

Grand Juror Brochure

You have been selected for Grand Jury duty; a civic responsibility unavailable to most people in the world today, but an undeniable right—and 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 Brochure

This brochure is designed to give you necessary information about Grand Jury service. You should carefully review this information so you will be able to perform your duties as a Grand Juror to the best of your ability. This brochure 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 or a state identification card.

Special Needs

Please alert the Clerk or the Judge's personnel of any vision, hearing, language difficulty or other special need you have. If you need an interpreter, one will be provided to you at our expense. Contact the Clerk of Courts office prior to your report date.

Notice Given

You were sent a Jury Summons from the Clerk of Courts explaining your term of service, your juror service group and number and details on reporting for service. The telephone number to call regarding your service is **330-364-8818 after 5:00 p.m. the evening before** the date of your service. Juror reporting information may also be obtained online at www.co.tuscarawas.oh.us/Courts/; select Jury Information. Notification may also come to you via automated phone message, text or email. For general questions about juror service you may call the office of the Clerk of Courts at **330-365-3243 between the hours of 8:00 a.m. and 4:30 p.m.**

Postponement or Excusal from Jury Duty

Juror requests for postponement or excusal of service may be filed with the office of the **Clerk of Courts**. A doctor's statement must accompany the filing of a request based on physical inability to serve. You may request to be excused if you are necessarily absent from the county. You may file a request for postponement or excusal of

service by personally appearing at the Clerk of Courts office and completing a **Request for Postponement or Excusal from Jury Service** (form that the Clerk will provide), by contacting the Clerk of Courts office by telephone, in writing, or by email at jury@co.tuscarawas.oh.us. The request for postponement or excusal of service can be obtained online at www.co.tuscarawas.oh.us/Courts/; select Jury Information. The Judges or designated court representative will consider requests for postponement or excusal on an individual basis after they are received and will promptly notify you of your postponement, excusal or non-excusal. You may be found in contempt of court for failure to appear for jury duty.

Questionnaire and Personal Information Sheet

You must complete the enclosed questionnaire and information sheet and hand-deliver or mail to the Clerk of Courts, 125 East High Avenue, Suite 230, New Philadelphia, Ohio, 44663. You have been provided a business reply envelope for this purpose. No postage is necessary. You may also email the questionnaire and information sheet to the Clerk of Courts at jury@co.tuscarawas.oh.us. The Questionnaire and Personal Information Sheet can be obtained online at www.co.tuscarawas.oh.us/Courts/; select Jury Information.

Reporting for Service

Jury duty can begin 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, Ryan Styer, the County Prosecutor, or one of his assistants, will meet with you in his offices after the courtroom session. Allow a full day for the first reporting date as well as succeeding dates you serve. You will be expected to serve only **one day per week during your service term, unless otherwise instructed by the Prosecutor, or his staff.**

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 busywork to fill this waiting period. Do not bring children with you for Grand Jury duty. Child care is not available at the courthouse, and children will not be permitted in the courtroom.

Initial Reporting

Upon reporting for the first time, you will receive an attendance card which you

will keep and use each time you check in for jury service until payment of your jury fees is made.

Security

In order to enter the courthouse, you will go through a security screening. Do not bring any items that have the potential for use as a weapon, such as knitting needles, scissors, pocket knives, mace or pepper spray. Extra-large purses and backpacks are not permitted.

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.

Change of Address, Telephone Number

Any changes of address or telephone number should be reported to the Clerk of Courts immediately.

Location

The General Trial Division Courtrooms are located on the third 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 parking lots. 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 one to two months after your service. You will be paid \$12.00 for reporting for service if not selected, and \$15.00 per day if you are selected to serve as a juror.

Attendance Certificates for Employer

Upon request of 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 Grand Juror. If you have a problem with your employer in connection with your jury service, please contact the Prosecutor's Office staff immediately.

Juror Qualifications

Jurors must be American citizens; 18 years of age or older; and residents of the jurisdiction where jury service is required. 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.

How is Grand Jury Service Different from Trial Jury Service?

If you are selected as a **Grand Juror**, your jury service will be markedly different from that of a **Trial Juror**. Thirteen people will be selected as Grand Jurors.

A **Trial Juror** is one of eight (Civil) or 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 defendant in a civil case.

A **Grand Juror's** role and duties relate only to criminal cases. Those selected for Grand Jury Service will convene at the direction of the Prosecuting Attorney. Jurors will hear and consider evidence, in a closed and private setting at the Prosecuting Attorney's office, and will vote to publicly charge (indict), or not, persons or entities suspected of felony criminal conduct.

Those 13 Grand Jurors selected will serve for a period of four months. 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 Prosecutor will provide you with all the necessary information regarding meeting dates, times, location, etc.