

Greene County Common Pleas Court Greene County Ohio Juror Handbook

Warning: Jury staff of the Common Pleas Courts do not ask past or prospective jurors for information regarding credit card, bank account information and Social Security numbers. Please do not provide this type of information to anyone claiming to be associated with the Jury Commission.

Please [contact our office](#) if you receive this type of request.

Juror Eligibility

To be eligible to serve on jury duty, you must be at least 18 years of age, a citizen of the United States and a resident of the county in which you are called to serve. You must also be able to communicate in the English Language.

Please note: *THERE ARE NO LONGER ANY STATUTORY EXEMPTIONS FROM JURY DUTY.*

Juror Selection

In Greene County persons are selected at random for jury service from the list of registered voters of Greene County.

Type of Jurors

Petit Jurors - If you are selected to serve on a Petit Jury, you will hear a case which is criminal or civil. A criminal trial will involve a felony (a more serious type of crime). The law requires twelve (12) jurors to be seated in a criminal case, only eight (8) jurors are required in a civil case. An alternate juror will be seated in the event of sickness or unforeseen circumstances arise in which one of the regular jurors are unable to attend some portion of the trial. The alternate juror hears the trial, in it's entirety, but does not participate in jury deliberations.

Grand Jurors - If you are selected to serve on a Grand Jury panel, you will hear evidence about felony crimes and decide whether or not a person should be indicted. The Grand Jury does not decide guilt or innocence, it only determines if there is probable cause to believe that a crime was committed and a particular person committed the crime. If you are summoned to court to be selected for grand jury service, the time period for your term is two (2) months, unless otherwise extended. The Grand Jury generally meets once a week from 8:30 AM until approximately 12:30 PM. However, there may be occasions that sessions go later into the day or additional dates to meet are necessary. On the first day that you report after receiving a summons for Grand Jury service, a Greene County Common Pleas Judge will preside

over the selection and instruction of the prospective jurors. A total of fourteen (14) persons will be seated on the panel, and those not selected will be released. The selected panel should plan to be at the Greene County Courthouse for a full day on the first day of the Grand Jury session. Once a panel is selected, the Greene County Prosecuting Attorney's Office is responsible for presenting cases to the Grand Jury. The phone number for the Greene County Prosecuting Attorney's Office is 937-562-5250. Further details on the particulars of when and where you meet after you are selected will be provided by an Assistant Greene County Prosecuting Attorney assigned to present cases.

Term of Service

In Greene County petit jurors are required to serve for two (2) weeks or one (1) trial. Some trials may last several weeks, but the majority of court trials last approximately two (2) to three (3) days. Lengthy trials are somewhat rare and prospective jurors are advised of the expected length of the trial before they are actually selected. At the end of a typical jury day jurors are dismissed to return to their homes and return to court the next day if the trial is not over. Grand jurors are required to serve one (1) day per week for two (2) months.

It is possible that you may report for service but not sit on a jury. The parties involved in a case usually try to settle their differences and avoid the time and expense of a trial. Sometimes a case is settled only minutes before the trial begins. Therefore, even though many trials are scheduled for that day, some of them will not actually go to trial, so those cases will not need juries. But your time spent waiting to serve is not wasted, your presence encourages settlement.

If you wish to bring reading material to court for use while waiting, you may do so.

Compensation

Compensation varies between counties and is set by the Board of County Commissioners. In Greene County petit jurors receive \$10.00 per day for appearing. If you are seated and serve as a petit juror you will receive \$15.00 per day. After the tenth day of service, the per diem rate increases to \$20.00 per day. Please be assured that this occasion is rare. Grand jurors are paid \$10.00 per day for each day of service. Checks are issued from the Auditor's office and are sent directly to your home address. You should receive your compensation approximately thirty (30) days after the last day of your service.

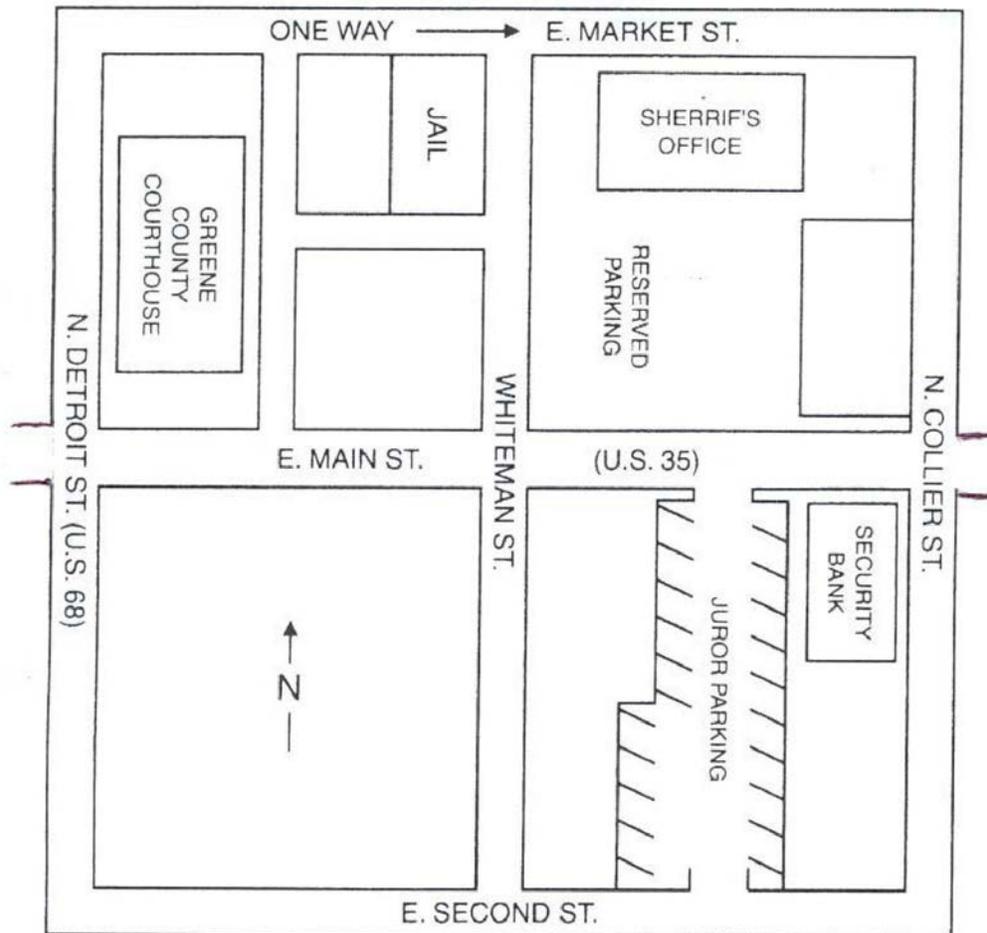
Dress Code

Please wear comfortable clothing that enhances the dignity of the court and emphasizes the seriousness of your responsibility. Business casual attire is suggested. Shorts, mini-skirts, hats, tank tops, and shirts with suggestive language or logos are considered

inappropriate attire for the courtroom. Temperatures between the jury assembly area and the courtroom can fluctuate, so you may want to bring a sweater or jacket with you.

Location and Parking

The Courthouse is located at 45 N. Detroit Street in downtown Xenia. Parking at meters is not recommended. The court will not reimburse anyone for parking tickets. Free parking is available at the designated parking lot located on the map below:



Courthouse Security

Security in public buildings, especially government offices, is an unfortunate necessity of our times. All persons, purses, and packages entering the courthouse are screened for weapons. Please do not bring any sharp objects into the courthouse. Prohibited items include knives, guns, chemical mace, pepper spray, scissors, carpet knives, knitting needles, manicure kits, nail files, silverware and glass bottles. Prohibited items that are not illegal to possess will be retained at the screening area along with a picture i.d. or written receipt. The item will be returned to you when you leave the building. If you have any health issues, please bring this to the attention of the Court Security Deputies upon entering the Courthouse. This may include wearing a brace, having a pacemaker, or having prosthetics and surgically implanted rods or pins.

Requests for Excuse

Requests for excuse are governed by Ohio Revised Code Section 2313.16. A citizen may not be excused from jury service unless it is shown to the satisfaction of the Judge to be either the juror or another person acquainted with the facts that one of the following applies:

1. The interest of the public will be materially injured by the juror's attendance.
2. The juror's spouse or a near relative of the juror or the juror's spouse has recently died or is dangerously ill.
3. The prospective juror has a mental or physical condition that renders him/her incapable of performing jury service. (The juror or personal representative must provide the Court with documentation from a licensed physician verifying that the condition renders the juror unfit for jury service for up to twenty four months.)
4. The juror is over seventy five years (75) old and requests to be excused.
5. The juror is a cloistered member of a religious organization.
6. The juror is Amish and requests to be excused because of a sincere belief he or she can not pass judgment in a judicial matter.
7. Jury service would cause undue or extreme physical or financial hardship to the juror or a person under the care or supervision of the juror. "Undue or extreme physical or financial hardship" is limited to the following circumstances:
 - a. The juror would be required to abandon the personal care or supervision of a person due to the impossibility of obtaining an appropriate substitute care giver.
 - b. The juror would incur costs that would have a substantial adverse impact on the payment of necessary daily living expenses or on those for whom the juror provides the principle means of support.
 - c. The juror would suffer physical hardship that would result in illness or disease.

ALL REQUESTS FOR EXCUSAL MUST BE SUBMITTED IN WRITING TO THE OFFICE OF THE JURY COMMISSIONER.

THIS MAY ALSO BE SUBMITTED BY EMAIL AT THE ADDRESS FOR THE JURY COMMISSIONER. ALL REQUESTS WILL BE REVIEWED ON AN INDIVIDUAL BASIS. PLEASE BE SPECIFIC IN YOUR WRITTEN REQUEST AND PROVIDE ALL THE PERTINENT INFORMATION THAT IS NECESSARY TO MAKE AN INFORMED

DECISION ABOUT YOUR PARTICULAR SITUATION. (i.e. doctor's notes, travel vouchers, etc.).

FILL OUT THE QUESTIONNAIRE, ATTACH YOUR REQUEST AND DOCUMENTATION AND RETURN THE QUESTIONNAIRE AS DIRECTED.

YOUR REQUEST FOR POSTPONING JURY DUTY MUST BE MADE AT LEAST **TWO BUSINESS DAYS** BEFORE THE DATE SCHEDULED FOR YOUR APPEARANCE.

Requests for Postponement

If the report date that you have been assigned creates a serious conflict with your schedule, you may request to have your service postponed. We will be happy to grant your request for a postponement, but would like to make you aware of our policy on rescheduling your service.

- You must request the postponement in writing and state your reason for needing the postponement.

- Your jury duty may only be rescheduled one time.

- Your rescheduled date must commence within one (1) year of the original date.

- You must choose a specific date in your written request for postponement. You may select, as an alternative date, any week, as long as it is within one (1) year of the original summons date.

Please mark your calendar as no confirmation will be sent.

You may submit your written request for postponement to:

Jury Commission, 45 N. Detroit St., Room 33, Xenia, OH 45385 or e-mail the Jury Commissioner.

Information for Employers

For our jury system to work, it is essential that the court and employers work in partnership to ensure that all Greene County residents are available to serve jury duty when summoned. Without cooperation from the local business community, we risk losing a fundamental principle upon which we, private and corporate citizens alike, depend. Cooperation from employers is essential to maintaining a strong jury system. The importance of your participation cannot be emphasized enough.

We wish to extend our deepest appreciation to public and private employers in the community for supporting our jury system.

Employee Protection

As the employer, you must allow an employee time off to serve on jury duty. It is against the law for any employer to threaten or terminate an employee who is summoned to court for jury service.

Length of Service

Employers have valid concerns about how jury service affects their resources. The court recognizes these concerns and we strive to make the best use of the time an employee spends on jury duty. Regular jury service in the Court of Common Pleas is generally 2 - 3 days, rarely does a trial go longer than a week. We will make every effort to ensure that jurors are not held unnecessarily.

Proof of Attendance

Work verifications will be provided for each juror upon completion of their jury service. The information included on this report includes the total number of days the juror reported for service. The hours that a juror spent in court are not reported as we do not keep track of this information.

A Look at the Trial Process

Listed below, in the order that they occur, are the steps in the process of a jury trial.

- Selection of a jury - Questions and answers with the attorneys and jurors

- Opening Statements - Delivered by attorneys for each party
- Presentation of Evidence and Testimony of Witnesses -
 Plaintiff goes first then the Defendant

- Closing Arguments - Delivered by attorneys

- Presentation of Jury Instructions (Charging the Jury) - By the Judge

- Deliberation - By the Jury

- Announcement of the verdict - In open court