



2023 Annual Conference

Syracuse, New York

Overview of the Town & Village Jury Process

Date: Tuesday, October 3, 2023

Instructors:

Hon. David Gideon

Susan Magari

Sandra Schepp

MCLE: 0.5 Skills

0.5 Professional Practice

This program has been approved for credit in
New York State for all attorneys
including those who are Newly Admitted
(less than 24 months) and administered by
the Onondaga County Bar Association



DAVID S. GIDEON, ESQ. Hon. David S. Gideon currently presides as Town Justice in the Town of DeWitt, New York; a suburb of Syracuse. Judge Gideon formerly presided as an Acting City Court Judge in the Syracuse City Court. Judge Gideon graduated from Syracuse University in 1979 with a Bachelor of Science Degree, with a dual major in Biology and Psychology; thereafter receiving his Juris Doctor Degree from Western New England College, School of Law in 1982 where he was a member of the Legal Fraternity of Phi Delta Phi.

Judge Gideon is a lifelong resident of the DeWitt, New York community and currently is employed as Court Attorney Referee to the Hon. James P. Murphy, Administrative Judge for the Fifth Judicial District. In particular, Judge Gideon is Special Counsel to the Town and Village Courts in the Fifth Judicial District, coordinating and implementing the Action Plan for the Justice Courts within the District. Judge Gideon has been instrumental in the development of the Centralized Arraignment Parts in Oneida, Onondaga, Oswego and Jefferson Counties.

Judge Gideon was admitted to the New York State Bar and the United States District Court, Northern District of New York in 1984. Judge Gideon has previously served as a senior faculty member for the Office of Justice Court Support, Town and Village Court Education Program, having also appeared as a prior panel member in its statewide satellite broadcasts. Judge Gideon has also been an instructor for the Onondaga County Bar Association Continuing Legal Education Program.

Judge Gideon is a Past President of the Onondaga County Magistrates Association and currently serves as a Past President of the New York State Magistrates Association. In 2014, Judge Gideon was the co-recipient of the Hon. Eugene W. Salisbury Magistrate of the Year Award given by the New York State Magistrates Association. He is admitted to practice in New York.

Presenters

Sandra A. Schepp, Commissioner of Jurors, Onondaga County

Commissioner Schepp is responsible for providing qualified grand and trial jurors to courts located within Onondaga County. Commissioner Schepp serves in a confidential capacity supervising activities of qualifying, summoning, non-compliance enforcement, impaneling, and assigning individuals to serve as jurors provided by the Judiciary Law and other laws, rules and regulations. Prior to her appointment as Commissioner, Ms. Schepp was the Onondaga County Clerk and she has held various elected and appointed positions in town and county government.

Susan T. Magari, Principal Jury Analyst, 5th Judicial District of New York.

Ms. Magari is responsible to the Commissioners of Jurors to assist in overseeing operations necessary for providing qualified grand and trial jurors to all courts within the Fifth Judicial District. Ms. Magari attended Syracuse University College of Law, admitted in New York in 1994. Ms. Magari is a licensed New York State attorney and was a commercial litigator in private practice prior to employment with the court system.

Overview/Highlights

Town and Village Best Practices and Update

This course will provide an overview of the town and village jury process. Particular emphasis will be placed on the policies and procedures of online jury requests and reporting. Best practices and recommendations for maintaining an adequate jury count will be discussed in addition to review of foundational aspects of the judiciary law. Course participants will have an understanding and outline of suggested courtroom procedure to help insure juror data is appropriately captured and processed by court staff.

An Overview of Town and Village Jury Process in New York State

Sandra Schepp, Onondaga County Commissioner of Jurors
Susan Magari, Principal Jury Analyst

AGENDA

- Jury Pool Information
- Utilization of the Town & Village Jury Website
- Jury Management System (JMS2) Update and Related JMS2 Topics
- Administrative Procedures and Recommendations

Jury Pool
Basics
Stay the
same

Every year your county gets a new pool of jurors eligible to receive a questionnaire at random. We get the names from 5 sources:

- TAX
- Department of Labor
- Department of Social Services
- DMV
- Board of Elections

Up to 85/90% of Jurors in that pool have a town code associated with their record. When they qualified, they become part of your specific town's pool of jurors available to summon (as well as part of the pool to be summoned for Grand or Petit County picks).

Periods of Ineligibility now follow Policy and best practice

Town and Village Juror Periods of ineligibility varied greatly from county to county in the old Jury Management System.

The new Juror Management System (JMS2) has been programmed to give jurors who:


- **Appear in person and serve** in a Town or Village Court the full period of eligibility that all County Grand and Petit Jurors receive (**6 years in most counties/As much as 10 years/As little as 4 years**).
- **Complete Stand-by service**, check reporting instructions but are not required to appear in person, **2 years of ineligibility** from further service.

The Commissioner's office is responsible to update the juror's record with the appropriate type of service.

Requesting Jurors from the Commissioner's Office

Town and Village Courts will not have direct access to JMS2.

Continue to submit requests as you do currently. Nothing related to the request process will change at this time.

		New York State Unified Court System Office of Court Administration	Town and Village Court Juror Request
Town and Village			
			Date: 8/23/2023
1. County			
2. Town/Village			
3. Reporting Date & Time			
4. How many number of juror do you want to report?			
5. If more than 25, please explain			
6. Judge			
7. Court Contact	Name:		
	Email:		
	Phone:		
8. Send jury materials to	Court:		
	Address:		
	City:		
	Zip:		

Requesting Summons

Your jury request must be submitted 23-28 days prior to the trial date to allow adequate time for processing and mailing. Printing is now done by outside vendor.

All summons picks are entered into JMS2 by the Commissioner's office. The summonses are generated within a short time after submission. Jurors are assigned a random sequence number.

Submit your request online:

<https://forms.nycourts.gov/sites/InfoPath/townandvillage/SitePages/Home.aspx>

Notify COJ office immediately if a trial is cancelled. COJ may only cancel the mailing of summonses BEFORE printing occurs.

Most Commissioners use standard UCS recommended language on the summons. There are proofing and editing limitations.

Once submitted, you will receive an email or hard copy mailing with the jury information needed by your Court.

Information will include your juror panel list and demographic cards. Information may also include an instructions checklist & sign in sheets. Petit/Trial Juror Handbooks are no longer distributed but can be found online at nyjuror.gov/handbooks.shtml.

Prepare your Clerk for requests for postponements/excusals/disqualifications

Your Court must complete the Juror Utilization form - whether or not the jurors appear.

Requesting Summons

25 juror request for MOST trials. Changes were noted after the pandemic and COJ may suggest more than 25 for a standard request. Special circumstances should be discussed with your COJ.

Summonses are now being printed and mailed from a central statewide location in Albany. Your summonses will be mailed 3 weeks prior to the term date.

The Commissioner MAY have an opportunity to enter an expedited summons request between 23 and 14 days out from term date. These are still printed and mailed from the Albany vendor.

Summons message space is limited. Your COJ will use UCS suggested language. Summons language can be edited within limits. If you have concerns about the language for your location, please be in contact with your County Commissioner of Jurors regarding your concern.

Jury Package Return
-Recommendations

Returning your jury package to the Commissioner (EXAMPLE):

- COMPLETE THE ONLINE TOWN AND VILLAGE UTILIZATION REPORT
- RETURN TRIAL JUROR SIGN-IN SHEET FOR *EACH DAY* OF ATTENDANCE.
- IN CASE NEEDED BY YOUR COJ - NOTE THE FOLLOWING TIMES:
 VOIR DIRE TIMING:
 ° START TIME: _____ A.M. / P.M.
 ° END TIME: _____ A.M. / P.M.
 DELIBERATIONS TIMING:
 ° START TIME: _____ A.M. / P.M.
 ° END TIME: _____ A.M. / P.M.
- RETURN COMPLETED DEMOGRAPHIC SURVEY CARD FOR EACH JUROR
- RETURN EMPLOYMENT INFORMATION SECTION (SECTION H) OF THE ORIGINAL SUMMONS FOR ALL APPEARING JURORS. CONFIRM EMPLOYMENT INFORMATION IS COMPLETE ON EACH FORM. YOUR CLERKS SHOULD CONTACT JUROR IF THERE IS ANY MISSING INFORMATION ON THE FORM. INCOMPLETE FORMS CANNOT BE PROCESSED AND MAY BE RETURNED TO THE CLERK
- RETURN DOCUMENTATION FOR ALL JURORS EXCUSED BY YOUR COURT. CONFIRM THAT THERE IS A JUDICIAL DISPOSITION WRITTEN ON EVERY SUBMISSION. THE COJ REQUIRES THIS INFORMATION TO PROCESS IN JMS2.

Examples of Standard Town & Village Court Summonses Summons Messages

Example 1 – COJ processes postponements/excusals/disqualification requests:

You are summoned to serve as a juror for the [Town/Village] Court at ~LOC on ~DATE at ~TIME. Please call the court at XXX-XXX-XXXX after # PM on ~CALLDATE for reporting instructions. Please bring your summons with you when you report. For other questions about your service contact the Commissioner of Jurors [county email] or [county phone] before your appearance date.

Example 2 – Town/Village Court processes postponements/excusals/disqualification requests:

You are hereby summoned to serve as a juror for the Town Justice Court, LOC, on DATE at TIME. You must call the Town Court Clerk for reporting instructions at PHONE NUMBER, before 4:00 PM, on the last business day prior to the trial.

*Requests for a postponement or excusal must be made directly to the Town Court Clerk at PHONE NUMBER prior to DEADLINE DATE.

New Summons Example

A



Onondaga County
The James G. Thompson Courthouse
100 South State Street, Room 500
Saratoga Springs, NY 12158

IMPORTANT: JURY SUMMONS ENCLOSED
PLEASE OPEN AND READ CAREFULLY - BRING THIS ENTIRE FORM WITH YOU

Name:
Address:
City, State, ZIP:

B

TOWN OR VILLAGE JURY SUMMONS

You are hereby summoned to serve as a juror for the Town of Court, Town of , New York, NY.
This summons is for the date of at AM, to appear at the Town Court in .
If you are a juror in another town or village, you should appear at the Court in that town or village.
If you are a juror in another county, you should appear at the Court in that county.
If you are a juror in another state, you should appear at the Court in that state.

Summons No.
Juror No.

NAME OR ADDRESS ARE NOT CORRECT
PLEASE RECALL YOUR

ONONDAGA COUNTY **ONONDAGA COUNTY**

JUROR NAME JUROR NAME

001142023 001142023

DATE JUROR NO.

WE CAN BE REACHED AT THIS NUMBER
D Support our Jurors with a Juror Ballot

C

E

New summons Example

TOWN OR VILLAGE JURY SERVICE

WHAT YOU NEED TO DO

- Tell your employer you are summoned to serve on a jury.
- Read Section C of this summons to see your instructions.
- For a disability requiring an accommodation, call 315-437-1100.
- For a hearing or speech disability, call 315-437-1100 for relay services.
- Bring this summons to court. Jurors of all the counties in Section B below.
- You have a legal obligation to serve. Failure to respond to this summons is punishable by a fine of up to \$1,000 or imprisonment for 90 days or both.

For more information visit www.onondajury.gov

WHAT YOU NEED TO KNOW

- Jurors are paid \$40 per day. Taxes and parking costs are not reimbursed. Jurors paid through the day and night pay the full fee for the full three days of service. Others who are paid only for their response are paid \$60 for the day only. If you are paid by your employer and you have had \$50,000 or more paid the difference between your income and \$50,000.
- Everyone who is eligible must serve. It is your legal obligation to be licensed, current the Department of Health for an age of 18 or older if all this summons. Email summon@onondajury.gov or call 315-437-1100 if you are 18 or older and you will be unable to respond.
- You have a right to serve. As a juror, January 1st 2023 you have a right to be excused from jury duty.

For more information visit www.onondajury.gov

F

Section B

1. The jurisdiction of justice in the name of this summons is in the name of the State of New York.

2. Your name is 3. Your date of birth is 4. Your sex is

5. Your race is 6. Your ethnicity is

7. Your marital status is 8. Your occupation is

9. Your education is 10. Your religion is

11. What are your typical hours of work?

12. Do you have any other obligations that may conflict with your jury duty?

13. What are your typical hours of work?

14. Do you have any other obligations that may conflict with your jury duty?

15. What are your typical hours of work?

16. Do you have any other obligations that may conflict with your jury duty?

Signature of Juror: Date:

H

Default Information

All missing information on this summons is as follows:

Name: Court:

Address: City:

State: ZIP:

Telephone:

For more information visit www.onondajury.gov

J

Statutory Reasons for Disqualification and Excusal - If Processed by Town/Village

DISQUALIFICATION REASONS (same as for qualification stage):

1. Felon
2. Language (2 years)
3. Language (Permanent)
4. Non-citizen (4 years)
5. Non-resident
6. Prior Good Service
7. Under 18 years of age

EXCUSAL REASONS:

1. Caregiver
2. Clergy
3. Commissioner's Discretion
4. Deceased
5. Financial Hardship
6. Hardship to the Public
7. Medical – 2 years
8. Medical- permanent
9. Nursing Mother (as of 2019)

Maximizing local juror utilization

Jurors are qualified to serve in ANY Town or Village Court within your county.

Jurors are not allowed to be moved back into the 'qualified' pool once their summonses are mailed. Jurors can only move forward in the process. Please be mindful of this in your local practice and communication with the COJ office.

Once jurors receive their summons, if your trial cancels they will receive stand by good service credit and will be ineligible to receive another questionnaire at random for 2 years. Jurors will only be eligible to receive another questionnaire if they still appear on one of the source lists after their period of ineligibility ends.

Maximizing local juror utilization

Canceling unnecessary summons with your Commissioner's office in a timely manner will ensure that the local qualified pool is sufficient. Canceling a mailing is only an option if the summonses have not been printed.

If there are not enough qualified jurors in your town to satisfy a request for your town or village, a counsel's office decision and policy dictate the remaining jurors can come from a county-wide pick.

It is possible to call jurors from a neighboring town. However, that is at the Commissioner's discretion based on the size of the qualified pool of jurors in a neighboring town.

Processing jurors when they appear

Jurors are assigned a random 'Sequence number' when the original summons pick was made. Calling jurors to question during Voir Dire in sequence number order ensures a truly random selection. You may choose to just use the sequence number rather than selecting ballots out of a drum/at random.

The Juror's summons will now contain the Juror Ballot and a Proof of Service card which may be used by the juror. Your Commissioner will no longer need to provide printed ballot cards to you for each term.

Your Commissioner's office can be contacted by the juror if they need a more formal letter Proof of Service for their employer.

Summons Ballot/Proof of Service – TO BE UPDATED

BALLOT

PROOF OF SERVICE

ROCKLAND COUNTY

ROCKLAND COUNTY

John Doe 9999

John Doe

09/27/2017

123456789



JUROR BALLOT E

PROOF OF SERVICE

09/27/2017

123456789 9999



Date _____ Served as Juror for _____ days

Jury Clerk _____

D RETAIN THIS RECEIPT AFTER SERVICE
It is your proof of Jury Service when signed by Jury Clerk

Documents and reports

Reports and lists for jurors on a panel will be different in the new JMS2 system. Expect to receive information in a slightly different format from your County's Commissioner of Jurors Office.

Many reports are more up to date than they were historically. If your COJ handles juror postponement/excusal requests, one week before a term date, you may request to receive a list of jurors that have not postponed or been excused/disqualified. You will then know the jurors that you should expect to appear from the original panel.

Original jury Term listing report – (UPDATE/PRIVACY?)

Available as soon as a summons pick is made by the Commissioner of Juror's office.

This is available even before the summonses are printed and mailed.

						Print Show Dev Column
Index #	Last Name	First Name	Seq #	Status	Reassigned?	
1.	449019582	Andrew	1	Summoned		
2.	448926788	Anthony	2	Summoned		
3.	448909753	Charles	3	Summoned		
4.	449022722	Briana	4	Summoned		
5.	448926052	Joseph	5	Summoned		
6.	449018120	Alex	6	Summoned		
7.	449008329	Edmonde	7	Summoned		
8.	449028646	Sherree	8	Summoned		
9.	449025048	Anthony	9	Summoned		
10.	449021662	Lisa	10	Summoned		
11.	449024193	Arlyn	11	Summoned		
12.	449020637	Frederick	12	Summoned		
13.	449001263	Tuilcia	13	Summoned		
14.	449024620	Joseph	14	Summoned		
15.	449031452	Tzar	15	Summoned		
16.	449014351	Leslie	16	Summoned		
17.	449018897	Glecy	17	Summoned		
18.	449012186	Irma	18	Summoned		
19.	449027207	Kathleen	19	Summoned		
20.	449006011	Alexa	20	Summoned		

Panel List report

Available 7 days prior to the term date.

Removes all jurors who have postponed or were disqualified or excused up to the current date.

Jurors

					Print
	Last Name	First Name	Index #	Seq #	Notes
1.		Melissa	449015417	1	
2.		Margo	449026037	2	
3.		Ida	449027370	3	
4.		John	44909716	4	
5.		Joseph	449018931	5	
6.		Gail	449014543	6	
7.		Noelani	449022952	7	
8.		Vicki	449005878	8	
9.		Faygy	449007418	9	
10.		Kathleen	449004586	10	
11.		Covington	449022700	11	
12.		Shelby	449019690	12	
13.		Hannah	449023272	13	
14.		Julianne	449023929	14	
15.		Ryan	449018060	15	
16.		Rafeel	449009046	16	
17.		Mark	449020912	17	
18.					

Documents and reports

Jury reports can be printed and mailed. However, UCS has strongly recommended that Commissioners communicate via email. You will likely receive PDF copies of these reports to your Unified Court System email account. Please be sure to check this email account regularly when you have upcoming trial activity.

It is critical that you return the attendance for jurors to the Commissioner's office as soon as possible after their appearance/after the trial concludes. Best Practice is within one week after trial conclusion. JMS2 marks any juror lacking attendance 12 weeks after the term date as 'absent'. If you do not provide the attendance information to the Commissioner in a timely manner, the jurors may be at risk of being erroneously marked absent.

Further Questions?

Contact your Commissioner's office first.

Contact the justicecourtechsupport@nycourts.gov for help with email accounts or accessing the Town and Village juror request site.

Refer your Clerk to the helpful Town and Village Court Clerks Manual, "Preparation for a Jury Trial" Section.

The Jury Support Office collaborates with the Justice Court Support unit to relay information about JMS2, Jury System management practice and policy updates statewide.

Town and Village Summons in JMS2

Jury Pool Basics Stay the same

Every year your county gets a new pool of jurors eligible to receive a questionnaire at random. We get the names from 5 sources:

- TAX
- Department of Labor
- Department of Social Services
- DMV
- Board of Elections

Up to 85/90% of Jurors in that pool have a town code associated with their record. When they qualified, they become part of your specific town's pool of jurors available to summon (as well as part of the pool to be summoned for Grand or Petit County picks).

PART 128. Uniform Rules For The Jury System Section 128.3 Source of names.

[PART 128. Uniform Rules For The Jury System | NYCOURTS.GOV](https://www.nycourts.gov/part-128-uniform-rules-for-the-jury-system/)

Periods of Ineligibility now follow Policy and best practice

In the old Juror Management System the period of ineligibility for jurors who served in Town or Village Courts varied greatly from county to county.

The new Juror Management System (JMS2) has been programmed to give jurors who:


- **Appear in person and serve** in a Town or Village Court the full period of eligibility that all County Grand and Petit Jurors receive (**6 years in most counties**).
- **Complete Stand-by service**, check reporting instructions but are not required to appear in person, **2 years of ineligibility** from further service.

The Commissioner's office is responsible to update the juror's record with the appropriate type of service.

Requesting Jurors from the Commissioner's Office

Town and Village Courts will not have direct access to JMS2.

Continue to submit requests as you do currently. Nothing related to the request process will change at this time.



New York State
Unified Court System
Office of Court Administration

**Town and Village Court
Juror Request**

Town and Village

Date: 8/23/2021

1. County									
2. Town/Village									
3. Reporting Date & Time									
4. How many number of juror do you want to report?									
5. If more than 25, please explain									
6. Judge									
7. Court Contact	<table style="width: 100%; font-size: x-small;"> <tr><td>Name:</td><td></td></tr> <tr><td>Email:</td><td></td></tr> <tr><td>Phone:</td><td></td></tr> </table>	Name:		Email:		Phone:			
Name:									
Email:									
Phone:									
8. Send jury materials to	<table style="width: 100%; font-size: x-small;"> <tr><td>Court:</td><td></td></tr> <tr><td>Address:</td><td></td></tr> <tr><td>City:</td><td></td></tr> <tr><td>Zip:</td><td></td></tr> </table>	Court:		Address:		City:		Zip:	
Court:									
Address:									
City:									
Zip:									

Requesting Summons

All summons picks are entered into JMS2 by the Commissioner's office. The summonses are generated immediately, and jurors are assigned a random sequence number.

The process to request summons for your court remains the same. Between 29 and 23 days prior to the 'term' or 'trial' date, you enter a formal request for jurors [here](#).

If your trial should cancel, immediately notify the COJ office via phone or email. The COJ only has the opportunity to cancel the summons now from 23 days out from the term date.

Requesting Summons

Summonses are now being printed and mailed from a central statewide location in Albany. Your summonses will get mailed 3 weeks prior to the term date.

The Commissioner does have an opportunity to enter an expedited summons request between 23 and 14 days out from term date. These are still printed and mailed from the Albany vendor.

Summons message space is limited. Your COJ has message templates they build off of. If you have concerns about the language for your location, please be in contact with your County Commissioner of Jurors regarding it.

Summons Message Recommendations

General Recommendations for the Commissioner:

Use upper and lower case - easier to read than all caps.

Left-justify the message. Centering is effective for headings. Left justify is easier to read for multiple lines of text.

Keep the message as brief as possible. The less there is to read on the message, the more likely jurors are to read it.

For standby information – mention website first, followed by phone number.

Include only information the recipient needs to know.

Tell Grand Jurors the service commitment – and what to do to request postponement.

Direct Town and Village Jurors to town for reporting instructions and to COJ for all other information.

Sample Summons Message for Town or Village Court Summons

You are summoned to serve as a juror for the [Town/Village] Court at ~LOC on ~DATE at ~TIME. Please call the court at XXX-XXX-XXXX after # PM on ~CALLEDATE for reporting instructions. Please bring your summons with you when you report. For other questions about your service contact the Commissioner of Jurors [county email] or [county phone] before your appearance date.

New summons - Front

RETURN SERVICE RECEIVED 11/03
PRECEDENCE MAIL PERMIT NO. 36

IMPORTANT: JURY SUMMONS ENCLOSED

PLEASE OPEN AND READ CAREFULLY - BRING THIS ENTIRE FORM WITH YOU

Previously Postponed
Sunil Varghese
4 Irvington Ct
Spring Valley, NY 10977

TOWN OR VILLAGE JURY SUMMONS

You are summoned to appear as a juror for the Seneca Town Court at 1 Main St, Rockland, NY 60000 0400 on Monday, October 30, 2017 at 9:00 AM. Please call the court at 516.555.5555 after 9PM on Friday, October 27, 2017 for important instructions. Please bring your summons with you when you report. For other questions about your summons contact the Commissioner of Seneca Rockland Jurors at 516.555.5123 before your appearance date.

Previously Postponed
Sunil Varghese
4 Irvington Ct
Spring Valley, NY 10977

IF NAME OR ADDRESS ARE NOT CORRECT
MAKE CHANGES HERE

ROCKLAND COUNTY

PROOF OF SERVICE

Sunil Varghese

10/30/2017

445012576 1

Date: 10/30/2017 Served as Juror for _____ days

Jury Clerk

RETAIN THIS RECEIPT AT THE SERVICE
DATE OF JURORSHIP OF ANY SERVICE WHEN REPORTING TO JURY CLERK

ROCKLAND COUNTY

Sunil Varghese

10/30/2017

445012576 1

JUROR BALLOT

New summons- Back

TOWN OR VILLAGE JURY SERVICE

WHAT YOU NEED TO DO

- Tell your employer you are summoned to serve as a juror.
- Read Section C of this summons for reporting instructions.
- For a disability requiring accommodation. Call 1-800-662-8220 for relay info.
- For a hearing or speech disability. Call 1-800-662-8220 for relay info.
- Bring this summons to court. Answer all of the questions in Section B below.
- You have a legal obligation to serve. Failure to respond to this summons is punishable by a fine of up to \$1,000 or imprisonment of up to 30 days or both.

WHAT YOU NEED TO KNOW

- Jurors are paid \$40 per day. Travel and parking costs are not reimbursed. Employers of more than ten must pay the \$40 fee for the first three days of service. Citizens who are not paid by their employer are paid \$40 by the court. If you are paid by your employer and you earn less than \$40, the court pays the difference between your wage and \$40.
- Everyone who is eligible must serve. To request a postponement or to be excused, contact the Commissioner of Jurors before the date in Section C of this summons. Email or call, if you ask to be excused you will be asked to provide proof.
- You have a right to serve as a juror. Judiciary Law §19 protects jurors' right to be absent from employment.

For more information visit www.nyjuror.gov

1. Are your name and address on the front of this summons correct? If not, please write corrections on the back.

2. Does phone number to reach you _____ E-mail _____

3. Social Security Number (last 4 digits only) _____ 4. Date of birth (month/day/year) _____

5. Are you employed FULL TIME • PART TIME • FLEETWORKER • RETIRED/ON LEAVE • NOT EMPLOYED (no employer ship #) _____

6. Employer _____ 7. Employer's phone _____

8. Does your employer pay you while on jury service? YES • NO • If yes, for how many days? _____

9. Does your employer have more than 10 employees? YES • NO

10. What are your regular scheduled work days? MON • TUE • WED • THU • FRI • SAT • SUN

11. What are your regular scheduled work hours? FROM _____ AM • PM TO _____ AM • PM

12. If you earn less than \$40 per day, how much do you earn each day that you work? \$ _____

I verify that, under penalty of perjury, the information is true and correct.

Signature of Juror _____ Date _____

General Information

Contact Information

Statutory Reasons for Disqualification and Excusal

DISQUALIFICATION REASONS (same as for qualification stage):

1. Felon
2. Language (2 years)
3. Language (Permanent)
4. Non-citizen (4 years)
5. Non-resident
6. Prior Good Service
7. Under 18 years of age

8. [PART 128. Uniform Rules For The Jury System | NYCOURTS.GOV](#)
9. Section 128.6-a PART 128. Uniform Rules For The Jury System

EXCUSAL REASONS:

1. Caregiver
2. Clergy
3. Commissioner’s Discretion
4. Deceased
5. Financial Hardship
6. Hardship to the Public
7. Medical – 2 years
8. Medical- permanent
9. Nursing Mother (as of 2019)

Maximizing local juror utilization

Jurors are not allowed to be moved back into the ‘qualified’ pool once their summonses are mailed. Jurors can only move forward in the process. Please be mindful of this in your local practice and communication with the COJ office.

Once jurors receive their summons, if your trial cancels they will receive stand by good service credit and will be ineligible to receive another questionnaire at random for 2 years. Jurors will only be eligible to receive another questionnaire if they still appear on one of the source lists after their period of ineligibility ends.

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If there are not enough qualified jurors in your immediate town to satisfy a request for your town or village, a counsel's office decision and policy dictate the remaining jurors can come from a county-wide pick.

It is possible to call jurors from a neighboring town. However, that is at the Commissioner's discretion based on the size of the qualified pool of jurors in a neighboring town.

Processing jurors when they appear

Jurors are assigned a random 'Sequence number' when the original summons pick was made. Calling jurors into question during Voir Dire in sequence number order ensures a truly random selection. You may choose to just use the sequence number rather than selecting ballots out of a drum/at random.

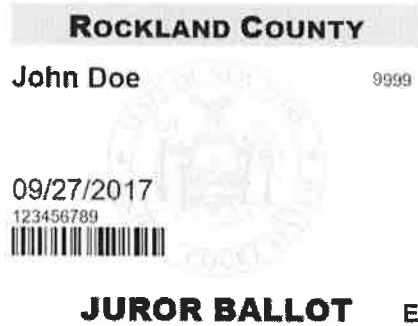
The Juror's summons will now contain the Juror Ballot and a Proof of Service card.; to be ripped off by the juror/your office when they appear. Your Commissioner will no longer need to provide printed ballot cards to you for each term.

Your Commissioner's office can be contacted by the juror if they need a more formal letter Proof of Service for their employer.

Summons pieces

BALLOT

PROOF OF SERVICE



Documents and reports

Reports and lists for jurors on a panel will be different in the new JMS2 system. Expect to receive information in a slightly different format from your County's Commissioner of Jurors Office.

Many reports are more up to date than they were historically. One week before a term date, you can receive lists of jurors that have not postponed or been excused/disqualified. You'll know who you are still expecting from the original panel and will have a better idea of the number expected to show.

Original jury Term listing report

Available as soon as a summons pick is made by the Commissioner of Juror's office.

This is available even before the summonses are printed and mailed.

Print Show Dev Columns

	Index #	Last Name	First Name	Seq #	Status	Reassigned?
1.	449019562	Dickerson	Andrew	1	Summoned	
2.	449026789	Liriano	Anthony	2	Summoned	
3.	449009753	Cruger	Charles	3	Summoned	
4.	449033722	Pamphile	Briana	4	Summoned	
5.	449076052	Balan	Joseph	5	Summoned	
6.	449018120	Dangelo	Alex	6	Summoned	
7.	449008229	Colin	Edmonde	7	Summoned	
8.	449028646	Kearney	Sherree	8	Summoned	
9.	449025048	Kollar	Anthony	9	Summoned	
10.	449021662	Vasami	Lisa	10	Summoned	
11.	449024193	Rivera	Ariyn	11	Summoned	
12.	449020627	Viohl	Frederick	12	Summoned	
13.	449001263	Morrison	Tullcia	13	Summoned	
14.	449024620	Hewitt	Joseph	14	Summoned	
15.	449031452	Abellard	Tzar	15	Summoned	
16.	449014351	Smith	Leslie	16	Summoned	
17.	449018887	Estrella	Gleny	17	Summoned	
18.	449017186	Nunez	Irma	18	Summoned	
19.	449027207	Fiola	Kathleen	19	Summoned	
20.	449005011	Beranguer	Alexa	20	Summoned	

Jurors

Panel List report

Available 7 days prior to the term date.

Removes all jurors who have postponed or were disqualified or excused up to the current date.

Print

	Last Name	First Name	Index #	Seq #	Notes
1.	Swartz	Melissa	449015417	1	
2.	Arena	Margo	449025032	2	
3.	Botta	Ida	449027570	3	
4.	Tiesler	John	449009716	4	
5.	George	Joseph	449016931	5	
6.	Kouris	Gail	449014543	6	
7.	Jimenez	Noelani	449002952	7	
8.	Riversperry	Vicki	449005878	8	
9.	Blumenberg	Faygy	449007410	9	
10.	Nowak	Kathleen	449004586	10	
11.	Fede	Covington	449022700	11	
12.	Samuel	Shelby	449019690	12	
13.	Korn	Hannah	449023272	13	
14.	Zeldin	Jullanne	449023929	14	
15.	Froatz	Ryan	449018060	15	
16.	Rivera	Rafael	449009046	16	
17.	Czerwinski	Mark	449020912	17	
18.	

Documents and reports

These reports can be printed and mailed. However, we strongly recommend for the Commissioner to communicate via email and send PDF copies of these reports to your Unified Court System email account. Please be sure to check this email account regularly when you have upcoming trial activity.

It is critical that you return the attendance for jurors to the Commissioner's office as soon as possible after their appearance/after the trial concludes. JMS2 marks any juror lacking attendance 12 weeks after the term date as 'absent'. If you do not provide the attendance information to the Commissioner in a timely manner, the jurors may be at risk of being erroneously marked absent.

Ongoing Questions?

Contact your Commissioner's office first.

Contact the justicecourtechsupport@nycourts.gov for help with email accounts or accessing the Town and Village juror request site.

The Jury Support Office is collaborating with the Justice Court Support unit to relay information about JMS2, Jury System management practice and policy updates statewide.