

Thank you for looking for further information about your upcoming jury selection.

The process is an important part of our civic responsibility.
The time you take to participate is appreciated.

Below are some commonly asked questions about Jury Duty.
Always feel free to call our office with any questions that aren't addressed below.

Court Administrator's Office - 570-327-2243

Frequently Asked Jury Questions

1. How did I get picked to be a juror?

a. Who can be called to be a juror?

b. Why have some people never been called for jury duty and I have been called several times?

We use a list compiled by the State, that includes the names of residents that vote, pay taxes, receive welfare, food stamps or drive.

If you are over 18 years of age, a US citizen and a resident of Lycoming County, you are eligible to be a juror.

It is a computer generated, random selection process. Because of this, there is the chance that one person may never be called and another may be called multiple times.

2. I lost my summons, how do I get a new one?

Please call the Court Administrator's Office at 570-327-2243 to request a new summons.

3. The Code-A-Phone?

The code-a-phone is what you call to listen for information about your jury service.

It is a recording that changes every night, giving details for the next day.

When you call in, listen for the information regarding your Juror ID number for the selection process or for the case you have been assigned to as a selected juror.

The Code-A-Phone number and your juror ID number are listed at the top of your Summons.

4. When do I have to come in?

Your summons letter gives you two sets of dates:

The Summons Period for Jury Selection

This is when you come in to potentially be picked for a trial.

The Prospective Trial Dates

This is the date range that jury trials are being picked for.

Jurors serve for one day of jury selection and potentially one trial

If you have been assigned to a case and are unsure of when to come in,
please call: 570-327-2243

5. How many days do I have to come into the Courthouse?

You are called for one day of Jury Selection. The exact day you are to report will be posted on the Code-A-Phone.

Please be prepared to stay the majority of the day.

There will be a lunch break where you can leave the courthouse or feel free to bring a bag lunch.

If you are chosen for a trial: trials generally last about 1 – 3 days. The Judge will give you the exact details.

6. What should I wear?

Business casual attire is appropriate, ties are not required.

7. Where is the Courthouse?

48 West Third Street, Williamsport, Pa 17701

Across the street from Julie's Coffee Shop and the River Valley Transit, Trade & Transit Center bus stop.

8. Where do I park?

Please use the Parking Garage at **115 West Third Street**. (as you travel with the flow of traffic on Third Street between William Street and Pine Street, it will be on the right side of the street.) Limited space is available for oversized vehicles in the designated area on the 1st level.

The Court is not responsible for parking violations if you choose to park in a place other than the parking deck.

Please remember to bring your parking ticket with you when you come into the courthouse. You will receive instructions regarding parking validation when you arrive.

9. Where do I go in the Courthouse?

2nd Floor, Juror Lounge

As you get off the elevator, follow the hall to your right. There will be court personnel to help direct you.

10. How long do I have to stay?

Please be prepared to stay the majority of the day.

There will be a lunch break where you can leave the courthouse or feel free to bring a bag lunch.

11. What can I bring with me?

Important paperwork to bring with you when you report:

- a. Summons Letter.
- b. Your Completed Juror Questionnaire.
- c. Your personal calendar for your availability around the trial term.
- d. Your ticket from the parking garage (if used).

You are encouraged to bring a book for any time spent in the Juror Lounge.

Please do not bring metal knitting needles or anything that could be used as a weapon.

Cell Phones and Electronic Recording Devices

All cell phones and electronic recording devices are prohibited in the Courthouse, please leave them at home

If your e-reader does not have capability to record or take pictures it will be allowed.

The Court is unable to provide security for any items you may bring with you to the Courthouse. Therefore, if you do not need it, please do not bring it with you.

12. Security

The Courthouse has a metal detector at the front entrance.

Please do not bring weapons of any sort, including pocket knives.

Cell phones and Electronic Recording Devices are prohibited.

All jurors must pass through the metal detector.

No exceptions will be made.

13. Do I get a lunch break?

On Jury Selection Day – yes. There will be time to leave the courthouse or please feel free to bring a bag lunch.

There are soda and candy vending machines in the Juror Lounge.

If you are selected for a Trial – the Judge will give you details.

14. What if I need a letter saying I was a juror for my employer?

Your summons will be marked on the day you report for service. This is normally used for verification.

If your employer needs any additional information, you will need to contact the Prothonotary at 570 - 327 - 2251 and/or inform them of your need when you check in.

15. Do I get reimbursed for jury service?

The Commonwealth of Pennsylvania allows reimbursement for jury service at the rate of \$9.00/day for the first three days and \$25.00/day for each day thereafter. You will also be reimbursed at the rate of \$.20/mile.

Both rates are set by state law.

16. Is there handicapped parking available?

In compliance with the Americans with Disabilities Act, parking spaces are available for handicapped jurors. They are located on each floor of the Parking Garage near the elevators.

There is a ramp entrance to the Courthouse and handicapped facilities on each floor.

17. What are the papers I received in the mail?

The **Summons (the white sheet)** is sent from the Sheriff's Office. It is summoning you to the Courthouse for Jury Duty. It gives you the dates you are expected and your Juror ID number.

The **Juror Questionnaire (the yellow sheet)** is included with your Summons. Please fill it out and bring it with you on your day of selection. It does not need to be mailed in prior to your selection day. If you have lost it or do not have it filled out, you will be given a new one to complete or asked to complete the one you have before check in.

The Green Sheet – Requests for Deferral, Excusal or a Day Certain, is provided to help you request a change in your jury service. It also provides a Jury Duty Reminder with all the important dates listed.

18. Can I be automatically excused due to my profession, religion or age?

There are no automatic excusals. All requests must be made in writing.

If you are over 18 years of age, a US citizen and a resident of Lycoming County, you are eligible to be a juror.

If you are over 75 years old, you can request an excusal based on your age. This is not automatic, it must be requested in writing.

19. What if I am over 75 years of age?

If you are over 75 and do not wish to serve on jury duty, you must make your request for excusal in writing and submit it by the deadline given on your summons.

To be excused, you must submit a written request for excusal stating that the reason for your request is based on your age.

20. What if I have an emergency the day I am to report?

Please call the Court Administrator's Office at 570-327-2243

21. What do I do if I can't report for duty?

1. Any Request for deferral or to be excused from Jury Service must be made in writing.

2. All Requests must have your:

- a. Name
- b. Mailing Address
- c. Phone number
- d. Your Juror ID#
- e. The reason(s) you cannot serve

3. If your request is based on a Medical Issue – please include a Physician's Statement explaining your need to be excused from service or deferred to a later date.

4. The court will only consider serious and substantial reasons for excusal.

5. Please send them to:

Jury Office
Office of the Lycoming County
District Court Administrator
48 West Third Street
Williamsport, PA 17701

6. Requests for a deferral or excusal from Jury Service may also be emailed (juryinfo@lyco.org), faxed (327-2293) or walked into the Courthouse

7. **Last Day for Excusal/Deferral Letters** to be considered :review your summons letter

22. What is a deferral?

A deferral moves your jury service to another date.

23. What is a “Day Certain”?

A “day certain” is what you will receive if you have a conflict on a specific day during the selection process. You will be given an exact day to come in for selection.

24. What is a “Roll Over”?

A “roll over” is what happens when your number is never called to report to the Courthouse and your service is moved to another time. You will receive a new summons in the mail with details.



For general information on Jury Duty and its history please go to:

<http://www.pacourts.us/learn/jury-duty>

Thank you for your time.