

DRIVING DIRECTIONS

County St. is approximately 6 miles east of I-94.

The **Courthouse** is located at 301 Washington St. between County St and Martin Luther King Jr Ave.

Juror parking is located at 120 S. Martin Luther King, Jr. Ave.

Most travel east into Waukegan on Washington St. or Grand Avenue to County St. and turn right on Martin Luther King, Jr. Ave. The juror lot is located one block south of Washington Street.

The following website provides real time information regarding current traffic conditions and construction projects:

www.lakecountypassage.com



JUROR PARKING

Free juror parking is provided at 120 S. Martin Luther King, Jr. Avenue. You are required to have your juror badge to gain access. Walking from the parking lot, turn left (north) on M.L. King Jr Ave for one block, then turn right (east) on Washington St. to the Courthouse entrance. ***Please be advised that parking in a lot other than one assigned by Lake County will be at your own risk and expense.***

MOTORCYCLE PARKING: Motorcycle parking is NOT permitted in this lot. If you will be driving a motorcycle please call our office for alternate parking instructions.

DISABILITIES PARKING: Those entitled to disability parking are advised to park as close as possible to the County Building's south entrance on Washington Street. Several designated parking spaces are available in this area for persons with disabilities. Please contact our office if you need additional information or accommodations.

OVERFLOW PARKING: Overflow parking is located at 225 N. County Street, Waukegan, IL 60085. Please bring your ticket to Jury Services for validation.

EMPLOYEE & EMPLOYER RESPONSIBILITIES

EMPLOYEES are required to give reasonable notice of jury service to their employer. Reasonable notice is defined as within 10 days of the date of issuance of the summons to the employee. Refer to your Employee Manual, Supervisor or Human Resource Department for details regarding your employer's jury duty policy.

EMPLOYERS in Illinois:

- May not deny employees time off for jury duty.
- May not require a night shift employee to work while such employee is doing jury duty during the day.
- May not discharge, threaten to discharge, intimidate or coerce any employee by reason of the employee's jury service.
- Are not obligated to compensate employees for time taken off for jury duty.

ADA ACCOMMODATIONS

The Lake County Building is accessible in accordance with the Americans with Disabilities Act. Available accommodations include the availability of an assistive listening system, real-time captioning or sign language interpreters for hearing impaired individuals. Please contact our office using the enclosed envelope or any of the following methods within 10 days of receipt of your summons if you require reasonable accommodations.

TELEPHONE: 847.377.4600

FAX: 847.984.5885

TDD LINE: 847.625.7416

(Telecommunications Device for the Deaf)



SMOKE FREE ILLINOIS ACT

The Smoke free Illinois Act (410 ILCS 82/1 *et seq.*) prohibits smoking in virtually all public places and workplaces, including offices, theaters, museums, libraries, educational institutions, schools, commercial establishments, enclosed shopping centers, retail stores, restaurants, bars, private clubs and gaming facilities.

Smoking is not permitted within 15 feet of building entrances. Jurors are not permitted to leave the jury assembly room until the lunch break or until dismissed for the day.

QUESTIONS?

Jury Commission office hours:

Monday through Friday, 8:00 a.m. to 5:00 p.m.

OFFICE TELEPHONE: 847. 377.4600

Refer to the "JUROR INFORMATION" link on our website at:

www.19thcircuitcourt.state.il.us/juror

For additional information including "Frequently Asked Questions About Jury Service".

Pursuant to 430 ILCS 66/65, a licensee shall not knowingly carry a firearm on or into any building designated for matters before a circuit court



JURY SERVICE GUIDE

For Lake County Jurors



19th JUDICIAL CIRCUIT COURT OF ILLINOIS
LAKE COUNTY JURY COMMISSION
301 Washington St, 2nd Floor
Waukegan, Illinois 60085
847.377.4600

www.19thcircuitcourt.state.il.us/juror

JURY SUMMONS

Jury service is a vital function of democracy and one of the few responsibilities required of all qualified United States citizens. Prospective jurors are randomly selected from an annually updated database of Lake County residents who have been issued an Illinois Driver's License, Illinois State Identification Card, Illinois Disabled Person Identification Card or have registered to vote in Lake County. Approved criteria and documentation requirements for disqualification and excusal are explained in the attached juror questionnaire which must be completed and returned within 10 days of receipt.

While we realize most citizens take the responsibility of jury service seriously, we must make all summoned jurors aware that you may be guilty of a crime if you:

- 1) Fail to complete and return the juror summons and questionnaire.
- 2) Misrepresent information on the juror summons and questionnaire.
- 3) Fail to report for jury service as directed.

IMPORTANT INSTRUCTIONS

- All summoned jurors are required to complete and return the bottom portion of the enclosed summons form **within 10 days**. A return envelope is provided for your convenience.
- All requests for disqualification or excuse must meet specific criteria and include required documentation as indicated on the questionnaire. Requests will be denied if they do not meet the specified criteria and/ or do not include required documentation.
- If you are requesting to be excused, disqualified or deferred you will receive a notice by mail confirming approval or denial of your request unless you have provided documentation of residency outside of Lake County.
- You will be expected to report as summoned unless you receive notification by mail of disqualification, excuse or deferral.

THIS BROCHURE CONTAINS IMPORTANT INFORMATION YOU MAY NEED TO REFER TO DURING YOUR JURY SERVICE. PLEASE RETAIN THIS BROCHURE FOR DURATION OF YOUR SERVICE.

TERM OF SERVICE

The term of service for jurors in Lake County is **ONE WEEK**, unless you are selected for a trial that runs longer. You will not necessarily be required to report every day or all week; however, *you must be able to be available* for the week if selected to serve on a trial. It is very important that you do not schedule other important appointments during your week of jury service.

JURORS WILL NOT BE CONTACTED BY THE OFFICE OF JURY SERVICES. JURORS MUST CHECK THE CALL-IN LINE OR WEBSITE TO SEE IF THEY ARE REQUIRED TO REPORT.

JUROR INFORMATION LINE 847-249-5879 (JURY)

- The juror information line is a 24-hour recorded message updated twice daily at 11:15 a.m. and 4:15 p.m.
- All jurors are required to make their first call to the juror information line any time after 4:15 p.m. the Friday prior to their week of service.
- Each call to the information line will indicate the jurors (by call number) required to report at the next report time, or, when you are required to make your next call to the juror information line.
- All jurors summoned for the week must call in until either their number is called, or all jurors are released for the week. Additional information and instructions will be provided at that time.
- Your final call to the information line at the end of the week will clearly indicate when your service is completed.
- Juror reporting information is also available on our website at www.19thcircuitcourt.state.il.us/juror

DISQUALIFICATION, EXCUSE OR DEFERRAL

QUALIFICATIONS FOR JURY SERVICE:

- United States Citizen
- Lake County Resident
- 18 years of age or older

EXCUSALS: Requests for excuse from jury service are reviewed based on very specific and consistent criteria as indicated on the reverse side of your summons form. Requests that do not meet the criteria or do not contain the required documentation will be denied.

DEFERRALS: We realize that schedule conflicts exist and therefore try to be accommodating in offering jurors a one-time deferral of up to 6 months. Second requests for deferrals are granted only when circumstances are extenuating.

WHEN TO REPORT?

Please review and follow the “**Juror Information Line**” instructions carefully. Reporting times may vary from day to day but are generally 8:00 a.m., 9:00 a.m. or 1:30 p.m. The information line message will include the exact report time each day. The release time each day varies based on trial schedules; however, you should plan to be at the courthouse until 5:00 p.m. Any juror who does not report for service or return for service as required will be considered to have “failed-to-appear” and will be assigned to a new week of service.

WHERE TO REPORT?

All jurors are to report to Lake County Courthouse located at 301 Washington Street, Waukegan. Access the courthouse by using the entrance on Washington Street and proceed to the Jury Assembly Room, located on the second floor of the building across from the elevator entrance.

WHAT TO BRING?

Jurors are encouraged to bring items to keep themselves occupied during unavoidable idle time. Suggestions of items to consider bringing include cell phones, laptop computers, paperwork, tablets, books, and magazines. Free wireless internet access, magazines, vending machines, and microwave are available to jurors in the jury assembly area. **Please note that ONLY jurors are allowed in the jury assembly room.**

Please remember to bring your charging cables for your equipment. Charging stations are available.

RESTRICTED ITEMS

You will be required to pass through security upon entering the building. If you have any restricted items in your possession you will be required to permanently surrender the item to security or return it to your vehicle. Restricted items include sharp objects, metal utensils, sprays, glass bottles, cameras, and audio recorders.

For a complete listing of restricted items, please refer to the Lake County Courthouse Security Brief on our website at www.19thcircuitcourt.state.il.us or call our office. Your cooperation contributes to a safe facility.

LUNCH BREAK

The lunch break for jurors is generally between 12:00 noon and 1:30 p.m. The County Café and Starbucks are located in the building and there are several restaurants within walking distance. Jurors are free to leave the building and parking garage during the lunch break.

ATTIRE

Dress comfortably and properly for a courthouse. Please avoid extremes in dress; for instance, athletic apparel, ragged cutoff jeans/T-shirts or clothing with inappropriate or offensive writing on them. If you report wearing inappropriate items, you may be sent home.