ability as a Grand Juror. This handbook will describe the Grand Jury process and your role in it.

How You Were Chosen

Your name was selected from a list of Tuscarawas county residents who are registered voters and/or who hold an Ohio driver's license.

How is Grand Jury Service Different from Petit Jury Service?

If you are selected as a Grand Juror, your jury service will be markedly different from that of a Petit Juror.

A Petit Juror is one of eight (8) (Civil) or twelve (12) (Criminal) jurors who are selected to hear evidence in a particular case which has been scheduled for a trial in the courtroom of a particular judge on a specified date. The jurors in such a case decide factual issues and apply legal instructions given by the judge in reaching a verdict: guilty or not guilty of a particular crime in a criminal case; in favor of either a plaintiff or a defendant in a civil case.

A Grand Juror's role and duties relate only to criminal cases. Those selected for Grand Jury service (nine (9) principal and four (4) alternate jurors will be selected) will convene at the direction of the Prosecuting Attorney and will hear evidence, in a closed and private setting at the Courthouse complex, and will vote to publicly charge (indict), or not, persons suspected of felony criminal conduct.

Those thirteen (13) Grand Jurors selected will meet (usually once a week for a half-day session), for a period of four (4) months (term of court). If you are not selected at your initial reporting date, you will not be required to serve at all during the remainder of the court term. If you are selected, the Prosecuting Attorney will provide you with all the necessary information regarding meeting dates, times, location, etc.

Juror Qualifications

Jurors must be American citizens; 18 years or older; residents of the jurisdiction where jury service is required; and able to communicate effectively in English. Also, a person convicted of a felony charge must have his or her civil rights restored before this individual can serve as a Grand Juror.

Excusal From Jury Duty

Juror requests to be excused may be filed with the office of the **Clerk of Courts**. A doctor's statement must accompany the filing of a request to be excused based on physical inability to serve. You may request to be excused if you are necessarily absent from the county. You must personally appear at the office of the Clerk of Courts to file a request by completing a **Juror Request for Excusal** (form that the Clerk will provide.) The Judges will consider requests to be excused on an individual basis after they are received and will promptly notify you of your excusal or not. **You may be found in contempt of court for failure to appear for jury duty.**

Questionnaire

You must complete the enclosed questionnaire and information sheet and mail them back to the Clerk of Courts. This information will help the Court and Prosecutor in the selection process. You have been provided a business reply envelope for this purpose. No postage is necessary.

Reporting for Service

Jury duty can commence early in the day and it is critical that you report on time. The proceedings cannot begin until all jurors are present. On the first reporting date, you will be sent to a courtroom for an interview process relating to juror selection where a Judge and the Prosecutor will conduct a question and answer session. If you are selected to serve on the Grand Jury, Amanda Spies Bornhorst, the County Prosecutor, will meet with you in her offices after the Courtroom session. Allow a full day for the first reporting date as well as the succeeding dates you serve. You will be expected to serve usually **only one-half day per week, unless otherwise instructed by the Prosecutor, or her staff**, during your service term. If you are not selected, you will not be required to serve at all during the remainder of the four (4) month term.

The Judges and Court personnel will work hard to limit the time you will be waiting until brought into a courtroom. Unfortunately, you will experience some waiting and it is

suggested you bring reading material or other busy work to fill this waiting period. Do not bring children with you for Grand Jury duty; child care is not available at the courthouse, and they will not be permitted in the courtroom.

Initial Reporting

Upon reporting for the first time after you are selected, you will receive an attendance card/slip which you will keep until payment of your jury fees is made. You will use this card/slip **each time** you check in for service.

Attire

No particular "dress code" is required, but in light of the important and serious business being conducted in the court, appropriate attire is expected and appreciated.

Special Needs

Please alert the Clerk or the Judge's personnel of any hearing difficulty or other special need you have.

Change of Address, Telephone Number

Any such changes should be reported to the Clerk of Courts immediately.

Location

The General Division Courtrooms are located on the second floor of the County Courthouse, 101 East High Avenue, New Philadelphia. The offices of the Prosecutor and Clerk of Courts are located on the second floor of the adjacent Tuscarawas County Office Building, 125 East High Avenue, New Philadelphia.

Parking

Arrangements for **free parking** have been made with the **First Church of the Nazarene** at **233 Fair Avenue, N.E., New Philadelphia**. You may receive a ticket or be towed at your expense if you park on the street over the allowed time or park in unauthorized or monitored parking lots. Alternate parking lots are available in case the church lot is unavailable and are located on Fair Avenue Northwest in the 200 block, and on Front Avenue Southeast in the 100 block. Enclosed with your summons should be a parking slip that **must be placed in the front window** of your vehicle.

Payment of Attendance Fees

Attendance fees are paid by check mailed to your home address, usually within 1-2 months after your service. You will be paid \$12.00 for reporting for service, if not selected as a Grand Juror, and \$15.00 per day for each day of service if you are selected to serve as a Grand Juror.

Attendance Certificates for Employer

Upon request to the Clerk's office, you will be provided with an attendance certificate/work slip showing the dates you served.

Your employment is protected by law while you are serving as a juror. If you should have a problem with your employer in connection with your jury service, please contact the Court immediately.