

# PETIT JURY SUMMONS

STATE OF ILLINOIS COUNTY OF CHAMPAIGN

CHAMPAIGN COUNTY COURTHOUSE  
101 E. MAIN STREET  
URBANA; ILLINOIS 61801

BY ORDER OF THE SIXTH JUDICIAL CIRCUIT COURT; YOU ARE  
HEREBY SUMMONED TO APPEAR AT THE CHAMPAIGN COUNTY  
COURTHOUSE; JURY ASSEMBLY ROOM; URBANA.

LINDA S. FRANK; CLERK OF THE CIRCUIT COURT

~BARCODE

~FULNAM

~ADDR1

~ADDR2

~ADDR3

~PSTNET

You will serve at the Champaign County Courthouse located at: 101 E. Main; Urbana; Illinois; 61801.

PLEASE READ THIS DOCUMENT FOR IMPORTANT DETAILS REGARDING JURY SERVICE

## FAILURE TO APPEAR FOR JURY SERVICE IS A CRIMINAL OFFENSE

Failure to comply with the instructions given in this Summons may result in the Court ordering the Champaign County Sheriff to compel your attendance.

### JURY TERM

The jury term in Champaign County is a one (1) week term during which both civil and criminal trials are conducted. You may be asked to report on any or all days of the term. Court holidays will normally be observed during the jury term. However; please be aware that it may be necessary to continue hearing a case on a holiday. When this occurs you will need to follow instructions provided by the Judge presiding over the trial.

Court hours vary depending upon the trial. Most trials will not start before 8:30 AM or go longer than 5:00 PM Monday through Friday. Please bring reading or writing materials to occupy your out of courtroom time.

There could be unusual situations where your service could extend longer than one (1) week.

### HARDSHIP EXCUSE

If the jury service for which you are summoned will result in undue hardship or extreme inconvenience because of grave illness in your family or a similar serious problem; and you want to request to be excused from jury service; you (or someone on your behalf) must appear before the Jury Commission prior to your report date. If you cannot serve during the time you were summoned but can serve at a later date; call 217-384-3767 and ask to be set over to that later date. You do not need to call or make an appointment to meet with the Jury Commission.

The Jury Commission meets on pre-set dates throughout the year at the Brookens Administrative Center. The Brookens Administrative Center is located at 1776 East Washington Street in Urbana; Illinois. All Jury Commission meetings will be held in Meeting Room 2 unless it is posted otherwise at Brookens. The Jury Commission meets from 9:00 AM until 1:00 PM.

### Jury Commission Date

Wednesday; April 15; 2009

Wednesday; May 20; 2009

If you plan to attend the Jury Commission; please use the Lierman Avenue entrance for easiest access.

# NO CELL PHONES.

BRING THIS FORM WITH YOU THE FIRST DAY OF JURY SERVICE

~SUBPNL

~SUBPNL

JUROR BADGE  
~BARCODE

JUROR NO. ~JURNUM

SUB-PANEL ~SUBPNL

YOUR REPORTING DATE IS:

~APRMTH ~APF ~APRYE ~APRFAF

Month Day Year Time

## IMPORTANT: CALL-IN INSTRUCTIONS FOR JURY SERVICE

Recorded Message Phone Number: (217) 384-8634

### RECORDED MESSAGE

Please report on the first day of jury service as noted on the upper right hand corner of the other side of this summons. You will then be informed when you will be required to report in person or to call 217-384-8634 to determine your service on any given day. Your jury service may begin the first day.

### LUNCH BREAK

Your lunch break is determined by the Judge if you are selected for a trial; otherwise a member of the Circuit Court staff will inform you of the time you are to return to the Courthouse. Please be prompt. You may dine at nearby restaurants or bring your own lunch.

### ATTIRE

Jurors should dress appropriately for the Courtroom. It is sometimes difficult to regulate the temperature to accommodate everyone; so you may want to bring a sweater in the event it is too cool. Shorts; tank-tops; and similar clothing are not appropriate Courtroom attire. Cell phones; beepers or other audio devices are not permitted in the Courtroom.

### JURY FEES

Juror per diem reimbursement is not intended as a daily wage and is fixed by County ordinance at \$10.00 per day for each day you are required to serve; plus mileage to and from your home. Some employers will continue to compensate their employees on jury duty in exchange for receiving the employee's jury service payment. Please discuss your employer's policy with your employer. You will receive a check approximately 3 to 4 weeks after your service is completed. The Jury Clerk can provide you documentation of your service if you wish.

### TRANSPORTATION AND PARKING

Please do not use marked rental parking facilities. Head in parking only. On the first day of jury service; park in one of the parking lots designated on the enclosed map. After reporting; you will receive a jury-term parking permit that must be displayed from your vehicle's rear view mirror during your jury service.

The Courthouse is also accessible via bus service. The Champaign-Urbana Mass Transit District has a bus stop located on the west end of the Courthouse. Please contact Champaign-Urbana MTD at 217-384-8188 for routes and schedules.

### COURTHOUSE SECURITY

The Champaign County Sheriff's Office has developed Courthouse security screening procedures. Please keep the following in mind:

- \* Only Champaign County employees and attorneys may bring cell phones inside the Courthouse.
- \* Jurors should arrive at least 15 minutes prior to their reporting time; there are often delays at the front door due to the volume of persons entering.
- \* Do not leave bags or other materials unattended. They may be confiscated. All bags and parcels will be screened. Please minimize your "carry-in" items.
- \* **The following are absolutely prohibited:**
  - Knives of any size; swords; razors and box cutters.
  - Firearms or ammunition of any kind.
  - Personal protection spray of any type (i.e. pepper spray; stc.) or aerosol spray.
  - Items perceived as threatening (i.e. manicure kits or scissors; laser pointers; etc.).
- \* Jurors will have to pass through metal detectors. Additionally; there may be inspection with metal detection wands and possible physical pat downs.
- \* Do not make jokes about security.
- \* Expect to see armed uniformed law enforcement officers and canine teams patrolling the Courthouse.
- \* You will be asked to drink any liquid brought in; best to bring unopened containers.
- \* You may be asked to open items for inspection. Be patient with increased security screening it is for your protection.
- \* Please minimize the amount of change and other metal objects you bring with you as this slows down the security process.
- \* Be prepared to remove coats; hats; belts and all other items except paper money from your pockets.

**Please place the enclosed temporary parking permit on the dashboard of your vehicle on the first day of jury service.**

**BRING THIS FORM WITH YOU THE FIRST DAY OF JURY SERVICE**