

CHAMPAIGN COUNTY, OHIO JURY SERVICE
FREQUENTLY ASKED QUESTIONS

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1. Am I eligible to be excused from jury service?

- a. Prospective Jurors who are 75 years of age or older may voluntarily excuse themselves from jury service.
- b. Prospective Jurors who have been convicted of a felony criminal offense are not eligible for jury service.
- c. All other Prospective Jurors may be excused from jury service for the listed reasons set forth in Ohio Revised Code Section [2313.14](#).
 - i. It will be the Prospective Juror's responsibility to provide the Court with enough information about the reason(s) supporting the request in order for the Court to make an educated determination as to whether the Prospective Juror should be excused from jury service.
- d. Prospective Jurors who need to be excused from jury service due to a medical condition must supply the Court with written documentation from their medical treatment provider.
 - i. The written documentation must explain the nature of the medical condition and how the medical condition inhibits the juror's ability to participate as a juror. The written documentation may be provided in person to the Court or faxed to the Court at (937) 484 – 1025.
- e. Prospective Jurors who are excused for non-medical reasons will generally be required to participate in the next scheduled juror event.

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2. Who do I contact to be excused from jury service?

- a. Prospective Jurors who need to be excused from jury service may either:
 - i. Telephone Court Staff at (937) 484 – 1000, Monday – Friday, 8:00 a.m. – 12:00 p.m. and 1:00 p.m. - 4:00 p.m.
 - ii. Appear in person at Court offices located at the Champaign County Courthouse, 200 North Main Street, 2nd Floor, Urbana, Ohio 43078, Monday – Friday, 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m.
 - iii. Fax written requests and medical documentation to (937) 484 – 1025.

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3. How do I know if my jury service is still needed?

- a. Prospective Jurors are directed to access the Court's website, www.champaigncourt.org to obtain up-to-date information regarding the status of a trial or trial cancellations due to inclement weather conditions.
- b. If a Prospective Juror does not have access to the internet, a Prospective Juror may telephone Court Staff at (937) 484 – 1000, Monday – Friday, 8:00 a.m. – 12:00 p.m. and 1:00 p.m. - 4:00 p.m.

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4. Where can I park for jury service?

- a. Public parking is available in several lots west of the County Courthouse on West Court Street. Click [here](#) for Juror Parking Map.

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5. What accommodations are made for jurors with special needs?

- a. For jurors with physical limitations, two handicapped parking spots are available.
 - i. One handicapped parking spot is located in the non-public parking lot located directly behind the Courthouse.
 - ii. One handicapped parking spot is located on the south side of West Court Street, next to the Courthouse, closest to the flag pole.
 - iii. There is a wheel-chair accessible ramp in the front of the Courthouse and an elevator located on the first floor near the front door entrance of the Courthouse.
 - iv. Wheelchair bound jurors will have the option of being seated in the jury box with the other jurors or having their wheelchair placed directly in front of the jury box.
- b. For jurors with hearing limitations, the Court uses a microphone system that has good sound quality. However, jurors should notify the bailiff at any time if they are unable to sufficiently hear the judge, the lawyers or the testifying witness.
- c. For jurors with sight limitations, the juror should notify Court Staff prior to their service so that the Court may inform the lawyers and parties and make any modifications to the size of evidentiary materials being used at trial.

- d. For jurors with a food allergy, the juror should notify the bailiff of the type of food allergy so that Court Staff can obtain light snacks and luncheon items that will not cause the juror to be at risk for an anaphylaxis reaction or other related health issue.

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6. Will I be permitted to take my medication at a certain hour?

- a. Any juror who has a requirement to take medication at a certain hour should advise the bailiff of the need and the Court will make the accommodation in the Court schedule to permit the medication to be taken when required.

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7. Are there any Courthouse security issues I need to be aware of?

- a. All persons entering the Courthouse must pass through a walk-through security screening device, similar to a metal detector. The security screening device is staffed by members of the Champaign County Sheriff's Office.
 - i. Any juror with a medical condition that inhibits their ability to walk-through the security screening device will need to present medical evidence (usually a medical card) outlining the reason behind the need to bypass the security screening device.
- b. All purses, bags, briefcases, etc. will be scanned by an x-ray device staffed by members of the Champaign County Sheriff's Office.
- c. Items designed for use or carried as a weapon, such as knives and firearms, shall not be brought into the Courthouse. This rule also applies to individuals who also possess a valid license to carry a concealed weapon.

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8. Where do I check in once I have arrived at the Courthouse?

- a. Prospective Jurors should arrive at the Courthouse no later than 8:00 a.m. Once screened, jurors should walk directly forward from the security screening area to the Clerk of Courts Office, where they will check-in and receive additional instructions.

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9. Do I need to bring anything with me for jury service?

- a. Jurors are asked to bring a government issued photo identification card with them for check-in purposes.

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10. What should I wear for jury service?

- a. Jurors should refrain from wearing shorts, tank tops, “flip-flops” and any clothing with writing or imagery that might serve as a distraction to courtroom participants.

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11. Will I have the ability to contact my family or employer during the day?

- a. The Court permits jurors to retain their cell phones during the jury selection process.
- b. Once selected as a juror, a juror may use their cellphone to contact family members or employers to notify them that they have been selected as a juror.

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12. Will I be provided food or beverages during my jury service?

- a. After the jury has been selected, the Court will provide trial jurors and grand jurors with complimentary coffee, soda, water and light snacks in the jury room.
- b. Food and drink is not permitted to be consumed in the Courtroom.
- c. Trial jurors will have access to food and beverage items during periods when the jury is in recess (generally at around 10:30 a.m. and 2:45 p.m.).
- d. Grand jurors will have access to food and beverage items throughout their grand jury service, as their jury activities will take place in the jury room for the duration of their service as jurors.
- e. Trial jurors and grand jurors will be excused from jury service during the lunch hour (generally from 12:00 p.m. – 1:00 p.m.).
- f. If it becomes necessary for jurors to be at the Courthouse during the lunch hour, the Court will provide a complimentary lunch.

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13. Do I get any breaks in the day?

- a. In a jury trial, the Court gives two 15 minute breaks, generally around 10:30 a.m. and 2:45 p.m. each day. The Court also recesses for lunch generally around 12:00 p.m. – 1:00 p.m., each day.
- b. In a grand jury session, the amount and number of breaks is determined by the number of cases to be presented to the particular grand jury schedule for that month. The County Prosecutor's Office will schedule break periods accordingly.

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14. Will I be able to use my cell phone during my jury service?

- a. Once selected as a juror, the trial or grand juror will be required to turn physical custody of a cell phone over to the bailiff. The cell phone will be returned to the juror at the lunch period, at the end of the work day, or during lengthy periods when the Court is required to discuss matters with the lawyers outside the presence of the jury.
- b. Cellphones are not permitted to be used to research the fact pattern of the case(s) or to access a mapping application to view the scene of the case(s).
- c. The Court does not provide wireless "Wi-Fi" internet access for juror use.
- d. Jurors should not bring personal tablets and laptop computers to the Courthouse.
 - i. Jurors who bring personal tablets and laptop computers to the Courthouse will be required to turn over that equipment to the bailiff at the beginning of the trial or grand jury session. The equipment will be returned to the jurors at the end of the business day.

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15. Do I get paid for jury service?

- a. Jurors are compensated for participating in jury service. Ohio law charges the Board of Champaign County Commissioners with setting the daily rate of pay. The rate is currently set at \$25.00 / day, \$12.50 / half-day.
- b. The County Auditor will send a check to the juror's address approximately two weeks after completion of the juror's service.

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16. Will I receive a written excuse from the Court to give to my employer indicating that I appeared for jury service?

- a. The Court will provide an “employer certificate” confirming that the juror appeared for jury service on the particular day(s).

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17. What is the difference between serving on grand jury and petit jury?

- a. A grand jury investigates allegations of criminal conduct presented by the prosecution.
 - i. A grand jury is a group of citizens, consisting of nine in number, that decide whether a criminal offense(s) was probably committed and whether a particular individual, group of individuals or entity probably committed that criminal offense(s).
 - ii. If the answer to both of those questions of probability is yes, the grand jury returns an indictment, which formally gives the defendant formal notification of the charge(s) being brought against the defendant.
 - iii. Grand jurors will receive testimony and evidence by witness(es) presented by a representative from the Champaign County Prosecutor’s Office.
 - iv. Neither the person(s) or entity suspected of the offense, nor the person or entity’s attorney representative have the right to be present in the grand jury room or have the right to cross-examine the prosecution witness(es).
- b. A petit jury is a trial jury. A petit jury receives testimony and evidence presented by the Plaintiff and the Defendant in a civil case or the State of Ohio and the Defendant in a criminal case.
 - i. A petit jury determines whether a party alleging civil or criminal factual claims in court documents has met the standard of proof assigned to that type of case.
 1. A petit jury makes its determination on the assigned standard of proof by evaluating the testimony and evidence, listening to the Court’s instructions of law, and deliberating amongst each other in order to make final, factual determinations regarding the disputed issues in the case.
 - ii. In a civil case, petit juries consist of eight in number, and decide whether the Plaintiff has proven certain factual issues by a preponderance of the evidence.

1. At the trial, the petit jurors will receive testimony and evidence presented by the plaintiff and the defendant.
- iii. In a criminal case, petit juries consist of twelve in number, and decide whether the State of Ohio has proven that a certain criminal offense(s) as charged in the indictment was committed beyond a reasonable doubt.
 1. At the trial, the petit jurors will receive testimony and evidence presented by the Champaign County Prosecutor's Office.
 2. Unlike the grand jury session, the defendant and defense counsel will be present at the trial stage. The defendant and defense counsel not only have the opportunity to cross-examine the prosecution witness(es), but also have the opportunity to present any testimony and evidence on behalf of the defendant.

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18. Where can I give feedback about my jury experience or offer suggestions for improvement?

- a. Judge Selvaggio encourages you to give feedback about your jury experience or offer suggestions for improvement. You may contact the Court either through:
 - i. Written letter (Judge Nick A. Selvaggio, 200 North Main Street, 2nd Floor, Urbana, Ohio 43078); or
 - ii. Telephone (937) 484 – 1000.

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