

# Common Juror Questions and Answers

**There are two kinds of jury:** petite jury and grand jury.

Petite jury is the type of jury that we typically have. Judge Collins and Judge Wagner usually set theirs on Tuesday and Judge Olsen and Judge Lett set theirs on Thursdays, although, they can start on any day of the week.

Grand jury is CONFIDENTIAL to the extent that, not only are members and potential members of the grand jury confidential, but all grand jury dates are confidential. Nothing related to Grand Jury is to be discussed in the office unless in the Circuit Clerk's office with the door shut. All grand jury records are confidential and are to be locked at all times unless in the possession of the clerk working on them.

## **Terms you need to know**

### Qualification questionnaire

This is a questionnaire that is mailed to jurors when they have been selected to be part of the pool of jurors who can be summoned to serve on a jury during the current 4 month term. They are required to complete the questionnaire and mail it back in. We need the original mailed back if possible....scans and faxes make the barcode hard to process.

### Summons

This is issued when the person whom is part of the pool has actually been summoned to serve on a jury for a trial that has been scheduled.

### Terms

The terms are four months long. The dates of the Term of Service are printed on the questionnaire.

## **Q&A**

**Q: I just received my qualification form and I am too sick to serve.**

A: The court requests something in writing from your Doctor. Please send a letter in, you may mail it, email it ([Cass.jury@courts.mo.gov](mailto:Cass.jury@courts.mo.gov)), fax it (816-380-8195), or bring it into the office personally. The clerk will present it to the Presiding Judge and then a post card will be mailed to you or a return email sent to you on how the Presiding Judge ruled.

**Q: I am too old to serve.**

A: Under state statute any one over the age of 70 may be excused upon their request in writing. The court must have something in writing for auditing purposes, we cannot excuse you based solely upon your verbal request. (It would violate their civil rights if we excuse anyone without their request).

If it is on the qualification form:

Fill out the top part of the form: name, address and age, then go down to #20 and write "due to age". Mail the form back to the court. Once received, the court will send a post card notifying you that you have been excused.

If it is after they have already received a summons:

Please send your request in writing, you may mail it, email it ([Cass.jury@courts.mo.gov](mailto:Cass.jury@courts.mo.gov)), fax it or bring it into the office personally. The court will send a post card notifying you that you have been excused once that is received.

**Q: My spouse, daughter, son, etc. who received the qualification form or summons has died, what do I do with the qualification form or summons?**

A: Please write deceased on the form and mail it back in the self-addressed envelope that we provided (if on the qualification form) or if it is on a summons, please write deceased on it and mail it back to the court so that we may update our system.

**Q: I am the main caregiver of someone who needs constant care due to health issues.**

A: You will need to get a letter from that person's doctor stating that you are the main caregiver and need to be excused from jury duty. The clerk will then present that to the Presiding Judge and will send you a post card with his decision.

**Q: I cannot serve because I own my own business and I cannot leave it.**

A: Unfortunately, State statute does not recognize this as a reason to be excused from jury duty. You may write a letter to the Presiding Judge stating the reason you need to be excused. You may send in federal or state income tax returns (SSN marked out please), photocopy of pay stubs or similar documents. The clerk will then present this to the Presiding Judge and send a post card out on his decision.

**Q: I have moved out of Cass County.**

A: Please fill out the form with the correct address so that we may update our system. You will be excused once we receive the form. You must be a resident of Cass County to serve on a Cass County Jury.

**Q: How did my name get put in the Juror Pool?**

A: The court draws from a state database which comes from 3 different places: Driver's License Bureau, Assessor's office, and Voter Registration. It is a random process that is controlled by the jury selection software.

**Q: I only have land (or rented property) in Cass County, I live in Jackson County.**

A: Please fill the form out with the address where you reside and mail it back to us. State Statute reads that you must reside in the county that you will serve as a juror. So if you have land in Cass County and pay taxes you will be on our list, but you do not qualify to be on a Cass County Jury. However, we need that information to come from you.

**Q: If I come in but am not selected will I have to come in again?:**

A: It is possible that you could be selected to receive a summons for service again. It is a random process.

**Q: If I am selected to be on a jury, will I have to come back in again?**

A: Not in the current term. You will be eligible to be randomly selected to be part of another pool in the future.

**Q: Are jurors paid?**

A: Yes. The payment must be processed through the County, and we do our best to have it mailed out in less than 30 days.

**Schedule of Amounts paid to Jurors:**

\$18.00 per day if selected for jury

\$10.00 per day for voir dire

\$0.0475 per mile for round trip mileage

**Q: Have I been excused?**

A: If you have not received an email or postcard stating that you have been excused, you may call 380-8227, option 1.