

COURT OF COMMON PLEAS

CUMBERLAND COUNTY
NINTH JUDICIAL DISTRICT
CARLISLE, PENNSYLVANIA

Welcome to the Cumberland County Court. You have been randomly selected as a juror to perform an essential function in a legal system where the right to a trial by jury is guaranteed by the Constitutions of the United States and the Commonwealth of Pennsylvania. However busy you may be does not exempt you from jury service.

The purpose of this handbook is to familiarize you with the procedures in the Cumberland County Court. A good juror brings to court the most vital elements in the resolution of disputes: impartiality and common sense. Jury service is one of the few opportunities that a citizen has to directly participate in the operation of government. Your service as a juror will contribute to the continuing and proper functioning of this vital part of our government. It is our expectation that this will be a worthwhile personal experience for you.

SELECTION OF JURORS

Each year, The Administrative Office of Pennsylvania Courts provides Cumberland County with a list of potential jurors. The list is generated by four sources which include The Pennsylvania Department of Transportation, Public Health and Welfare, Bureau of Elections and Department of Taxes. The names are then selected at random by computer. Before each term of court, the President Judge directs the random computer selection of the number of persons necessary to make up a panel for that term.

GENERAL INSTRUCTIONS AND INFORMATION

LENGTH OF SERVICE

Jurors are selected to serve for up to one week. Some jurors are likely to serve less. You will only serve more than one week if you are selected on a case that will last more than five trial days. In some instances jurors may be selected and then return home until a specific trial date is set by the court.

REPORTING FOR SERVICE

You are required to report to the Jury Assembly Room at the time specified on your summons. The Jury Assembly Room is located on the third floor of the new courthouse at the square in Carlisle. General working hours are 8:30 a.m. to 4:30 p.m., with one hour for lunch, except in rare circumstances when a jury is sequestered or chosen to serve on a case in another county. You will be required to remain in the evening only if you are on a jury that is deliberating. If you are held over, notice can be given to others.

There are two entrances to the Courthouse. The Main Entrance is on the square on South Hanover Street and the other in the East Wing Annex to the rear. All jurors are required to enter at the East Wing Annex entrance. At those locations there are metal detectors and x-ray machines. Weapons, pocket knives, scissors, sharp objects, mace, and pepper spray are not permitted in the Courthouse. If you have any questions regarding what may or may not be brought into the Courthouse while on jury duty, please call the Sheriff's Office at 240-6390 or the Court Administrator at 240-6200.

JUROR BADGES

Jurors will be given a badge on the first day of service. Badges must be worn every day. You are required to wear your badge while inside the Courthouse. Badges are not to be worn outside of the Courthouse.

PARKING

Parking permits are mailed out ten days prior to jury service. Jurors may park for free in the Pomfret Street Parking Garage. If the garage is full, jurors may park at any gold meter on Bedford Street, Pomfret Street or Louther Street.

MEALS

You are permitted to have lunch at any location. Meals are furnished to jurors in the Courthouse only when they are deliberating.

ELECTRONIC EQUIPMENT

Cell phones, computers and other electronic equipment are permitted in the Jury Assembly Room. Wi-Fi is also available. Computers and other electronic equipment are not permitted in the Courtrooms. These items must be left in the Jury Assembly Room. The staff will restrict access to the room, but will not be responsible for lost or stolen items. If you are on a jury, there will be a place to leave cellular phones outside the jury deliberation room.

RESTROOMS

Restrooms are located outside of the Jury Assembly Room and each jury deliberation room.

COURT PERSONNEL

A court tipstaff will assist the jurors in the exercise of their duties. Neither they nor anyone else may discuss any aspect of a case with you.

JURY FEES

A check will be sent to you approximately four to six weeks after you have completed your jury service. Under state law you receive \$9.00 per day for the first three days of service and \$25.00 per day of service thereafter, plus seventeen cents per mile round-trip from your home.

WHAT YOU MAY BRING

You may bring reading material which may be used in the Jury Assembly Room. You may also bring a laptop or E-reader. Wi-Fi is available.

COURT ADMINISTRATOR

The Court Administrator supervises the attendance of jurors. If you seek an excuse, you should consult the Court Administrator, who has the authority to ask the President Judge. Do not contact the judges concerning jury service. The Office of the Court Administrator is located on the third floor, and may be reached at 240-6200. The toll free number for West Shore residents is 697-0371, extension 6200, and for Shippensburg area residents 532-7286, extension 6200. Failure to report for jury service as directed, unless excused, will result in a citation for contempt.

YOUR CONDUCT AS A JUROR

It is critical that a jury be fair and impartial at all times. In order to maintain this integrity, it is required that you:

1. Report promptly for each session of court. A trial cannot proceed without you.
2. You may not permit anyone to talk to you about a case during a trial. You must avoid all media coverage about your case during trial. You may not discuss a case even with your fellow jurors until you begin deliberations in the Jury Deliberation Room. You must promptly report to the Court any attempts by anyone who should approach you regarding a case.

The Cumberland County Court is an equal opportunity institution that does not discriminate on the basis of race, national origin, gender or disability. For information regarding the facilities that are accessible to and usable by persons with disabilities, you should contact the Court Administrator.

COURTHOUSE TELEPHONE NUMBERS

1-888-697-0371

240-6200

240-6100

IN CASE OF INCLEMENT WEATHER

After 6:00 AM, call the automated phone system at 960-5511 or log onto the juror website at ccweb.ccpa.net/jury

Delays will also be communicated to local television stations and radio shows.