

## **JURY INFORMATION**

*"Jury service is both a duty and responsibility of citizenship. It is a cornerstone of American democracy and vital to our justice system. We encourage those who are summoned to look upon your service with pride, and we hope you will find your experience to be both interesting and meaningful."* **Hon. John P. Anderson, Bayfield County Circuit Court Judge**

The following information answers questions frequently asked by jurors:

### **How Jurors are Selected**

Jurors are randomly selected from the State of Wisconsin Department of Transportation, Division of Motor Vehicles driver's license and identification databases. It is important to keep your address with the Division of Motor Vehicles current to ensure that a juror summons and questionnaire reaches you.

### **Period of Jury Service**

A Juror may need to be available for jury service a total of 31 consecutive days every four years; with a maximum of 5 days actual service.

### **When to Report for Jury Service**

Bayfield County uses a voice mail recording system to inform jurors when they are to report for jury duty. Please call 715-373-6177 or 1-800-698-3013 after 6 p.m. the evening prior to the date you have been summoned to be a juror. The recorded message will inform jurors of the date of the next jury trial and whether the trial will continue or if the trial has been rescheduled or canceled.

### **Juror Reimbursement**

You will be paid \$25 per day for each day you are summoned and required to appear for jury service. You will also be paid a nominal daily travel allowance for each day you are required to report to the courthouse. It is important that we have your correct address to mail reimbursement.

## **Postponements and Excusals**

Requests for postponement or excusal must be made in writing to the Circuit Judge or Clerk of Circuit Court. Requests can be mailed to:

Hon. John P Anderson  
Bayfield County Circuit Judge  
P.O. Box 296  
Washburn, Wisconsin 54891

Kay L Cederberg  
Clerk of Circuit Court/Register in Probate  
P.O. Box 536  
Washburn, Wisconsin 54891

## **Illness or Emergency**

Jurors may call the Clerk of Circuit Court telephone number, 715-373-6108, after 8:00 a.m. Monday – Friday to report an illness or emergency.

## **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.

Our system provides a 12-day minimum notice to potential jurors of possible jury service dates. This notice is written and mailed to the jurors' addresses.

Jurors are paid \$25/day for jury service provided. Many employers provide the jurors with their full pay in exchange for their employee's jury fees (excluding mileage).

## **Parking**

Juror parking is allowed on all public parking areas on the streets surrounding the courthouse, as well as in all three county parking lots near the courthouse.

## **ADA Accommodations**

For prospective jurors with disabilities, accommodations may be made for you to fulfill jury service. Please call Kay L Cederberg at 715-373-6108 to request accommodations.