

## 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 one of the following:

- Illinois Driver's License
- Illinois State Identification Card
- Illinois Disabled Person Identification Card
- Voter Identification Card

Approved criteria and documentation requirements for disqualification and excusal are explained on the back side of the juror summons which must be completed and returned within 10 days of receipt of summons.

While we realize most citizens take the responsibility of jury service seriously, please be advised that the following may result in legal action:

- Failure to complete and return the juror summons and questionnaire.
- Misrepresentation of information on the summons and questionnaire.
- Failure to report for jury service as directed.

## TERM OF SERVICE

The term of jury service in Lake County is **ONE WEEK** unless you are selected for a trial that runs longer.

### Please be advised that:

- Jurors may not be required to report every day.
- You **MUST** be available for the week if selected to serve on a trial.
- Do not schedule other important appointments during your scheduled week.
- Jurors are responsible for calling the Jury Information Line or checking the website for reporting instructions starting the Friday before their scheduled week after 4:15 p.m.
- Jurors may go about their normal daily activities if their call number is not required to report that day.

## IMPORTANT INSTRUCTIONS

### Jurors are expected to:

1. Complete the questionnaire online or fill out and return the bottom portion of the juror summons **within 10 days**. A return envelope is provided.
2. Check for reporting instructions by calling the Jury Information Line or checking the website starting at 4:15 p.m. the Friday before their scheduled date of service.
3. Continue to check in as required. Check your status via phone or website until you are instructed to report or informed that your service has ended.
4. Report to jury service as instructed.

The questionnaire may be completed online at:  
[www.19thcircuitcourt.state.il.us/juror](http://www.19thcircuitcourt.state.il.us/juror)

## JURY INFORMATION LINE 847-249-5879 (JURY)

Please **DO NOT** report for jury service without calling the Jury Information Line or checking the website for reporting instructions.

- The Jury Information Line is a 24-hour recorded message updated twice daily at 11:15 a.m. and 4:15 p.m.
- Reporting instructions are also available on our website at:  
[www.19thcircuitcourt.state.il.us/jury](http://www.19thcircuitcourt.state.il.us/jury)
- Reporting times are clearly indicated in each message and may vary based on trial schedules.

## JURORS WILL NOT BE CONTACTED BY THE JURY OFFICE. JURORS MUST CHECK THE JURY INFORMATION LINE OR WEBSITE FOR REPORTING INSTRUCTIONS.

## 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. Requests that do not meet the criteria or do not contain the required documentation will be denied.

### DEFERRALS

We realize that scheduling conflicts exist and therefore try to accommodate by offering jurors a one-time deferral of up to six months. Additional deferral requests are granted only when circumstances are extenuating.

### **ALL REQUESTS FOR DISQUALIFICATION, EXCUSAL AND DEFERRAL MUST BE SUBMITTED WITHIN 10 DAYS OF RECEIPT OF SUMMONS. SEE BACK SIDE OF SUMMONS FOR CRITERIA AND DOCUMENTATION REQUIREMENTS**

## WHERE TO REPORT?

Lake County Courthouse - Criminal Courts Tower  
301 Washington Street Waukegan, IL  
Jury Services Office  
2<sup>nd</sup> Floor

## ATTIRE

Dress comfortably and appropriately for a courthouse.

### Please avoid:

- Athletic apparel
- Ragged cut-off jeans, shorts, t-shirts
- Clothing with inappropriate or offensive writing.

Jurors who report wearing inappropriate attire may be sent home and jury service rescheduled.

## WHAT TO BRING?

Jurors are encouraged to bring items to keep occupied during unavoidable idle time.

### Suggestions include:

- Cell phones
- Laptop computers
- Tablets
- Books/magazines
- Snacks (no outside beverages, glass containers or metal utensils)

Free Wi-Fi is provided. Please remember to bring charging cables for equipment. Charging outlets are available.

## RESTRICTED ITEMS

A complete list of restricted items is located on our website: [www.19thcircuitcourt.state.il.us](http://www.19thcircuitcourt.state.il.us).

Click tab: Accessibility & Security Info

Some restricted items include outside beverages, sharp objects, glass containers, metal utensils, cameras, and audio recorders.

Restricted items found during security screening will be required to be permanently surrendered or returned to your vehicle.

## LUNCH BREAK

Lunch break is generally between 12:00 p.m. to 1:30 p.m.

- No outside beverages are allowed in the building.
- A micro market is available in the building.
- Several restaurants are located within walking distance.
- Jurors are encouraged to bring food/snacks (no glass containers or metal utensils).
- Vending machines are available in the Jury Assembly Room to purchase coffee, soda, and snacks.
- Refrigeration is NOT available.
- Jurors may leave the building and area during lunch break.

# JURY SERVICE GUIDE

## For Lake County Jurors



### DRIVING DIRECTIONS

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

**Juror Parking** is located at 120 S. Martin Luther King Jr. Ave. (one block south of Washington St.)

Travel east into Waukegan on either Washington St. or Grand Ave. Turn right on Martin Luther King Jr. Ave. (travel south).

Parking lot is on your right-hand side.

Alt. route: travel east on Belvidere St. (IL Rte. 120). Turn left on Martin Luther King Jr. Ave. (travel north).

Parking lot is on your left-hand side.

For real-time information regarding current traffic conditions and construction projects, visit:  
[www.lakecountypassage.com](http://www.lakecountypassage.com)



### JUROR PARKING

#### FREE JUROR PARKING

120 S. Martin Luther King Jr. Ave. Waukegan, IL

- Two lots available at this location.
- Scanning the bar code on your summons grants access to gated juror parking lot.
- If both lots are full, please proceed to free overflow parking garage\*.
- Parking elsewhere, including meters, is at your own risk and expense.

#### MOTORCYCLE & DISABILITY PARKING

Please contact the Jury Office for instructions regarding motorcycle and disability parking.  
847-377-4600 or [jury@lakecountyil.gov](mailto:jury@lakecountyil.gov)

#### \*OVERFLOW PARKING

225 N. County Street, Waukegan, IL  
Please provide your license plate number to the jury clerk upon check-in.

### EMPLOYEE & EMPLOYER RESPONSIBILITIES

**EMPLOYEES** are required to give reasonable notice of jury service to their employer within 10 days of receipt of the juror summons.

**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 assistive listening systems, real-time captioning or sign language interpreters for hearing impaired individuals. Please contact the Jury Office within 10 days of receipt of your summons to request accommodations.

PHONE: 847-377-4600

FAX: 847-984-5885

TDD LINE: 847-625-7416

EMAIL: [jury@lakecountyil.gov](mailto:jury@lakecountyil.gov)



#### SMOKE FREE ILLINOIS ACT

Pursuant to the Smoke Free Illinois Act (410 ILCS 82/1 *et.seq.*), smoking is prohibited within 15 feet of the building entrance.

Jurors are not permitted to leave the jury assembly room until lunch break or until dismissed for the day.

### QUESTIONS?

Office Hours: Mon.-Fri. 8:00 a.m. to 5:00 p.m.

Office Phone: 847-377-4600

Email: [jury@lakecountyil.gov](mailto:jury@lakecountyil.gov)

A list of FAQs can be found on our website:  
[www.19thcircuitcourt.state.il.us/jury](http://www.19thcircuitcourt.state.il.us/jury)

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.



**19th JUDICIAL CIRCUIT  
COURT OF ILLINOIS  
LAKE COUNTY JURY COMMISSION**

**301 Washington St, 2<sup>nd</sup> Floor  
Waukegan, Illinois 60085  
847.377.4600**

**[www.19thcircuitcourt.state.il.us](http://www.19thcircuitcourt.state.il.us)**