

## JURY INFORMATION

JURORS ARE SELECTED randomly from the State of Wisconsin Department of Transportation, Division of Motor Vehicles drivers license and identification lists. It is important to keep your address with the Division of Motor vehicles current to ensure that a juror summons and questionnaire reaches you.

Annually jury questionnaires are sent to prospective jurors in Juneau. Jury questionnaires may be e-filed at <http://jury.wicourts.gov>. Our jury year runs from January to December.

### JUROR QUALIFICATIONS:

UNITED STATES CITIZEN  
JUNEAU COUNTY RESIDENT  
MUST BE AT LEAST 18 YEARS OLD  
HAVE NOT BEEN SUMMONED FOR JURY DUTY FOR AT LEAST FOUR YEARS  
CAN UNDERSTAND THE ENGLISH LANGUAGE  
IF A CONVICTED FELON, CIVIL RIGHTS MUST BE RESTORED.

JURY SERVICE is for thirty-one days. If you serve on one trial during that 31 days, you will not be called for another trial in that month and will not be called for jury service for another four years.

JUROR REIMBURSEMENT: You will be paid \$12.00 plus roundtrip mileage for appearing as a juror and \$30.00 plus roundtrip mileage if selected to serve as a juror.

You will be paid \$.425 per mile roundtrip to the courthouse.

PARKING: Parking is available in the Justice Center parking lot at 200 Oak Street.

WHEN TO REPORT FOR JURY DUTY: A summons for jury duty will be sent to prospective jurors two weeks before the trial date. Occasionally cases will settle before going to trial. On your jury summons it will tell you to call the message phone at 608-847-9350 after 4:30 pm the night before the trial to see if the case is settled.

If the case is settled you will receive a message that you DO NOT need to report for jury duty.

If the case is not settled the message will tell you to report to the second floor of the Justice Center by 8:30 am the day of the trial. Please be prompt. The trials

start at 9:00 am.

**CONFLICTS/ILLNESS:** If you feel you have a conflict with the summons date such as a doctor appointment, vacation scheduled out of county, illness or other issues please call the Jury Clerk at 608-847-9350. We will put you on a different month for service.

**EMPLOYMENT ISSUES AND PAY:** The law provides that an employer must grant an employee a leave of absence, without loss of time in service for the period of jury duty. No employer may use absence due to jury duty as a basis for discharging an employee or for any disciplinary action against the employee.

**CHECK IN THE DAY OF TRIAL:** Check in with the Clerk of Circuit Courts office. You will sign in and verify your mileage and be taken to a conference room to wait for the trial to start.

JUNEAU COUNTY CLERK OF CIRCUIT COURT  
200 OAK STREET  
MAUSTON, WISCONSIN 53948  
PHONE: 608-847-9350 –JURY CLERK