

JURY REPORTING

Information courtesy of Spokane County Superior Court
Jury Reporting is administered by the Superior Court of Spokane County

Notice of Jury Duty

When you receive a Summons for jury duty, you should fill it out and return it immediately. When there are complications with the date or with actual service, you should write those concerns on the Summons before mailing it back to the court. No excuses are allowed through telephone calls. They must be in writing.

Jury Coordinators

If you have a question about the jury duty process, you may contact the court at (498-9232) for information.

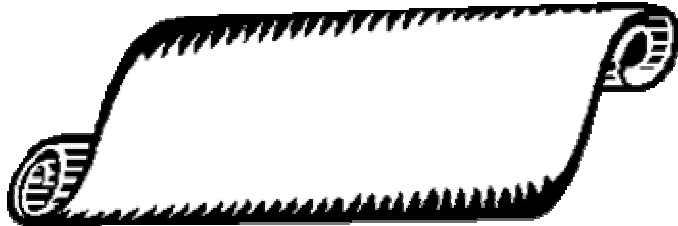
Jury Service in Cheney Municipal Court



Jury Duty is an essential element of our judicial system in America. Trial by jury is provided as a constitutional right. Jury Duty is one of the privileges of citizenship in the United States. By state law, jurors are selected at random from a Master List generated in Olympia, Washington.

Cheney Municipal Court is a court of limited jurisdiction and hears civil and criminal cases such as misdemeanors, gross misdemeanors, and domestic violence trials. Municipal Court also covers cases involving the City of Cheney concerning ordinance, traffic and impound violations, and parking infractions.

Selection

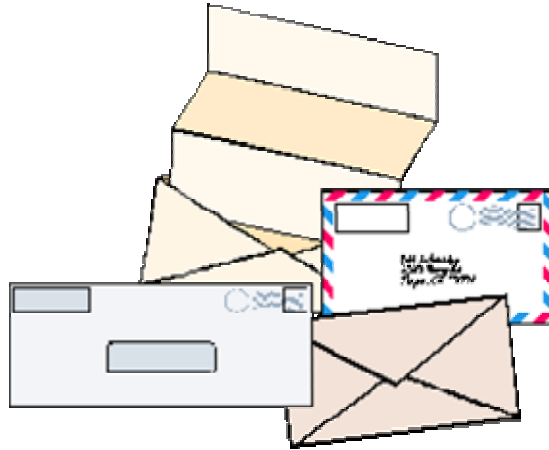


SPOKANE COUNTY
MASTER LIST

The Master List is a combination of eligible Spokane County residents ages 18 and over from the driver's license list, voter registration list, and State Identicard holder's list. The law affecting eligible jurors in Washington State was changed in 1994 to include all three lists. Jurors for Cheney Municipal Court are limited to the 99004 zip code within the County of Spokane. Jury service is discussed in the Revised Code of Washington (RCW) § 2.36. Summons are mailed under the authority of the Cheney Municipal Court Judge, Gregory J Tripp.

Summons

Summons are sent to prospective jurors approximately six weeks prior to the year of service. The prospective juror is requested to complete the questionnaire and return it to the court immediately.



Eligible Jurors are then placed on a call list for a period of one year. Once a Juror has served he/she will be removed from the call list.

Length of Service

The term of service is two weeks; however, most jurors serve only one to two days.

A fraction of cases may extend beyond the two-week term. The judge in any lengthy case will instruct jurors as to the expected time-frame for that trial. The selected juror will be expected to serve on that specific case until it has been completed.

Statutory Disqualification

A juror is not qualified to serve if the individual:

1. is less than 18 years of age;
2. is not a citizen of the United States;
3. is not a resident of Spokane County;
4. is not able to communicate in the English language; or
5. has been convicted of a felony and has not had civil rights restored.

Excuse or Postponement

To be excused from jury duty or for a postponement of the date, a juror must specify, in writing, the type of undue hardship, extreme inconvenience, or public necessity which necessitates such release or postponement. Documentation will be sent to those prospective jurors who qualify for excuse or postponement.

Confidentiality

Juror information is considered confidential, and will not be released unless by order of the court in which the juror has served on a trial. Information is for court use only, as stated on the Summons.

ADA Accommodations



The Cheney Municipal Court is not ADA accessible and any potential Juror needing ADA accommodations will be excused from service.

No Smoking Allowed



The courthouse is a non-smoking facility, and jurors are required to exit the building for smoking breaks. We request that jurors check with the bailiff for designated smoking areas and break information.

Additional Information Mailed

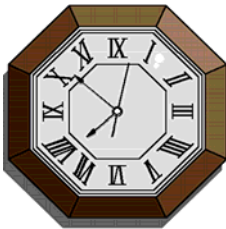
A Summons will be sent to prospective jurors two weeks prior to the beginning date of jury service. Information regarding time and place to appear will be included with the summons. Parking is somewhat limited near the courthouse, and you may prefer to ride the bus or carpool with someone. You may call STA (326-RIDE) (TDD 456-HEAR) or paratransit (328-1552 TDD 327-6055) for a schedule of transit available in your home area.

Orientation and Day #1



Jury service for Cheney Municipal Court is done by Summons. You will be placed on an eligibility list for one year and Summoned to report when a Jury Trial is scheduled. Jurors can call (509) 498-9231 or check the court calendar on-line at www.cityofcheney.org sometime after 5:00pm on the day prior to the scheduled trial to see if the case has been resolved. If the case has been settled the Juror does not need to report and will remain on the call list. If the trial is held the Juror must report the morning of the trial at 8:00am for orientation. Further information regarding jury duty will be provided through a film and other introductory information. Selection of jurors will commence immediately after the orientation and the trial will be held the same day. If a juror is not selected they are free to go and their name will be removed from the eligibility list. If a Juror is selected they will remain in the courtroom for further instructions. Once the case has concluded the Jurors name will be removed from the eligibility list and they will not be called again during that year.

Day Length

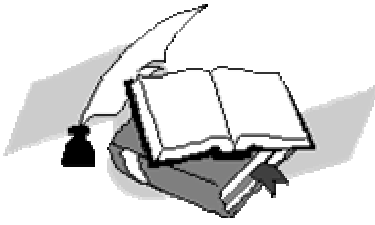


Court sessions generally run from 9:00 a.m. to 5:00 p.m. There are daily one-hour breaks for lunch, and usually a break each morning and each afternoon.

Attendance Records

It is imperative that each juror who has been selected for a jury trial or is reporting for selection, daily record their attendance immediately upon reporting. This procedure is explained at orientation. The record of attendance is necessary for payroll and work verification purposes.

Delay in Process



There are time delays in court sessions, so you should be prepared to wait. If we know about delays, we will keep you informed. You may wish to bring a book, needlework, or other small hobbies to work on during those breaks. However, the courts request no newspapers be brought to the courthouse, and that you not read about or listen to any media publications about any court cases from the time you receive your Summons until you have completed your jury duty term.

Compensation

Cheney Municipal Court's current fee is \$10.00 per day of service. Mileage is paid at the State's current rate per mile. Jury checks will be issued at the end of service each day or at the conclusion of the trial. Please check in with the clerk for payment before leaving for the day.

1. **Taxable.** Jury fees are reportable on income tax returns under "other income"; however, no IRS forms will be sent to jurors unless they have received over \$600 from jury duty.
2. **Unemployment.** If a juror is receiving unemployment benefits, the \$10.00 jury fee for each day will be subtracted from the unemployment benefits received for that week. The juror may need to provide a verification of juror days. Benefits will only decrease for those days served as a juror. A juror is expected to seek employment on days when he/she is not serving as a juror during that two-week term.
3. **Salary/Wage Reimbursement.** Some places of employment pay regular wages while an individual is serving on jury duty. This is NOT a requirement, however, and the decision to pay wages is entirely up to the business. If an employer does pay during absence due to jury duty, they will normally require that you give them your jury check upon receipt. Jurors may need to check with their employer to see if their business reimburses wages while they are absent for jury duty.
4. **Pay Discrepancy.** Sometimes there are complications with receiving jury pay, such as incorrect address, inability to deliver mail, or lost checks. If jury payment has not been received within four weeks from the date of service, the juror should call the Court Administrator's Office at the above address and let the jury coordinator know.

Verification for Work

Employment verification for days served are available, upon request, through the Court Administrator's Office. If there is a need for specific hours spent in court to be recorded, a special form needs to be provided by the juror's employer. Please check with your business in the event that they require you to report back to work when you have completed your jury day early.



Answers to Questions commonly asked:

1. A Social Security number is required in order for us to pay jurors. This is required by the IRS for City auditing, and is used only for this purpose. Please be prepared to check or give us your number on orientation day.

2. Your one-way mileage will be requested at orientation. Please check your mileage as you come in that first day, if you do drive.
3. In a few cases, the subject of a jury trial may be sensitive to a juror. Counseling service is available through the County for a juror whose sensibilities are adversely affected as a result of serving in the jury trial.
4. If you have moved out of Spokane County and are now a resident in a different county or state, please provide us with your new address.
5. If you have an individual in your family who is summoned but is in college or in active service outside Spokane County, you may write that information on the Summons, sign your name, as that individual's spouse, parent, etc., and return it for the summoned juror.
6. Unfortunately, our jury master list is not connected with Health Department records, and we do not receive information on deaths. If you receive a Summons for someone who is deceased, please write that information on the Summons, along with your name, and return the Summons to us.