



Jury Service

How was my name selected for jury service?

Names are randomly selected by a computer program from a master list of eligible jurors.

Lycoming County uses a master list from various sources including:

Department of State – residents registered to vote

Department of Transportation – residents who have been issued a driver's license

Department of Revenue – residents who have filed a tax return with the Commonwealth

Department of Human Services – residents receiving Federal or State assistance

Lycoming County Tax Assessment – property owners who have been assessed to pay county tax bill

Who may be selected to serve as a juror?

You may be selected for jury service if you are at least 18 years old, a United States citizen, and a resident of Lycoming County.

Once I have served as a juror, do I have to serve again?

In Lycoming County, if you are summoned and appear for jury selection and not selected to serve on a jury, you may be randomly selected for jury selection again the next calendar year. If you are selected as a juror and serve for one day, you may be selected again after one year. If you have served as a juror for 3 or more days, you may be selected again after three years.

Why have some people never been called for jury service but I have been called more than once?

Jury selection is a random process. As such, there is always the chance that a person may never be called while another may be called several times.

What are the papers I received in the mail?

Summons Letter (white sheet) is mailed from the Court Administration Office, summoning you to appear for jury selection during a specific period of time. The summons includes your Juror ID number and important instructions and information.

Juror Questionnaire (yellow sheet) is for you to complete on both sides and bring with you on your day of jury selection. If you lose this questionnaire or forget to complete it, one will be given to you when checking in on the day of your jury selection.

Requests for Disqualification, Deferral, Excusal or a Day Certain (green sheet) is provided to help you request a change in your jury service. It also serves as a reminder with all the important dates listed.

I lost my juror summons that I received in the mail. How do I get a new one?

Please call the Office of District Court Administrator at **(570) 327-2243** to request a new summons.

I cannot serve as a juror, how do I request an excusal?

The Court recognizes jury service can impose a heavy burden in some cases. All requests to be excused from jury service must be made in writing. Please refer to the green sheet (Requests for Disqualification, Deferral, Excusal or a Day Certain) for more information. Requests can be made by sending an email to juryinfo@lyco.org or by completing the green sheet and either mailing it to...

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

OR by FAXING the green sheet to **570-327-2293**. Only serious and substantial reasons will be considered.

Can I be excused for my age?

In Lycoming County, if you are 75 years old or older and do not wish to serve on jury duty, you must make your request for excusal in writing and the Court will grant your request. It is one of the explanations for excusal on the green sheet.

What is the Juror Instruction Phone Number?

The Juror Instruction Phone Number **(570-327-2292 or 1-800-326-9458)** is the telephone number you will call to listen for detailed information about your jury service. When you call the telephone number, you will hear a recording, providing details for the next day. The recording may change nightly. Please be sure to call in as instructed.

When you call in, be sure to listen for your Juror ID number and the instructions provided. If you are selected as a juror to serve on a jury, please listen for the instructions specific to the case you have been selected for.

When do I have to come to the courthouse?

Your white summons letter includes two sets of dates:

- The summons period for jury selection – dates you may be selected to report to the courthouse for one day of jury selection.
- The anticipated trial dates – dates of potential jury trials you may be selected and assigned to serve as a juror.

Any changes made to these dates will be announced on the Juror Instruction Phone Number recording.

If you have been selected to serve as a juror for a specific trial and unsure when you are to report, please call the Office of District Court Administrator at [\(570\) 327-2243](tel:5703272243), for more information.

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

Lycoming County uses the one day/one trial system. Prospective jurors will report for one day of jury selection. Typically, during jury selection, you will spend approximately a half-day at the courthouse. If a juror is *not* selected and *not* assigned to a trial, the juror is excused. If a juror is selected and assigned to a trial, the length of jury service will be for the duration of that specific trial. On average, the length of a trial is one to three days. If selected and assigned to a specific trial, the presiding judge will provide you with additional information.

You may bring a water bottle and snack but no glass bottles or containers are permitted in the courthouse. At your expense, there is a snack vending machine in the jury room for your convenience.

What should I wear for jury service?

Jurors should dress comfortably; business casual attire is appropriate.

Where is the Courthouse?

The Lycoming County Courthouse is located at 48 West Third Street, Williamsport, PA 17701, directly across the street from Kickstart Café and River Valley Transit Centre I.

Where do I park?

Jurors can park free in the Third Street Garage located at 115 West Third Street, Williamsport, PA 17701. When entering the garage, push the black button to receive a ticket. At this time, the gate will rise, allowing access to enter the garage. Limited space is available for oversized vehicles in a designated area on the first level of the garage.

Please remember to bring your parking ticket with you when you come into the courthouse. You will receive instructions regarding parking validation after you arrive. The Court is not responsible for parking violations if you choose to park in a place other than the designated garage.

Present your white summons letter and ride free with River Valley Transit. The Trade and Transit Centre bus stop is located directly across the street from the courthouse.

Is there accessible and van accessible parking available?

Yes, there are both accessible and van accessible parking spaces on each level of the garage located near the elevator.

I require accommodations to serve as a juror, whom should I contact?

Please call the Office of District Court Administrator at **570-327-2243** at least one week prior to jury service for special accommodations.

Where do I go in the courthouse?

Please enter the Lycoming County Courthouse through the main entrance located on Third Street. As you enter the courthouse, you are required to go through security.

Once you go through security, please take either the elevator or the stairs up to the second floor to the jury room. As you enter the second floor, follow the hallway to your right-hand side. There will be court staff to help direct you.

What should I bring with me when I report for jury service?

Important paperwork to bring with you when you report for jury selection:

- Summons Letter –white sheet you received in the mail
- Your *completed* Juror Questionnaire (front and back) – yellow sheet you received in the mail
- Your personal calendar for your availability during the trial dates
- Your ticket from the parking garage

The jury selection process can require a juror to wait a considerable amount of time. For this reason, you are encouraged to bring a book or other reading materials, E-readers that do *not* have a camera or audio recorder are permitted. You may bring a water bottle and snack but no glass bottles or containers are permitted in the courthouse. At your expense, there is a snack vending machine in the jury room for your convenience.

Please do not bring anything that could potentially be used as a weapon.

Can I bring my Cell Phone and/or my Electronic Recording Devices?

All cell phones and electronic recording devices are prohibited in the Courthouse. Please leave them at home. E-readers with cameras and audio recorders are NOT permitted; do not bring them with you. The Court is unable to provide security for any items you bring with you to the courthouse; therefore, if you do not need it, please do not bring it with you.

Security

Everyone entering the Lycoming County Courthouse is subject to a security search and required to pass through a metal detector, including jurors. Weapons and firearms of any type are prohibited. Cell phones and Electronic Recording Devices are prohibited. No exceptions will be made. If you have any of these items with you upon entering the courthouse, you will be refused admittance until you remove the items from your possession.

My employer requires proof of my jury service, what should I do?

When you check in for jury service, please request an employer verification letter at the time of check in.

Do I get paid for jury service?

According to Pennsylvania law, jurors are paid \$9.00 per day for the first three days and \$25.00 per day thereafter. If you drive to the courthouse, you will be reimbursed at the rate of \$.20 a mile. *Present your white summons letter and ride free with River Valley Transit. The Trade and Transit Centre bus stop is located directly across the street from the courthouse.*

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

Please call the Office of District Court Administrator at **570-327-2243** and send an email to jurvinfo@lyco.org explaining your situation.

What happens if there is inclement weather on the day I am required to report?

If inclement weather is forecasted, when you call the Juror Instruction Phone Number (**570-327-2292 or 1-800-326-9458**) on the evening before your reporting day, the recording will provide further instructions.

Whom do I call for additional information?

Please call the Office of District Court Administrator at **570-327-2243** for any additional information not listed.

Important Definitions

What is a “Deferral”?

When you have a conflict with the dates provided on your white summons letter and want to request to postpone and change your jury service to another time during the same year. For example, you have a vacation planned during the dates or you work a seasonal position and have availability during another time of year.

What is a “Day Certain”?

When you have a conflict with one or more of the jury selection dates listed on your white summons letter and want to request a certain day to report. You will be given an exact day to report to the courthouse for jury selection.

What is a “Disqualification”?

Sometimes individuals receive a summons letter and they are not eligible to serve as a juror in Lycoming County. When that happens, the individual receiving the summons letter can request a disqualification to be excused from jury service. For example, the individual is no longer a resident of Lycoming County, they are not a United States citizen, or they have been convicted of a crime that was punishable by more than one year in prison.

What is a “Roll Over”?

The court system changes rapidly and sometimes jurors are not needed during a specific time period. When that happens and jurors are not called for jury service, they may be deferred to another time of year, if necessary. If that happens, you will receive a new summons letter in the mail with details.