

# ***BONNER COUNTY***



## ***JUROR INSTRUCTION NOTICE 2023***



**Dear Jurors,**

If you received a **Summons for Jury Service** postcard recently in the mail, you are hereby summoned to appear as a prospective juror(within the next 45 - 90 days) in the District Court of Bonner County, of the First Judicial District of Idaho, at the Bonner County Courthouse in Sandpoint, Idaho for Calendar Year 2023. All of the information listed on this Juror Instructions Notice will assist you with the jury service process and guide you through your jury service assignment. Please read, print, save or reference this document prior to contacting the Jury Commissioner's Office.

You are hereby required to complete and submit your **Bonner County Juror Qualification Questionnaire** within **10 days of the postmark date** on your Summons for Jury Service postcard.

The process may be completed via the following methods:

1. On the Bonner County Jury Service website
2. Via phone with the Jury Commissioner's Office
3. Request a paper copy of the form to be sent via mail or email
4. At the Bonner County Courthouse

***NOTE: If you are unable to complete the process online or encounter any issues, please contact the Jury Commissioner by phone or email.***

#### **TERMS OF AND YOUR SELECTION AS A JUROR**

Jurors are selected in accordance with **Idaho Code 2-206**. Names are randomly drawn from the voter registration and driver's license files. All Summons for Jury Service postcards will be sent out at least 45 days prior to your projected jury service reporting date.

#### ***NOTES:***

- 1) ***Effective January 1, 2023, Bonner County jurors will no longer be assigned to a 30 day jury service term. This eliminates you having to report for multiple jury trials or requiring to be available for a 30 day jury service term. All jurors will only be assigned and required to serve for one(1) jury trial. Jurors will maintain the same Juror Reporting Number for the Calendar Year. After your jury trial has completed, you will be released from jury service in Bonner County and the State of Idaho for a period of no less than two(2) years.***

- 2) ***If your Juror Reporting Number is a lower number, chances are you will be selected to report for a jury trial at the beginning of the year. The higher your Juror Reporting Number is, chances are you will be selected to report later in the year.***

**JUROR QUALIFICATION QUESTIONNAIRE INSTRUCTIONS**

***ALL*** prospective jurors (regardless of exemption status) are required to complete, sign, and submit/return their Juror Qualification Questionnaire. Please ensure all contact information is current and correctly entered and all questions pertinent to you are answered. If you need additional space, you may submit/attach a word document. If you are filling out a questionnaire form on behalf of the prospective juror, please indicate the reason on the form.

Reasons for ***PERMANENT*** exemption from jury service as follows (must be approved by the Jury Commissioner and/or Judge):

1. Over the age of 70 and No Longer Wish to Serve
2. No longer a resident of Bonner County
3. Permanent Medical Exemption Status (must be approved by Judge)

Reasons for ***TEMPORARY*** exemption from jury service as follows (must be approved by the Jury Commissioner):

1. Seasonal residency in Bonner County, Idaho
2. Non United States citizen
3. Temporary Medical Exemption
4. Language barrier (i.e., unable to read, speak, or comprehend the English language)
5. Previous jury service as a juror or member of a grand jury within the past 24 months
6. Currently on Felony Probation/Parole
7. Active Duty Military or Deployed
8. College Student (outside of the Bonner County geographical area)

***NOTE: Failure to comply or falsifying, completion, and submitting of your Juror Qualification Questionnaire may result in being reassigned as a juror by the Jury Commissioner AND/OR ordered to appear before the First District Administrative Judge of Bonner County for failure to comply with a jury summons. Prospective jurors may be deemed in contempt of court and charged with a fine of not more than \$500.00 AND/OR imprisonment in the County Jail for not more than five(5) days.***



**Excused Dates and Deferment of Jury Service**

If you are unavailable for any date(s) during the calendar year, please ensure you document the date(s) on your **Juror Qualification Questionnaire**. In the event you need to request any additional excused dates after your Juror Qualification Questionnaire was processed, you will need to reply via the email response you received from your Juror Qualification Questionnaire or contact the Jury Commissioner by phone. If your Juror Reporting Number is within the range of numbers selected for a jury trial, and you are unavailable or excused on the jury trial date, you will then be scheduled/rescheduled for the next available jury trial by the Jury Commissioner.

All requests for excused date(s) or deferment of jury service to a future calendar year are subject to approval by the Jury Commissioner and/or Judge, however we will do our best to accommodate your request. Be advised that you may be asked to provide additional documentation to support your request.

**MEDICAL EXEMPTIONS FROM JURY SERVICE**

If you have a physical/mental disability(temporary or permanent) or you are a caregiver for a household member that affects your ability to serve on jury duty, you will need to provide a **Physician's Certificate for Release** to your doctor to complete, sign and return. This form is available via the following options:

1. Via this website by you or your doctor
2. Request a paper form by mail/email
3. In person at the Bonner County Courthouse

You are still required to complete and submit your Juror Qualification Questionnaire. Please note that if you require a PERMANENT exemption from jury service, the form must be signed by a Medical Doctor(M.D.). Jurors are deemed QUALIFIED and required to serve until the form is signed by the Jury Commissioner and/or Administrative Judge.

**NOTES:**

1. **Physicians may choose to bill/charge you for a medical visit to have your Physician's Certificate for Release completed. The Bonner County Jury Commissioner AND/OR Bonner County Courthouse does not have any control over their processes and is not responsible for any fees that are incurred.**
2. **Failure to return the Physician's Certificate for Release before your Juror Reporting Number is selected or not reporting for jury service may result in being reassigned to report and serve on a jury trial by the Jury Commissioner. Jurors will then be able to explain their situation with the presiding Judge. Final**



***determination will be at the discretion of the presiding Judge and/or Jury Commissioner.***

## **QUALIFIED JUROR RESPONSIBILITIES**

**DEFINITION OF A QUALIFIED JUROR:** Qualified jurors are jurors that have returned their Juror Qualification Questionnaire and have received their qualification status email response OR postcard from the Jury Office. If you submitted your Juror Qualification Questionnaire and have not received a reply after 10 days, please contact the Jury Commissioner's Office by phone at (208) 265-1443 or via email to [jury@bonnercountyid.gov](mailto:jury@bonnercountyid.gov). If you are deemed **QUALIFIED** as a Bonner County juror, you are required to do the following:

1. Refer to your Juror Qualification Questionnaire response email or postcard for instructions or read the steps below:
  - a. Check the Bonner County Jury Service website or Juror Information Line **(208-265-1477, select Option 1, then select Options 3, 4, or 5)** EVERY Wednesday and Friday evening after 6PM for updated jury trial information during the month of your jury service.
  - b. Please ensure you have your Juror Reporting Number available. If your Juror Reporting Number is listed or falls within the numbers stated (i.e., Juror Reporting Numbers 1 - 50 are selected for the jury trial and your Juror Reporting Number is 35), you will be required to report to the Bonner County Courthouse for orientation and jury service when directed.
  - c. If your Juror Reporting Number is less than 100 numbers away from the listed number range, the probability of you being required to report soon is greater and you should check weekly at a minimum. If your Juror Reporting Number is greater than 100 numbers away from the listed number range, you should check bi-weekly at a minimum.

***NOTE: Although jurors may elect to receive courtesy text and/or email message notification, you are still required to follow the instructions listed above in this section. DO NOT RELY ON THIS COURTESY NOTIFICATION FOR RECEIVING UPDATES ON WHEN YOU ARE TO REPORT. THIS NOTIFICATION ONLY SERVES AS A REMINDER!!!***

- d. Reporting times for jury trials may vary between 7:30 AM and 10:30 AM, depending on the court schedule and the nature of the jury trial. Although jurors typically report for jury trials in the morning, there are times when jurors may be asked to report in the afternoon. The courthouse schedule is very dynamic and reporting times cannot always be determined by the time you check on

- Wednesday and Friday evenings. The Jury Office will always instruct you to check back the evening before the jury trial is scheduled for further instructions.
- e. Jury trials normally conclude by 5PM or at the discretion of the Judge. Please ensure you plan accordingly or make arrangements (i.e...child pick up/drop off, appointments, etc) prior to your arrival for the jury trial.
  - f. The Bonner County Courthouse is closed in observance of all federal holidays. If there is a jury trial scheduled around a holiday week or weekend, please ensure you check the Bonner County Juror Information Line or website prior to the next scheduled jury trial date.

### **TRANSPORTATION AND JUROR PARKING**

If you are unable to drive or have any transportation issues, you will need to coordinate with the Jury Commissioner to receive assistance to attend jury service. The Jury Commissioner will attempt to make arrangements with area transportation services to have roundtrip transportation provided for you.

Juror parking is available on the south side of the Bonner County Courthouse. The courthouse is located at 215 S. First Avenue in Sandpoint. Directions and map to the Courthouse are available on the left panel under Location on the Bonner County Jury Service website. Please ensure you allow yourself time for in and parking as space is very limited on jury trial days. Pets are not allowed to be left unattended in your vehicle.

### **PAYMENT FOR JURY SERVICE**

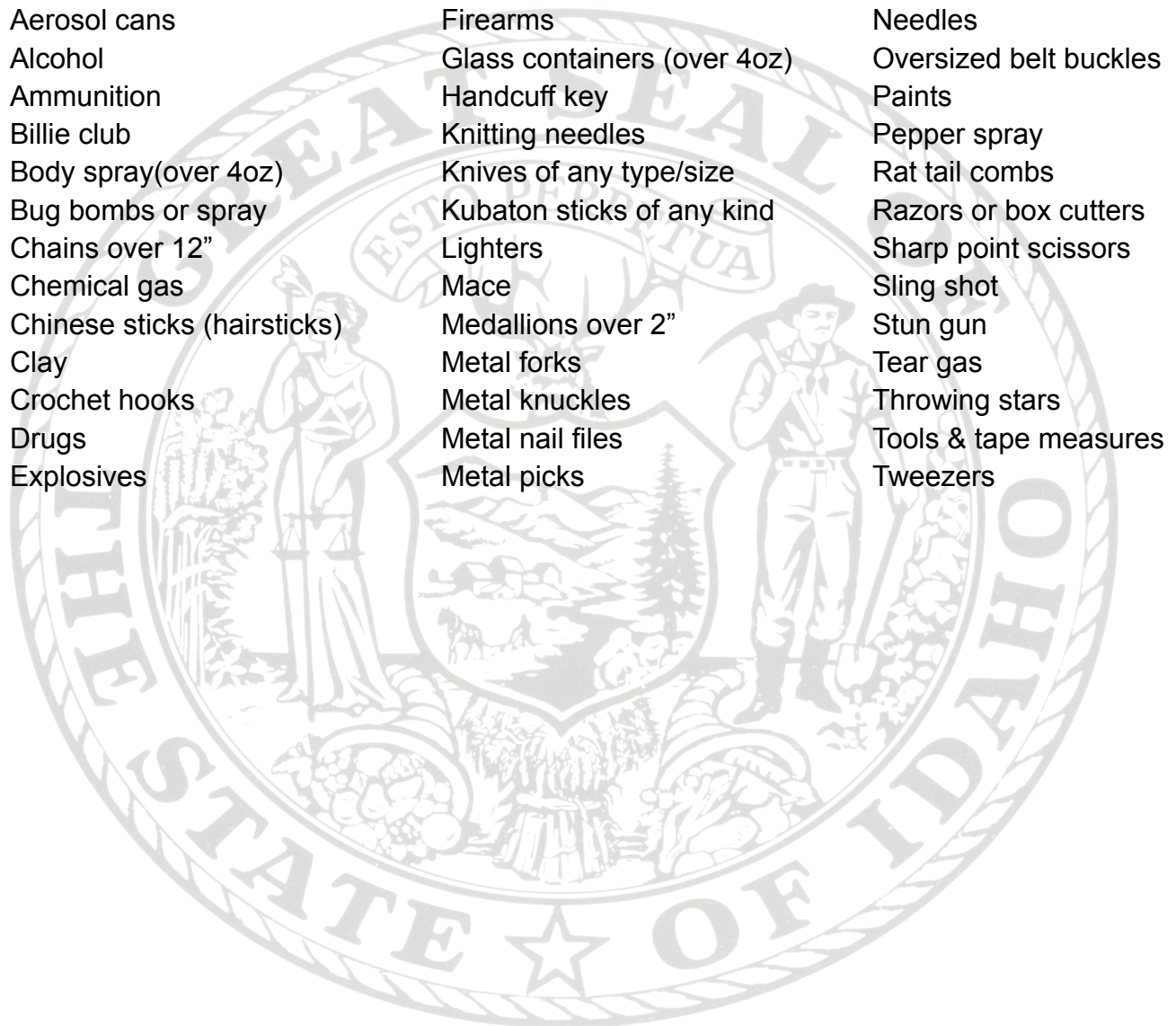
Jurors receive service pay in the amount of \$5.00 for each half day served and \$10.00 for each full day served. Jury trials that exceed past the 5th day are paid at the rate of \$50.00 for each full day served. Jurors will also receive roundtrip travel pay in the amount of \$.656 per mile(effective January 1, 2023). You will receive payment after your jury service term is completed. Jurors may also elect to defer their jury service and mileage pay to the Bonner County Jury Assistance Fund. If you would like to contribute to the Bonner County Jury Assistance Fund, additional information and form is available on the jury service website.

### **COMPLETION OF YOUR JURY SERVICE**

All jurors will receive official notification via mail when their jury service is completed. Please ensure you keep this postcard as it is your official record for having completed jury service.

**COURTHOUSE SECURITY**

Security is mandatory in all court facilities. Any and all destructive items considered dangerous by the Bailiff staff may be confiscated. The following items are not allowed inside the Bonner County Courthouse:

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- The seal of the State of Idaho is a large, faint watermark in the background. It features a central shield with a landscape scene including a mountain, a river, and a tree. To the left of the shield is a figure holding a scale, and to the right is a figure holding a rifle. The shield is flanked by two cornucopias overflowing with produce. The words "THE STATE OF IDAHO" are written around the perimeter of the seal, with a star at the bottom center. The motto "ESTO PARATUS" is visible at the top of the shield.
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|-----------------------------|-----------------------------|------------------------|
| Aerosol cans                | Firearms                    | Needles                |
| Alcohol                     | Glass containers (over 4oz) | Oversized belt buckles |
| Ammunition                  | Handcuff key                | Paints                 |
| Billie club                 | Knitting needles            | Pepper spray           |
| Body spray(over 4oz)        | Knives of any type/size     | Rat tail combs         |
| Bug bombs or spray          | Kubaton sticks of any kind  | Razors or box cutters  |
| Chains over 12"             | Lighters                    | Sharp point scissors   |
| Chemical gas                | Mace                        | Sling shot             |
| Chinese sticks (hairsticks) | Medallions over 2"          | Stun gun               |
| Clay                        | Metal forks                 | Tear gas               |
| Crochet hooks               | Metal knuckles              | Throwing stars         |
| Drugs                       | Metal nail files            | Tools & tape measures  |
| Explosives                  | Metal picks                 | Tweezers               |



***Jury Service is an essential element of our Country and State's judicial system. Trial by jury is provided as a Constitutional right. Serving on a jury is one of the highest privileges and responsibilities of citizenship for your Community and your Country.***

***If you have any questions or need assistance, please contact the Bonner County Jury Commissioner***

***Jury Commissioner:***

*David Thurman*

***Deputy Jury Commissioner:***

*Mich Lewis-Sorensen*

***24/7 Juror Information Line: (208) 265-1477***

***Jury Commissioner's Office Phone: (208) 265-1443***

***Fax: (208) 265-1475***

***Email:***

***[jury@bonnercountyid.gov](mailto:jury@bonnercountyid.gov)***

***Website:***

***[www.bonnercountyid.gov/jury-service](http://www.bonnercountyid.gov/jury-service)***