

Fairfield County Common Pleas Court  
General Division



Judge Richard E. Berens

Judge David A. Trimmer

Dear Juror:

Greetings and welcome. You have been called upon to serve as a petit trial juror in the Fairfield County Common Pleas Court, General Division and to lend your good judgment and sense of fair play to this important service.

Your reporting dates and your juror number are indicated on the enclosed jury summons. **Your reporting time is by 9:00 a.m.** You must bring a valid driver's license or a picture I.D. with you when reporting. Starting with your first reporting date, you are required to be available to serve as a juror for a period of three weeks. **If you are seated on a jury panel, you will be required to appear for jury duty that day and each day thereafter that the Court is in session, until the trial is concluded.** The length of each trial varies from two days to several weeks. Trials typically begin at 9:00 a.m. and end at 5:00 p.m. You will receive \$30.00 for each day you report to the Common Pleas Court.

The Court is located on the second floor in the Hall of Justice, 224 East Main Street, Lancaster.

**Please return the enclosed questionnaire within (5) days in the envelope provided.** Your questionnaire will be reviewed by the Jury Manager, the Court and trial attorneys.

Please do not request to be excused from jury service for other than the reasons listed on the juror excuse form below. The Court cannot excuse you under Ohio law except for certain enumerated reasons. **YOUR SUMMONS TO APPEAR AS A JUROR IS A COURT ORDER AND ANY FAILURE TO COMPLY WITH THE ORDER CAN RESULT IN THE IMPOSITION OF SANCTIONS PROVIDED UNDER OHIO LAW, INCLUDING THE ASSESSMENT OF A FINE.**

**FOLLOW THIS PROCEDURE TO CONFIRM YOUR JURY SERVICE DATES:**

1. **CALL 740-652-7433 OR 614-322-5275 ANYTIME AFTER 4:30 P.M. EACH MONDAY OF YOUR THREE WEEK TERM OF SERVICE. IF MONDAY IS A HOLIDAY, THE JURY MESSAGE CAN BE ACCESSED BEGINNING AFTER 4:30 P.M. ON THE PREVIOUS FRIDAY.**
2. **PRESS #1 TO ACCESS THE RECORDED MESSAGE WHICH IS AVAILABLE UNTIL 8:00 A.M. THE NEXT MORNING. THE MESSAGE WILL EITHER:**
  - A. **INDICATE YOUR JUROR # HAS BEEN SELECTED AND THE TIME AND DATE THAT YOU ARE TO APPEAR FOR JURY SERVICE.**

**OR**

- B. **INDICATE THAT YOU HAVE BEEN EXCUSED FROM JURY SERVICE FOR THE WEEK.**

If you have any questions, please call 740-652-7433 or 614- 322-5275. Thank you for your time and cooperation.

**Kelly R. Starkey, Jury Manager**  
Fairfield County Common Pleas Court  
Hall of Justice  
224 East Main Street, Room 102  
Lancaster, Ohio 43130  
Fax: 740-681-4724  
E-mail address: kstarkey@co.fairfield.oh.us  
Website: www.co.fairfield.oh.us/Commonpleas

**\*\*PLEASE READ THE JURY SERVICE PAMPHLET FOR ADDITIONAL INFORMATION\*\***

**JUROR EXCUSE FORM** (Please complete and return in the enclosed envelope)

NAME \_\_\_\_\_ JUROR # \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I claim exemption from jury service because:

- Moved from Fairfield County. My new address is: \_\_\_\_\_
- Physical/mental inability to serve. **ATTACH AN EXCUSE SIGNED BY YOUR DOCTOR.**
- Recent death or dangerous illness of my spouse or close relative. **ATTACH DETAILED EXPLANATION.**
- Significant financial loss if required to serve. **ATTACH DETAILED EXPLANATION.**
- Member of a cloistered religious organization. **ATTACH DETAILED EXPLANATION.**
- Prior jury service within the previous twelve (12) months. Date of last service: \_\_\_\_\_
- Student attending college. **ATTACH PROOF OF REGISTRATION - CLASS SCHEDULE.**
- Seventy-five years of age or older. Date of birth: \_\_\_\_\_

**IF YOU ARE CLAIMING AN EXEMPTION, PLEASE FORWARD YOUR COMPLETED QUESTIONNAIRE ALONG WITH THE JUROR EXCUSE FORM AND ANY OTHER DOCUMENTATION REQUESTED BY THE COURT.**