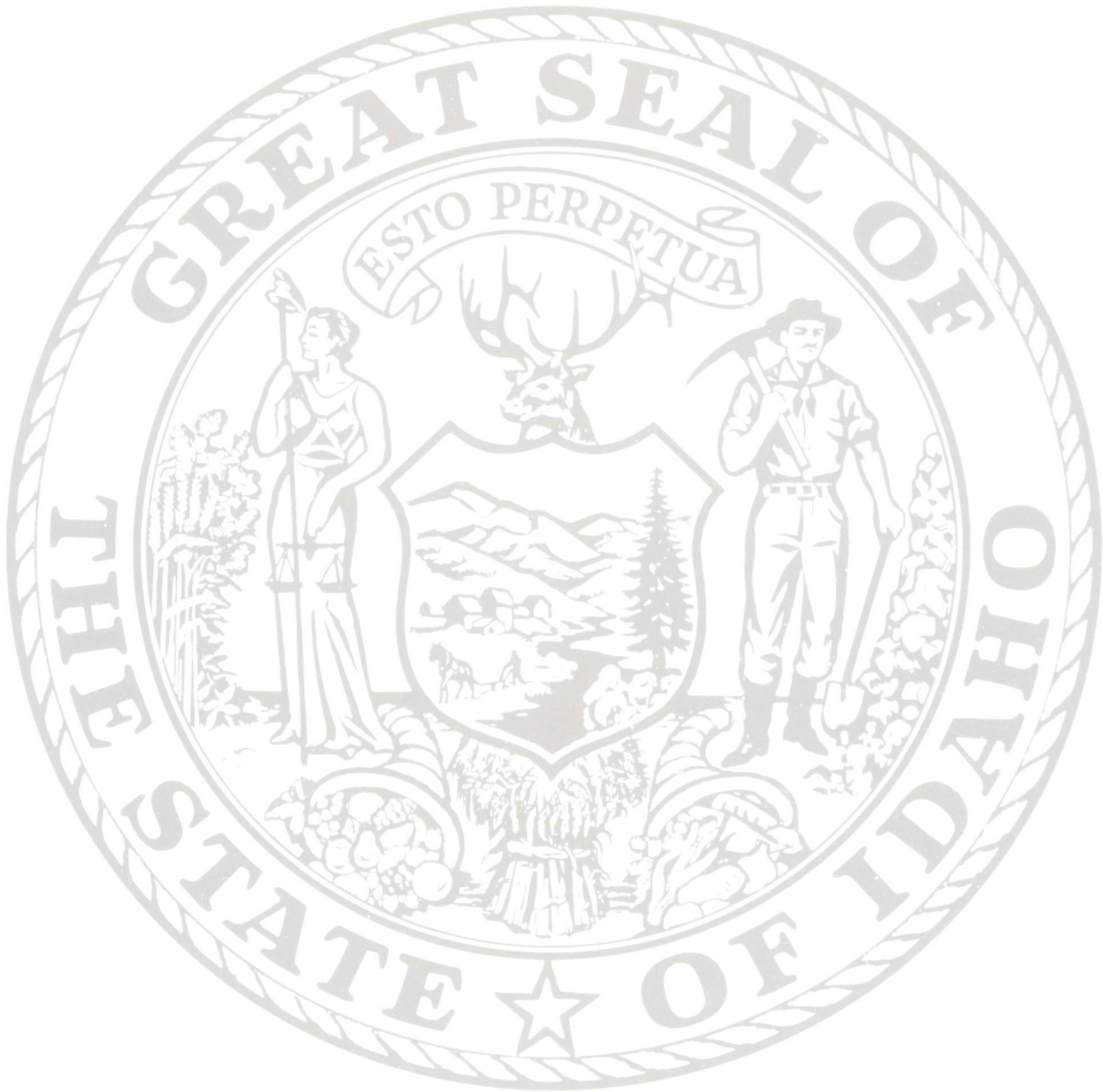


# ***BONNER COUNTY***



## ***JUROR INSTRUCTION NOTICE***



**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 in the District Court of Bonner County, of the First Judicial District of Idaho, at the Bonner County Courthouse in Sandpoint, Idaho. 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 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. Your term of jury service in Bonner County is for **30 days**. You are required to be available for jury service for the duration of your assigned month. If the jury trial proceeds into the following month, jurors assigned to the jury trial will stay in service until completion.

#### **Excused Dates and Deferment of Jury Service**

If you are unavailable for any date(s) of your assigned month, please ensure you document the date(s) on your **Juror Qualification Questionnaire**. Jurors that are unavailable during their term of jury service may elect to serve for a different month of their choosing. Postponement requests are granted only once for the shortest amount of time reasonable with approval by the Jury Commissioner. Please note that you will need to ensure you are available for the duration of the month that you select.

## **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
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, complete, and submission 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.***

## **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 by the 1st of your assigned month or not reporting for jury service may result in being reassigned to an additional term of jury service by the 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 within 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. Read 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 Panel Number and Juror Reporting Number available. If your Juror Reporting Number 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. If your Juror Reporting Number falls outside of the numbers stated, you will be required to recheck on the date indicated on the website or Juror Information Line.

***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!!!***

- c. 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. Though jurors typically report for 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.
- d. If the 1st of the month starts in the middle of the week (example: Thursday, December 1st), you will need to check the Jury Service website or the Juror Information Line prior to the previous month ending (example: Wednesday, November 30th).
- e. 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 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.

#### **PAYMENT FOR JURY DUTY 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 5 days are paid at the rate of \$50.00 for each full day served. Jurors will also receive roundtrip travel pay in the amount of \$.625 per mile(effective July 1, 2022). 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. Please refer to the jury service website for more details.

## **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:

The seal of the State of Tennessee is a large, faint watermark in the background of the page. It features a central shield with a landscape of mountains and a river. On either side of the shield are two figures: on the left, a Native American holding a bow and arrow; on the right, a Revolutionary War soldier. Above the shield is a banner with the word 'AGRICULTURE'. The entire seal is encircled by the words 'THE GREAT SEAL OF THE STATE OF TENNESSEE' and the date '1796'.

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*

***Juror Information Line: (208) 265-1477***

***Jury 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)***