



TROY L. HAWK

JURY COMMISSIONER LANCASTER COUNTY

Chuck Salem
Chief Deputy
Nicole Miller
Jury Supervisor
Julie Fitzgerald
Jury Clerk

Jurycomm@lancaster.ne.gov

SUMMONS FOR JURY DUTY

YOU ARE HEREBY SUMMONED AND NOTIFIED that you have been selected to serve as a petit juror during the two week jury term stated on your enclosed juror qualification form. **You may be called to report at anytime during that two week period. Once you report and are actually selected to serve as a juror on a trial, your service for the jury term will be completed. If you are called and are not selected to serve as a juror for that trial, you may be called again during that two week period to report.** As provided by Neb. Rev. Stat. § 25-1607, YOU ARE REQUIRED TO APPEAR IN LANCASTER COUNTY DISTRICT COURT as instructed when you are notified (by either phone or email) to report.

DO NOT REPORT TO THE COURT UNTIL YOU ARE NOTIFIED TO DO SO!

The Jury Commission will notify you in advance by either phone or email to inform you when and where you are to report. During jury selection you will find out how long the trial will be; most last two to three days.

JUROR QUALIFICATION FORM:

MAY BE COMPLETED ONLINE AT LANCASTER.NE.GOV KEYWORD=JURY

You must complete both sides of the qualification form, sign it, and return it within 10 days of receiving the summons. If you have been previously deferred, you must complete all the forms again. **Drop Box:** located in the entryway of the Hall of Justice without going through the metal detectors. You may park in the front loading zone for drop box only.

PLEASE READ THE FOLLOWING INSTRUCTIONS:

Save the enclosed parking map and read it carefully. Allow ample time for parking in case the primary lot at 10th and K Streets is full. Please arrive on time for your jury duty.

IF YOU HAVE DIFFICULTY IN SERVING NOW: You must ask for a deferral now and you must do it within 10 days. Do not wait until you are notified to report! If you need to be **excused or deferred** you must submit a detailed letter of your specific hardship or ailment. Attach a physician statement, if applicable. Submit your letter with the completed Juror Qualification form or email it to JuryComm@lancaster.ne.gov. Your letter will be forwarded to the presiding judge and you will be notified of the Judge's decision. Please call 402-441-6553 with questions.

IF YOU ARE OVER 65: If you prefer not to serve, you must still complete the qualification form and then request to be excused by circling item number "1" under **POSTPONEMENTS AND REQUESTS NOT TO SERVE**.

IF YOU ARE A NON-RESIDENT: Please mark on the qualification form where it asks if you are a Lancaster County resident, sign it, and state where you are now currently residing.

Per NE §33-138.04, a juror may voluntarily waive payment for his or her service as a juror. It is your option **once you report for jury duty** to waive the \$35.00 per diem, your mileage, or both.

ONCE THE JURY TERM BEGINS, YOU WILL NOT BE EXCUSED OR DEFERRED TO ANOTHER TERM UNLESS YOU HAVE AN EMERGENCY.

Please notify your employer immediately upon receipt of this notice.

Jury Commission
575 South 10th Street
Lincoln, Nebraska 68508-2810
402-441-6553 / FAX 402-441-6190

NEBRASKA STATE LAW PROVIDES IN PART AS FOLLOWS:

(1) ***The judge may exercise the power to excuse any grand or petit juror or any person summoned for grand or petit jury service upon a showing an undue hardship, extreme inconvenience or public necessity, for such period as the Court deems necessary. At the conclusion of such period, the person shall re-appear for jury service in accordance with the Court's direction.*** All excuses and the grounds for such excuses shall be entered upon the record of the Court and shall be considered for such as public record.

(2) ***No qualified prospective juror is exempt from jury service.***

(3) Any person summoned for jury service who ***fails to appear or to complete jury service*** as directed ***shall be ordered by the Court to appear forthwith*** and show cause for such failure to comply with the summons. ***If such person fails to show good cause for non-compliance with the summons, he or she shall be guilty of contempt of court.***

(4) Any person who is summoned to serve on jury duty shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other forms of penalty as a result of his or her absence from employment due to such jury duty, upon giving reasonable notice to his or her employer for such summons. Any person who is summoned to serve on jury duty shall be excused upon request from any shift work for those days required to serve as a juror without loss of pay, ***no employer shall subject an employee to discharge, loss of pay, loss of sick leave, loss of vacation time or any other form of penalty on account of his or her absence from employment by reason of jury duty, except that an employer may reduce the pay of any employee by an amount equal to the compensation, other than expenses, paid by the Court for jury duty.*** Any person violating the provisions of this section shall be guilty of a CLASS IV MISDEMEANOR.

(5) Per NE §33-138.04, a juror may voluntarily waive payment for his or her service as a juror. It is your option once you report for jury duty to waive the \$35.00 per diem, your mileage, or both. Forms are available in the Clerk of the District Court's office on third floor or the Lancaster County Court offices on second floor at the Hall of Justice, 575 South 10th Street, Lincoln, 68508.

SOURCE: Revised Statutes Nebraska, Reissue 1995, Statutes 25-1601, 25-1601.03, 25-1611 and 25-1640.

NOTICE TO JURORS

PROHIBITED ITEMS IN THE JUSTICE AND LAW ENFORCEMENT CENTER INCLUDE:

1. KNIVES OF ANY TYPE.
2. FIREARMS, KNUCKLES, CLUBS.
3. CHEMICAL AGENTS (MACE, OC, PEPPER SPRAY, ETC.).
4. NON PRESCRIPTION CONTROLLED SUBSTANCES.
5. GLASS BOTTLES.
6. ANY ITEM WHICH BY ITS POSSESSION, IS PROHIBITED BY STATUTE.

PROHIBITED ITEMS IN ALL COURTROOMS INCLUDE:

1. CELLULAR PHONES AND ANY TYPE OF ELECTRONIC DEVICE.
2. FOOD.
3. BEVERAGES.

PARKING is available north of the Hall of Justice in a surface-level garage at 10th and K Streets. Additional (overflow) parking is available at the City of Lincoln Carriage Park garage at 11th and L Streets. If you park at Carriage Park, please notify the bailiff so they may provide you with a pass to exit free of charge.