

Important Information Regarding Jury Service at the Franklin Superior Court Criminal and Civil Divisions

Juror Reporting Instructions

Call the juror phone at 802-527-4016 after 5:00pm the night before you are scheduled for jury service for reporting instructions. Please call the Jury Phone before reporting to the Court – there may be changes/updates.

Location and Parking

Franklin Civil

Location: 17 Church Street, St. Albans, VT.
Follow Route 7 into downtown St. Albans. Turn right onto Fairfield Street. Turn left onto Church Street above Taylor Park. Fourth building on the right, free parking behind the building.

Franklin Criminal

Location: 36 Lake Street, St. Albans, VT.
Follow Route 7 into downtown St. Albans. Turn onto Lake Street. The Courthouse is located one block down on the left.

There is limited free parking alongside and directly behind the Courthouse (by the back door). If you park in the Parking Garage behind the Hampton Inn (across the street from the Court House) or at a Park Mobile parking spot, we will need your license plate number. PLEASE provide your **license plate number** when you sign in and you will not be charged parking fees.

Please enter the Courthouse through the front door on Jury Orientation/Draw Days (Lake Street side). On Trial days, please enter through Jury Receiving (east side of building).

Time Commitment Expectations

Your jury term will consist of 2 jury drawing days. For each draw day the court sets aside 3-4 trial days to fill. Most trials last one day. It is unlikely you will be picked for every trial. You will receive notice of the remaining jury drawing date at orientation.

After initial orientation, jury draws begin. Plan to stay at court until at least 4:30pm.

What To Expect at a Jury Draw

Court staff will greet you and present a general orientation, answer your questions and discuss your concerns. The judge will then discuss our system of justice and answer your questions. The rest of the day will be spent drawing juries from your panel for specific trials. Plan to stay at court until at least 4:30pm.

Emergencies/Reporting Absences/Excuses

If you have an emergency during business hours, which affects your jury service for Civil or Criminal jury duty, please call 802 524-7993 or 802 524-7997. Ask to speak with a Jury Staff person.

Medical excuses are given first priority. A note from your physician must accompany all medical requests. The court always works with you to plan around scheduled appointments, vacations, or business hardship. We try to minimize the disruption that jury service might cause you.

Lunch

Lunch is normally one hour. You may choose to go out or you may bring your lunch and eat in the jury room.

Miscellaneous

Please note that anyone entering the building may be screened by a court security officer. You may not bring weapons into the courthouse. Please leave vapes, lighters, matches, and pocketknives in your car. They will be taken and confiscated if they are brought into the building.

Due to the nature of jury service and the court process itself, there are often periods of waiting. You may bring reading material to pass the time. There are brief recesses throughout the day. No childcare is available.

Smokers will be directed to a designated area outside the building.

Other Concerns

If you have any special needs, please bring them to the court clerk's attention. All electronic devices, including cell phones, must be turned off while court is in session.

Hearing assistance devices can be made available