

## **JUROR INFORMATION HANDOUT**

**PLEASE NOTE THE FOLLOWING INFORMATION AS IT IS RELEVANT TO YOUR JURY DUTY:**

### **I. Directions to the Courthouse**

The Courthouse is located in downtown LaGrange, Indiana, on the Square.

### **II. Parking**

Parking for jurors is available around the Courthouse Square and along side streets.

### **III. Public Transportation**

There is no public transportation available in LaGrange.

### **IV. Compensation**

LaGrange County provides compensation for jurors for their service. Currently, the rate for jury service is \$15.00 per day (or any portion thereof) as a prospective juror, and if you are selected the rate of compensation is \$40.00 per day (or any portion thereof). Mileage is paid at 44 cents per mile.

### **V. Attire**

Dress appropriately for being in a Courtroom. Business casual attire is appropriate. Do not report wearing muscle shirts, cutoff shorts, hats, or any attire which is inappropriate for the Courtroom. No gum or chewing tobacco is allowed in the Courtroom. While in the Courtroom, you must turn off all pagers and cell phones. No Texting, Emailing, Blogging, Twittering or Communication of any kind is allowed. Please do not conduct a cell phone conversation in the courtroom.

### **VI. Meals**

Jurors should be advised that the Court provides all of your necessary meals, at no cost to you. If you have special dietary needs, please advise the Bailiff at your first opportunity.

### **VII. Auxiliary Aids & Services**

If you are in need of special assistance, hearing assistance devices or have special needs please advise the Bailiff at your earliest opportunity.

## **VIII. Juror Exemption**

You are exempt from jury service if you have completed a term of jury service (that means you were actually selected and served as a juror) within the year preceding the date of the summons. If you believe you are exempt please contact the Circuit Court Bailiff as soon as possible to claim your exemption. The Judge will make the final determination in accordance with the applicable Jury Rules. The Bailiff cannot exempt you from Jury service.

## **IX. Juror Disqualification**

There are a few circumstances that may disqualify you from serving as a juror. These factors are: 1) you are not a citizen of the U.S.; 2) you are not at least 18 years of age; 3) you are not a resident of LaGrange County; 4) you are not able to read, speak, and understand the English language; 5) you are suffering from a physical or mental disability that prevents you from rendering satisfactory jury service; 6) you are under a guardianship appointment because of mental incapacity; 7) you have lost your right to vote due to a felony conviction; or 8) you are a law enforcement officer and this is a criminal case. If you believe you are not qualified to serve as a juror, we can fax or mail to you the appropriate documentation to return to us. The Judge will make the final determination. The Bailiff cannot excuse you from Jury service.

## **X. Extreme Inconvenience-Request for Deferral**

If you believe you are unable to serve as a juror due to undue hardship, extreme inconvenience or public necessity, you should contact the Bailiff and we will provide you with the necessary documentation to submit to the Judge for his consideration. Very few circumstances justify your being excused from Jury Service. The Judge will make the final determination in accordance with the Jury Rules. You may still be required to appear in person to request your deferral so that the attorneys representing the parties may question you as to your Request for Deferral of Jury service. The Bailiff cannot release you from Jury Service.

## **XI. Juror Safety and Privacy**

Personal information about you that is contained in your written responses to the Juror Qualification Form will not be released to persons other than the parties and their counsel. Your Qualification Form will remain confidential, consistent with their intended use and consistent with the constitutional and statutory rights of the parties.

## **XII. Introduction to the Case**

Once the prospective jurors are seated, the Judge will provide you with an introduction of the proceedings. You will be:

- Introduced to the participants
- Informed as to the nature of the case
- Informed as to the applicable standard or burden of proof
- Informed as to the presumption of innocence in a criminal case
- Informed as to the appropriate means by which jurors may address their private concerns
- Informed as to the appropriate standard of juror conduct
- Informed as to the anticipated course of the proceedings
- Informed as to the rules regarding challenges to prospective jurors
- Informed as to the number of jurors that will be selected for the particular case
- Informed as to the anticipated length of the proceedings

### **XIII. Juror Trial Notebooks**

If you are selected as a prospective juror, you will be given a Trial Notebook. It will be used by you to keep your notes, place given instructions, witness and exhibit lists and related information regarding the trial. At the conclusion of the trial, the Court will retain your Trial Notebook, but you may retain your notes.

LaGrange County Circuit Court  
Second Floor Courthouse

105 N. Detroit St  
LaGrange, IN 46761  
Telephone: 260-499-6358  
Fax: 260-499-6448