

# 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

Your summons date is for the selection of a new grand jury. Grand juries are selected three times per year.

- Selected jurors will serve one day per week for a four-month term.
- A grand jury consists of 16 jurors and 4 alternates.
- Although it may run longer, generally grand jurors are finished by noon each week.
- It is understood that selected grand jurors will have other commitments over the four-month term. Alternates will fill in when a grand juror is unable to attend.

# IMPORTANT INSTRUCTIONS

Jurors are expected to:

1. Complete the questionnaire either 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 by checking the website after 4:15 p.m. the Tuesday before their scheduled date of service.
3. Report to jury service as instructed.

**Jury Information Line**  
**847-249-5879 (JURY)**

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

# WHAT IS GRAND JURY SERVICE?

The Constitution and laws of the State of Illinois provide that no person shall be brought to trial for a crime punishable by death or imprisonment in the penitentiary unless either the initial charge has been brought by indictment of a grand jury or the person has been given a prompt preliminary hearing and a judge found probable cause.

## **The grand jury is a dual function:**

1. It determines that a person should be charged or prosecuted for a criminal act when it finds there is probable cause to believe the person has committed an offense.
2. It protects the innocent from unfounded accusations of crime and from the trouble, expense, and anxiety of a trial when there is, in fact, insufficient evidence to believe the accused is guilty of any criminal offense.

Each week, the prosecuting state’s attorney will present information to the grand jury regarding criminal investigations including evidence and witnesses. It is the duty of the grand jury to weigh the evidence and decide whether the evidence is sufficient to require the person or persons named to stand trial and answer to the charge.

Grand jury hearings are conducted in closed, private sessions, and grand jurors are required to strictly adhere to secrecy requirements.

Service as a grand juror is one of the highest responsibilities of citizenship. If selected as a grand juror, you will act as an officer of the Court. Only a small percentage of citizens have the opportunity to serve the judicial system in this important capacity.

Most who complete service as a grand juror describe the experience as interesting and enlightening.

# WHAT TO EXPECT

- Selection of the new grand jury generally takes only a couple of hours.
- Prospective grand jurors do not typically have extended periods of idle time.
- After initial check-in, there will be a brief orientation.
- The grand jury judge and prosecutor will interview candidates for the positions of foreperson and clerk.
- After foreperson and clerk positions are filled, the remaining prospective jurors will be escorted to the courtroom to complete selection.
- The selected grand jurors and alternates will be sworn and will begin to hear cases.
- Those not selected as jurors will be dismissed.

# 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.

# 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.

## 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.



# GRAND JURY SERVICE GUIDE

## For Lake County Jurors



**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)