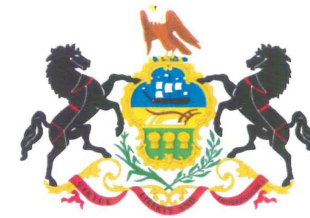




# A Handbook for Jurors

Issued by  
the Clarion County Court of Common Pleas  
18<sup>th</sup> Judicial District  
Commonwealth of Pennsylvania



COURT OF COMMON PLEAS  
CLARION COUNTY  
CLARION, PENNSYLVANIA

*Dear Juror:*

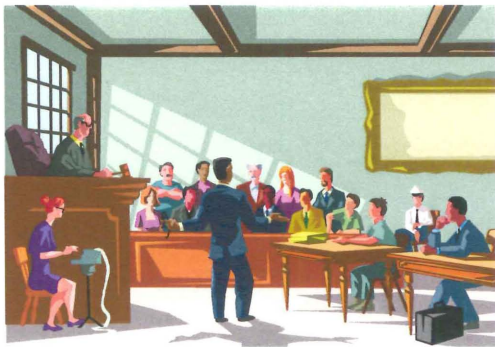
The Judicial System in Clarion County welcomes you to this term of court. We believe your experience as a juror will be interesting and educational.

While we will make every effort to meet your convenience during this service, we must impress upon you that our caseload is large and the work must be done. This may occasionally cause us to ask you to stay a little longer or start a little earlier. If we do, we hope you view such requests as part of your contribution to good government.

Jury service is one of the few opportunities that a citizen has to directly participate in the running of this government. Usually that function is delegated to an elected official, but when you serve as a juror, you are personally involved in operating the judicial branch of your government.

Again we welcome you and thank you for being a good citizen.

Clarion County Court  
Of Common Pleas



### *So You've Been Selected As a Juror*

Your selection as a juror has probably surprised you and left you somewhat apprehensive and possibly a bit bewildered. Where do I go? What do I do? How long does it last? These and many other questions are running through your mind.

First, we suggest that you read your Jurors' Handbook from cover to cover because it will answer many of your questions. In it you will find information concerning parking, eating, working hours, fees and many other things which make your service as a juror an important contribution to your community and a satisfying and lasting experience.

Next, you should not try to avoid jury service. The fact that you are a busy, successful person does not exempt you from jury service but makes you all the more qualified. Jurors should be people who are active in the community and abreast of the times.

Don't concern yourself that you may lack knowledge of the law. A good juror is one who uses common sense and endeavors to be fair and impartial. Education or skill in any field does not necessarily make you a superior juror. Don't worry if this is a new experience. You will be directed where to go and what to do as far as being in the right place at the right time. There will be court officials who will help you.

Your experience as a juror will be a lesson in citizenship which you will long remember. This court hopes that when your service is completed, you will look back on it as one of the most interesting and educational experiences of your lifetime.

### *How Where You Selected*

A list of Clarion County citizens is compiled every year by the state, from the Department of Revenue, Department of Public Welfare, Department of Transportation, and Department of State. These multiple sources are combined by the Administrative Office of Pennsylvania Courts creating a fair and impartial master list of potential jurors from all areas of the county and all types of people.

This master list is downloaded into the county's jury management system and integrated with the current data. For each term of court or selection day, names are randomly pulled by the system and sent a summons to report for jury duty. These jurors constitute the panel of jurors on which you are now serving.

### *The Court Administrator Is Your Guide*

The attendance of jurors is under the supervision of the Court Administrator, whose office is located on the second floor of the Courthouse.

If a juror has a problem involving an excuse or an early dismissal, the juror should consult the Court Administrator.

Please do not contact the Judges concerning jury service, since you will be referred to the Court Administrator.

The Court Administrator's office is reached by dialing (814) 226-9351.

## *Some Things You Should Know*

### **1. Reporting for the First Day of Service**

On the first morning of your jury service, you are requested to report to Courtroom #1, as specified in your juror summons, prior to 9:00 a.m. This Courtroom is located on the second floor of the Clarion County Courthouse.

#### **AMERICANS WITH DISABILITIES ACT OF 1990**

If you are disabled and require special accommodations, please notify Court Administration 72 hours in advance of the date of Jury Duty by calling  
**814-226-9351**

### **2. Night Sessions**

Ordinarily night court sessions are not held but at times a deliberating jury may continue its work into the night hours. You should prepare for this contingency and forewarn your family of this possibility. If you are held over, notice will be given to your family if you request it.

### **3. Tipstaffs**

Each courtroom has two tipstaffs and a bailiff who also serves as a tipstaff. These employees are available to help you and you should feel free to call on them for any information you may need.

### **4. What to Wear**

There is no prescribed dress for jurors except that the dress of any juror shall not detract from the dignity of the court. Business casual dress is suggested. The courtroom is air conditioned so plan accordingly. Remember, the parties in any case look to the jurors for justice. Their faith in the jury system is more likely to persist if the jurors make a favorable appearance.



### **5. Telephone**

If you are deliberating on a jury and wish to notify your family that you may be late getting home, you may tell one of the tipstaffs who will phone for you and deliver a message to your family or whomever you need to inform.

### **6. Parking**

A parking permit and important parking information is enclosed. Please review carefully.

### **7. Coats, Boots, Etc.**

There is a coat rack in the rear of the courtroom. Please put your coats, boots, umbrellas, etc., on the coat rack.



## 8. Jurors' Badges

You will receive a Juror's Badge which you are asked to wear while you are serving as a juror. If you lose your badge, you may get another by asking the tipstaff.

## 9. Restrooms

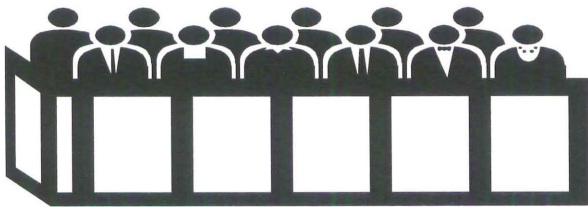
Restroom facilities are located just outside the courtroom and in the basement of the courthouse.

## 10. Juror Payments

A voucher will be submitted to the Treasurer's Office upon completion of your service and a check will be mailed to you. You are entitled to the fee set by law plus mileage.

## 11. Meals

If you are serving on a jury and you are deliberating on a verdict, or otherwise sequestered, the County will arrange and pay for your meals. If you are not sequestered, you are required to provide your own meals.



## 12. Security

### SECURITY

All jurors are required to enter the courthouse through the basement entrance and will be required to proceed through security. If you are disabled and require special accommodations, please notify Court Administration 72 hours in advance of the date of Jury Duty by calling **814-226-9351**



### 13. Electronic Devices/Cell Phones

Jurors may possess electronic devices in the courthouse. However, the use of cell phones and all electronic devices is prohibited in the courtroom. All electronic devices and cell phones must be turned off while court is in session.

#### **During jury deliberations ALL devices will be held by court staff.**

Further, each person summoned as a prospective juror for the Court of Common Pleas of Clarion County must carefully follow the PA Rules of Court with regard to their use of electronic devices during their service. In order for the jury system to work as intended, absolute impartiality on the part of the jurors is necessary. Such impartiality is achieved by restricting the information upon which the jurors will base their decision to that information which is presented in court.

Information specifically on the use of electronic devices is included in the package sent to you when you are summoned for jury service. **Please read that information carefully and follow the directives set forth.** After you arrive for jury service and throughout your service, you will be reminded numerous times of the rules that you must follow. Anyone violating the Court's instructions regarding the use of electronic devices risks being found in contempt of court and sanctioned by the court.

### *Your Conduct As A Juror*

If you are a juror it is imperative that you not only serve with the utmost integrity but also that you conduct yourself in such a manner that no suspicion is cast on your behavior.

If any person attempts to influence you outside the Courtroom, YOU SHOULD REPORT THIS IMMEDIATELY to a tipstaff or to the Court Administrator

If any threats are made or if you are harassed in any way, YOU SHOULD ALSO REPORT THIS IMMEDIATELY.

When you are actively sitting on a jury, care should be taken to avoid conversations with persons in the hallways, restrooms, and elsewhere. Even though such acts may be entirely innocent, the impression is created that you are involved in misconduct.

When you are accepted as a juror on a case you take an oath to try the case upon the law and the evidence. This means that your verdict should not be influenced by what people tell you outside the courtroom nor should you make any personal investigations.

If you fail to report improper approaches or harassment, it may require a reversal of the jury's verdict and the retrial of the case. If an unlawful attempt is made to influence you, criminal charges may be filed against the person or persons doing so.



*Jury service honorably performed is as important in the defense of our country, its Constitution and Laws, and the ideals and standards for which they stand, as the service that is rendered by the soldier on the field of battle in a time of war.*

*Judge George H. Boldt  
United States Federal Court*