

Jury Instructions/Information

The Lycoming County Court of Common Pleas conducts jury trials on a Day Certain jury system, meaning you will be required to report to the Courthouse on one day for jury selection. **Be prepared to remain for the majority of the day.** If you are selected as a juror for a trial, you will serve for the duration of that trial when it is scheduled. You will be advised of the actual date(s) at the time of jury selection. Be prepared on the jury selection date to present in the courtroom any scheduling problems you have which may occur during the trial term. The Office of the District Court Administrator will not entertain excuses or conflicts after jury selection.

Your SUMMONS contains your JUROR ID #, which is assigned to you to determine when you will need to report for jury service. Lycoming County has installed a CODE-A-PHONE system. **CALL THE CODE-A-PHONE AFTER 5:30 P.M. MONDAY JANUARY 9, 2012.** That recording will provide reporting instructions for the following business day. Instructions will be provided on a day-by-day basis.

CODE-A-PHONE: 327-2292 OR 1-800-326-9458

EXCUSES: If for any reason you feel that you are unable to serve as a juror you must immediately provide a written explanation of why you are unable to serve. The court will consider only serious and substantial reasons for excusal. If the reason for your request is medical, include a physician's statement explaining why you are unable to serve.

Send your written explanation to Kevin H. Way, Lycoming County Court Administrator, 48 West Third Street, Williamsport, PA 17701. Include your address and juror # on your letter. **ALL REQUESTS FOR EXCUSAL OR RESCHEDULING MUST BE RECEIVED ON OR BEFORE FRIDAY DECEMBER 30, 2011.**

SECURITY: The Courthouse has a metal detector at the front door which all jurors must pass through before service. Therefore, do not bring any weapons, including pocket knives, with you to jury service. Furthermore, the Courts are not required to provide security for any electronic/communication devices.

CELL PHONES: Jurors are not permitted to have cell phones with them in the courtroom. However, if a juror needs to make a phone call, a telephone will be provided at the earliest possible convenience.

QUESTIONS: Please call (570) 327-2330