

## Jury Duty

### Jury Commission

The County Auditor, the County Treasurer, and the Clerk of Court serve as jury commissioners. The jury commission prepares the jury list from lists of qualified voters and persons holding a valid S.C. Driver's license or a State issued identification card.

### Jury Duty Pay

A juror is paid \$15.00 a day for each day that he or she comes to court, plus mileage. Checks are mailed within 3 business days after your jury service ends.

### Juror Summons

The Jury Summons is mailed to you four weeks before your service date. Be sure to read all pages enclosed with your jury summons. Please complete the entire juror information section and return the completed form along with any required affidavits or written statements in the self-addressed envelope provided. Retain the top portion of the form for your reference. You can also email your summons and attachments to [cparris@spartanburgcounty.org](mailto:cparris@spartanburgcounty.org).

YOU WILL NOT RECEIVE ANY FURTHER NOTICE TO APPEAR AS A JUROR. THIS IS THE ONLY NOTICE YOU WILL RECEIVE ONCE YOU SEND IN YOUR INFORMATION.

Please, do not ignore or forget about responding to a summons to jury service. The court system needs your help and appreciates your cooperation. Your Clerk of Court thanks you in advance for your service and hope that you find jury duty to be both informative and satisfying.

### Disqualifications and Exemptions

Here are a few examples for being disqualified or exempt:

- Jurors who are over 65 years of age
- Jurors with poor health (doctors letter required)
- No longer a resident of Spartanburg County (proof of residence required)
- Served as a circuit court juror in the last 3 years or a grand juror in the last 4 years

Please refer to your juror summons for a complete list of disqualifications or exemptions.

Should your situation fit into one of these categories, please provide the information on this part of the form that was sent to you, and also provide any additional documents, i.e. a doctor's statement or affidavit as required. Return the completed form and any other documents in the self-addressed envelope that was included in your summons packet. You can also email this information to [thanderson@spartanburgcounty.org](mailto:thanderson@spartanburgcounty.org).

YOU ARE EXPECTED TO REPORT FOR JURY DUTY UNLESS THE JUDGE APPROVES OF YOUR DISQUALIFICATION OR EXEMPTION PRIOR TO YOUR SCHEDULED APPEARANCE DATE. **The Clerk of Court will notify you by mail If you do not need to appear.**

If you have further questions or concerns about jury service, you may read further under Jury Duty or call the jury coordinator at 864-596-3879. The Clerk of Court business hours are Monday – Friday 8:30am until 5:00pm.

### **Postponement of Jury Service**

Under S.C. State law, qualified citizens are required to perform jury service when summoned by the court. We know that jury service is inconvenient and somewhat of a hardship to everyone. However, if the week for which you have been summoned is a particularly bad week, then you might qualify for a one-time transfer to another week during the calendar year.

You may be transferred to almost any week during the current calendar year, but please keep in mind that some circumstances prevent the judge from transferring anyone. You will be notified by the Clerk of Court if your request is granted along with the new date for appearance.

If you would like to request a transfer to another term of court, please complete the Postponement Request Form and follow instructions on the form to submit by email or print and fax to 864-596-2239. A letter of confirmation will be mailed to you. If your transfer is granted you will receive a new summons 30 days before your new date, which you will need to complete and mail in the self-address envelope.

### **Where to Park and Report**

When reporting for jury duty, you must park at the Magnolia Street Parking Garage at the corner of Magnolia Street and St. John Street, on the 3<sup>rd</sup> or 4<sup>th</sup> floor. Parking at the courthouse is limited to 2 hours and violation tickets are issued so please park in the parking garage. Bring your parking stubs from the garage in with you and we will give you a validated parking pass for the garage so that you will not have to pay a fee.

You need to enter the courthouse at the Magnolia Street entrance. Upon arriving at the courthouse you will pass through security. This process takes a few minutes so please allow time when arriving. You will need to report to the Jury Assembly Room which is on the same floor as the Magnolia Street entrance. You will see a bailiff and they are there to assist you in getting to the correct location.

### **Failure to Appear for Jury Duty**

If you receive a summons for jury duty from the Clerk of Court for Spartanburg County, then you should promptly complete and return any forms included with your summons packet.

According to the S.C. State Laws, if an individual is summoned to attend jury duty, in any court, and fails to appear on the scheduled date without sufficient excuse, that person may be required to pay a fine or

other penalties imposed by the judge. In addition, the judge may require the Sheriff's Office to come to your home or place of business to escort you to the Courthouse.

Please, do not ignore or forget about a summons to jury service. The court system needs your help and appreciates your cooperation.

### **Jury Duty Frequently Asked Questions**

#### I don't want to serve on jury duty. What do I do?

Unless you are disqualified, exempted, or have been notified by the Clerk of Court that you have been excused by the judge you are required to appear in court at the day and time specified on the jury summons. Failure to appear may result in a citation for contempt of court, and a bench warrant may be issued for your arrest. Persons seeking to be excused must submit their request in writing when returning the jury summons. If you are not contacted by the Clerk of Court as to your written request; **you are required to appear on the date and time of your summons.** You may also present your request to the judge in person on the first day of the jury term you are scheduled to appear.

#### How long do I have to serve?

Your service will normally be for one week. The hours of court are determined by the presiding judge; however, court generally begins each day approximately 9:00 – 9:30am and adjourns at approximately 5:00 – 5:30pm. At the end of each day or if dismissed earlier, you should make sure that you know where and/or at what time to return or at what time to call the special juror information phone line that you will be given when you report on the first day.

#### Will I be paid even if I'm not picked for a trial?

Yes, you will be paid for every day you are actually in attendance, even if you are not chosen for a trial.

#### What do I do about meals? Is lunch provided?

Except in special situations, meals are not provided by the court. Jurors are generally free to leave the building for lunch and return home in the evening. There is a canteen located on the first floor of the Courthouse, and a number of eating establishments in the downtown area within walking distance. You may not take food or beverages into the courtroom. If you leave the courthouse for lunch, you must not be late and return at the time specified by the judge or clerk in charge.

#### How should I dress?

We suggest that you wear simple business attire. Tank tops, shorts, hats or "flip-flop" sandals are inappropriate. A jacket or sweater may be desired since it tends to be cooler in the courtrooms.

#### Can I bring a cell phone or personal communication device?

Cell phones and pagers are NOT allowed in the courtrooms. We suggest that you leave these items in your automobile. If you do bring a cell phone or pager in it will be taken by a Bailiff and stored while you are serving as a Juror. You will receive it back when you leave the courthouse.

What do should I do if it's snowing or sleeting?

In case of inclement weather during your week of Jury Service please call the following number for instructions:  
1 800 927 4450 THEN DIAL 11630