The Basics of Jury Service

**NOTICE: Courthouse Entry**

Leonard L. William Justice Center opens for Jurors at 8:30am.

**Jury Service - What To Expect:**

You may wonder what to expect when you are summoned for jury duty. Juror tips and information about your jury service include a description of how you were selected, the real importance of the Summons, reminders for your first day of jury service, security information, where to find your jury room, and what happens when you report for duty.

**How Jurors Are Selected:**

Delaware citizens are selected and summoned for jury duty on a random basis. The pool of candidates includes citizens who have registered to vote and/or those who have obtained a Delaware vehicle operator's license and individuals who are issued a State identification card.

You will not be required to serve on jury duty by the Superior Court of Delaware more than once every two years. In New Castle County only, if you are not selected to serve on a jury the day you are summoned, you are not required to return until you are again summoned.

Both Federal District Court and Superior Court summons citizens for jury duty. The Federal source list includes citizens from registered voters, licensed drivers and individuals who are issued a State identification card within the judicial district and State of Delaware. Check your summons carefully to determine which court summoned you.

There is an agreement between Superior Court and Federal District Court. If you receive a summons from the Federal District Court and you have served in Superior Court within the past two years, you may be excused. If you have served in the Federal District Court, you may be excused for Superior Court. The Federal court will summons citizens from all over the State to report for service at the courthouse on 844 North King Street in Wilmington.

**The Summons:**

**A Summons for Jury Service** is mailed approximately 1 month before you are scheduled to appear.

* + Read and SAVE the entire Summons carefully. You will need it.
	+ The DATE you are to report for duty appears in the upper left hand corner of your summons.
	+ If you need to be excused from jury duty, or if you want to request another date, follow the instructions on the summons.
	+ You must complete and return your Juror Qualification Questionnaire. You may complete the [Qualification Questionnaire](https://courts.delaware.gov/superior/jury/jury_form.aspx) online, print it, and mail it to:
		- **Jury Services
		Leonard L. William Justice Center
		500 North King Street
		Wilmington, DE 19801**
* You may also complete the hardcopy version and return, by postal mail, within 3 days of receipt of your summons.
* If you complete and return the hardcopy, be sure to return ONLY the lower portion of your Summons.
* **Note**: Save your Summons. The Summons contains important information you will need

**Juror Qualification** Questionnaire

Top of Form

**Please complete the online version of the *Juror Qualification Questionnaire.***

A **Juror ID Number** is required to complete this form.
Your **Juror ID Number** appears on your *Summons*. It is located to the right of your name.
Enter your number in the **Juror ID Number** box below.

**\* NOTE:** This online questionnaire ***cannot*** be used if you are *requesting postponement or excuse* from Jury Service. For postponement or excuse from Jury Service, you must follow all written instructions on your Summons for Jury Services. [View Instructions for Recusal](https://courts.delaware.gov/superior/jury/jury_form_recusal.aspx)

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| PLEASE ENTER THE FOLLOWING INFORMATION: |
| Juror ID Number:  |
| County: (Select Your County)  |
| Name: (First, Middle, Last)  |
| Date of Birth: (mm/dd/yyyy)  |
| Sex: Female Male  |
| Education Completed: (Select One) Less than High School High School College Post Grad  |
| Marital Status: (Select One) Single Married Divorced Widowed  |
| Your Occupation:  |
| Employer's Name or Self-employed:  |
| Spouse's Occupation:  |
| Spouse's Employer:  |
| Previous Juror Service:Yes No If **YES**, what year?:  |
| Home Phone Number: (If home phone and cell phone are the same number, please enter cell number here) (Required)  |
| Work or Cell Phone Number:  |
| Race/Ethnicity: (Select One) Asian Black Hispanic White Other  |
| If you have a NEW address, please enter it here:  |
| Please enter ANY NAME changes:  |
| Which County do you live in?: New Castle Kent Sussex  |
| Are you a citizen of the United States of America?:Yes No  |
| Are you able to communicate in the English language?: Yes No  |
| Have you ever pled guilty or been found guilty of a felony in any State or Federal Court?: (Required)Yes No If **YES**, then what State?: What Year?: What Court?: Were civil rights restored by pardon?:Yes No  |
| Have you ever been or do you have a close friend or relative who is or was employed in a police department, the office of the Attorney General or any other law enforcement agency?: Yes No  |
| Have you ever been or do you have a close friend or relative who is or was employed by an insurance or claims adjustment company?: Yes No  |
| Are you a stockholder in an insurance company which issues accident or casualty insurance?: Yes No  |
| Do you request excuse from Jury Service for any serious hardship?:Yes No  |

**I DECLARE THE RESPONSES GIVEN ARE TRUE TO THE BEST OF MY KNOWLEDGE AND ACKNOWLEDGE THAT A FALSE STATEMENT HEREIN IS PUNISHABLE BY A FINE OF NOT MORE THAN $100 OR IMPRISONMENT OF NOT MORE THAN THREE (3) DAYS, OR BOTH AS PROVIDED IN *Section 4516, Title 10, Delaware Code.***

Protection of juror's employment (*Section 4515, Title 10, Delaware Code*):
**An employer shall not threaten, coerce, or discharge an employee for reporting for juror service as summoned**

Bottom of Form

**Answers to Questions Jurors Ask:**

*Q:* [*What should I do if I get a "Summons For Jury Service" in the mail?*](https://courts.delaware.gov/superior/jury/jury_faq.aspx#collapseOne)

**Answer:**

Read your Summons carefully and fill out the "Juror Qualification Questionnaire" attached to the summons.

You must answer every question. Questions concerning race, employment etc., are not asked because we are nosy, but because we compile statistics from this information to ascertain that our jurors are, indeed, representative of the community.

Your social security number is for the Court's use only. We must have a person's social security number in order to reimburse any jury fees owed that person. No one else has access to this information. When you have completed your Questionnaire, submit it online or detach it from the summons and mail it back to the Court in the self-addressed envelope that came with the summons.

*Q:* [*I lost my Summons. What do I do?*](https://courts.delaware.gov/superior/jury/jury_faq.aspx#collapseTwo)

**Answer:**

You need to call the Jury Services Office:

New Castle County Jury Services Office: [(302) 255-0824](https://courts.delaware.gov/superior/jury/%2Btel3022550824)

Kent County Office of the Prothonotary: [(302) 735-1900](https://courts.delaware.gov/superior/jury/%2Btel3027351900), Ext. 58021

Sussex County Office of the Prothonotary: [(302) 855-7055](https://courts.delaware.gov/superior/jury/%2Btel3028557055)

*Q:* [*How much will I get paid to be on Jury Duty?*](https://courts.delaware.gov/superior/jury/jury_faq.aspx#collapseThree)

**Answer:**

Jurors are not paid, but they are reimbursed for some of the expenses they incur as a result of jury duty. The reimbursement rate is $20 a day.

In New Castle County, if you are not selected for trial, or serve on a trial lasting one day, you will not receive reimbursement for this service. Jurors selected for trial lasting more than one day will be reimbursed after the initial day of service.

In Kent and Sussex Counties, jurors receive the $20 a day reimbursement for every day they are required to report for jury service during their two-week term

Q: [How do I get excused from Jury Duty?](https://courts.delaware.gov/superior/jury/jury_faq.aspx#collapseFive)

**Answer:**

The court excuses persons from jury service only upon a showing of undue hardship, extreme inconvenience or public necessity. In lieu of excuse, service may be deferred for a period the court deems necessary, at the conclusion of which the person shall reappear for jury service in accordance with the court's direction. The jury service of any person residing out of state for business or educational purposes shall be deferred until the person's return.

First, you MUST return your completed *Qualification Questionnaire*, along with your written request for excuse or postponement.

NOTE: No request for excuse or postponement will be acted upon without a completed *Qualification Questionnaire* returned to the Court with supporting documents as may be required.

Q: [Can I be excused from Jury Service? Who can be excused from Jury Duty?](https://courts.delaware.gov/superior/jury/jury_faq.aspx#collapseEight)

**Answer:**

Perhaps, depending on your age. Age is one of the categories of citizens who can be excused.

Membership in the following groups or occupational classes constitutes a showing of undue hardship, extreme inconvenience or public necessity:

* Served on a grand or petit jury within the past two years;
* ***Over 70 years of age***
* Jury service would violate deeply-held religious beliefs;
* Responsible for the care of persons who are unable to care for themselves;
* Essential health care providers;
* Full-time police officers or fire fighters;
* Active full-time U.S. armed services or Delaware State National Guard;
* Active full-time clergy;
* Self-employed or paid primarily on commission.

To be excused for age, first, you MUST complete your *Qualification Questionnaire*, then, along a copy of your driver's license send them with a written request for excuse because of age

NOTE: No request for excuse or postponement will be acted upon without a completed *Qualification Questionnaire* returned to the Court with supporting documents as may be required

Q: [What happens if I don't show up for my Jury Duty?](https://courts.delaware.gov/superior/jury/jury_faq.aspx#collapseSix)

**Answer:**

If you fail to appear for jury duty, you'll receive a postcard in the mail telling you that you missed your Summons Date and that you should call the Court. If you call the Court, all will be well, and you'll simply be assigned another date to appear.

If you fail to appear for the *Second Time*, the court will have a Deputy Sheriff serve a summons to you at your house. If you fail to appear again, a Deputy Sheriff will then serve you with a *Rule to Show Cause*, where you must come before a Judge of Superior Court to explain why you did not report for jury duty as summoned.

The judge could fine you as much as $50, and imprison you up to three days. If you fail to appear for the *Rule to Show Cause*, a civil *capias* is issued.

Q: [How are Jurors selected?](https://courts.delaware.gov/superior/jury/jury_faq.aspx#collapseTen)

**Answer:**

Superior Court draws jurors from multiple source files, *Voter's Registration, State Identification Cards* and *Licensed Drivers*. The names of all residents in your county who either vote, have a State ID or drive are compiled by a computer in the State's Office of Information Systems in Dover, Delaware.

If you are on more then one source list, you still should only be on the list once because the computer eliminates duplicate names. Only about 5% of Delaware's population do not vote or drive.

Q: [I reported, completed my term of service, When will I serve again?](https://courts.delaware.gov/superior/jury/jury_faq.aspx#collapseEighteen)

**Answer:**

Jurors who have completed their term of service do not have to serve again for a minimum of two years.

Should you get another summons within two years of serving (you shouldn't but if your name or address changes, it is possible), please:

1. note date of when you served on the *Qualification Questionnaire*, and
2. ask to be excused because of previous service.

**Reminders for your First Day:**

Bring your completed *Juror Qualification Questionnaire* with you if you did not mail or fax it to Superior Court Jury Services.

When you come to Jury Services, bring and have in your hand the top part of your Summons.

**Security Rules & Procedures you Need to Know**

No electronic devices of any kind are permitted in the courthouse. Any device found in the possession of a person in the courthouse contrary to this policy may be subject to seizure and forfeiture.

There are phones available for jurors to use in the Jury Assembly Room.

In New Castle County, there are 40 lockers (at a cost of $1 per locker) for people to put their possessions outside in the garage by the entrance. If you do not want to use the lockers, please leave your items in your car or leave them at home.

Police will not allow any food or drinks into the building unless you can provide documentation it is related to a condition or special circumstance that exists.

**Courthouse Security Procedure Jurors Need to Know**

The Capitol Police with the assistance of Superior Court Peace Officers (Bailiffs) are responsible for keeping the Superior Court a safe and secure environment. Security procedures are done for the safety of every person who enters the courthouse; they are not meant to harass, exclude or inconvenience anyone. We appreciate your cooperation and assistance to achieve our goal.

Note: Every Person Entering the Courthouse is Subject to a Search.

ALL Jurors should arrive early enough for their jury service to allow time for security measures.

There are a variety of potentially hazardous and dangerous items that are not permitted inside the courthouse. In general, items that could be used to injure or harm another person are not permitted. If in doubt about an item, check the prohibited items list, leave it home or in your car.

Prohibited Items:

  NO Weapons of any type.

  NO Cutting instruments of any type -- includes knives, scissors, or anything with a cutting edge

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  NO Tools of any type.

  NO Aerosol sprays or containers - includes mace, pepper spray, hair-spray, shaving cream, etc.

  NO *Electronic device or equipment of ANY type*.

  NO Photographic or audio-visual equipment of any type - includes cameras, video or audio recorders or players.

  NO Permanent markers or markers of any type.

**Upon Entering the Courhouse**

All persons entering the courthouse are asked to:

Empty pockets and place contents in a container for X-ray scanning;

Place overcoats on the belt of the X-ray scanning machine.Plac e purses, watches, jewelry, briefcases, backpacks, and parcels on the X-ray machine conveyor belt;

Walk through the metal detector. If the metal detector sets off an alarm an officer may perform a scan using a hand-held wand or conduct a physical search of personal articles.

Before leaving the security screening area, persons entering the courthouse should be sure to retrieve all personal possessions.

Security personnel will not hold items while you are in the courthouse therefore they are not responsible for anything left.

Disruptive behavior will not be tolerated!

Security Staff may remove offenders from the building; you may be arrested for disorderly conduct, or the judge may hold you in contempt of court

**Where do I report for Jury Duty?**

**New Castle County**



**Leonard L. William Justice Center *(formerly the New Castle County Courthouse)***

The Jury Assembly Room is on the 1st Floor of the Courthouse which is located at:

500 North King Street, Suite 1800 Wilmington, DE 19801

The Leonard L. William Justice Center opens to the jurors and the public at 8:30am. Jurors cannot enter the building until 8:30am.

After you enter the building you will go through security and the metal detectors. Turn right after going through security. (Do not get on the escalators.) Go past the Down Escalators keep walking until you reach the third set of doors on your left. This will be Jury Services. Please check in with the Jury Clerk at the desk. Be sure to bring your completed Qualification Questionnaire that is on the bottom part of your Juror Summons unless you mailed, faxed or submitted online previously.

In New Castle County bring your parking stub. Get in line and read the notice board before checking in, the board will remind you to have your Summons and parking stub with you when checking in. If you do not have your parking stub with you, we may not be able to validate it.

* [Jury Basics](https://courts.delaware.gov/superior/jury/jury_basics.aspx)
* [Questions Jurors Ask](https://courts.delaware.gov/superior/jury/jury_faq.aspx)
* [Questionnaire](https://courts.delaware.gov/superior/jury/jury_form.aspx)
* [Jury Reporting](https://courts.delaware.gov/superior/jury/jury_reporting.aspx)
* [Directions & Maps](https://courts.delaware.gov/superior/jury/jury_maps.aspx)
* [Parking Information](https://courts.delaware.gov/superior/jury/jury_parking.aspx)
* [Court Security](https://courts.delaware.gov/superior/jury/jury_security.aspx)
* [About Jury Services](https://courts.delaware.gov/superior/jury/jury_services.aspx)
* [Message to Jurors](https://courts.delaware.gov/superior/jury/jury_message.aspx)