

SUMMONS -( PETIT JURY)

IN THE NAME OF THE STATE OF WEST VIRGINIA, you are hereby summoned and required to serve as a PETIT JUROR in the Jefferson County Circuit Court for the January Term of Court. The Circuit Court in Jefferson County is located on the second floor in the Jefferson County Courthouse, corner of Washington and George Streets in Charles Town, West Virginia.

NAME  
ADDRESS  
CITY & ZIP CODE

JUROR#

Dear JURORS NAME

It is mandatory that you complete and return the enclosed Juror Questionnaire. The information requested on the questionnaire is required by West Virginia law. **If you are over the age of 70, you may be excused if you so desire, however, you will need to complete the juror questionnaire and return it.**

You will be excused if you are a full time college student, for vacations and medical appointments, so please list those dates on the enclosed questionnaire and keep this office informed of any changes or additional dates. Work related problems need to be worked out by you with your employer. As Clerk of the Circuit Court, I lack the legal authority to excuse jurors without a signed recommendation from your physician on his or her letterhead.

As a juror, you will be required to call the **JURY LINE (304-725-3544)** every Monday evening after 5:00 p.m., beginning \_\_\_\_\_. The recording will list, by the juror number assigned to each individual, those who have been selected for service on a trial, so remember your juror number. All instructions for reporting and calling in will be on the juror recording, so you must listen to the entire recording. The recording is accessible 24 hours a day, 7 days a week. **If you are selected for jury service please dress appropriately in business casual.**

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NEW: You may also access information regarding service on the Circuit Clerk website at [www.jeffcowvcircuitclerk.com](http://www.jeffcowvcircuitclerk.com). click on Juror Info  
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The Circuit Clerks Office will do all we can to accommodate your needs. The office is open Monday through Friday from 9:00 a.m. to 5:00 p.m., except for holidays. Any questions not addressed in your juror packet may be answered by calling the office and speaking with one of the Deputy Clerks during office hours. We want your jury service to be an interesting and pleasant experience. If we may be of assistance, you may call the office at 728-3231.

Sincerely,

Laura E Rattenni  
Circuit Clerk