

# Important Information Regarding Jury Service at the Rutland Superior Court Civil Division

## **Juror Reporting Instructions**

Call the juror phone at 802-775-4430 after 5:00 pm the night before you are scheduled for jury service for reporting instructions.

Please bring your summons paperwork with you to the courthouse for expedited check in.

## **Location and Parking**

We are located at 83 Center Street, Rutland at the intersection of Court and Center Streets in Rutland, across from the Rutland Free Library.

**Free street parking, including at the parking meters, is available on the day of jury draw on Center and Court Streets.** Please obey all parking signs. Overflow parking is available at the American Legion on Court Street if street parking is full.

Please use the door on the Court Street side of the Courthouse marked JURY ENTRANCE. A court officer will be at the door to let you in.

## **What To Expect at a Jury Draw**

Court staff will present a general orientation and the Judge will discuss our system of justice. The rest of the day will be spent drawing juries from your panel for specific trials. Plan to stay at court until 4:30 pm.

## **Lunch**

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

## **Emergencies/Reporting Absences/Excuses**

If you have an emergency the morning that you are to report for jury service, please call 802-775-4394 and speak with court staff.

If you have a serious scheduling conflict that makes it impossible for you to participate in your scheduled jury service or if you are requesting a health-related excusal, please submit your request in writing as soon as possible to the contact below:

JURY ADMINISTRATION OFFICE  
32 Cherry Street, Suite 350  
Burlington, VT 05401-7305

Phone: 802-865-5879

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

Medical excuses are given priority. A note from your physician must accompany medical requests to be excused.

## **Miscellaneous**

Please note that anyone entering the building will be screened by a court security officer. You may not bring weapons into the courthouse.

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.

## **Other Concerns**

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

Hearing assistance devices can be made available. Please see a court officer upon arrival.