

Jury Management

Frequently Asked Questions:

- What is a jury?

A jury is a body of qualified citizens selected and sworn to decide disputed issues of fact in a civil or criminal trial, according to the law and the evidence presented in court.

- When I receive a jury summons, what do I do?

Thoroughly read your instructions. Every jury summons notice comes with a complete set of instructions. Please read through it carefully and call the number that is requested.

- What to expect the first day?

The first day of service is normally limited to jury selection.

- What are valid reasons for being excused from jury duty?

Persons who are under 18 years of age;
Persons who are not U.S. citizens (proof of non-citizenship must be submitted)
Persons who served as a juror within one year of their summons date;
Persons presently under prosecution for a crime;
Convicted felons who have not had their civil rights restored;
Deceased persons (death certificate must be submitted)
Persons physically unable to serve (doctor's certificate must be submitted)
Persons responsible for the care of an infirm or disabled family member;
Expectant mothers;
Active, full-time law enforcement officers;
Persons 70 years of age or older;
Parents with a child under 6 years of age, who are not employed full-time.

Jurors wishing to be excused must fill out the Jury Excusal Form and mail it to:

Suwannee County Clerk of the Circuit Court
Attention: Jury Management
200 South Ohio Avenue
Live Oak, Florida 32064

If you have any questions, please contact our Jury Management Coordinator at 386.362.0500

- What do I do if I've lost my jury summons?

Call (386) 362-0500 for assistance and have your driver's license ready so the jury management team can locate your summons number and determine where you are to report.

- What happens if I do not report for jury duty?

Jurors who do not report for duty may be held in contempt of Court and/or fined up to \$100.00

- Do I get paid by the State for jury duty?

During the first three days of jury duty, payment by the State is as follows:

If your employer continues to pay regular wages while you are serving on jury duty, you will not receive payment.

If you are unemployed, or your employer does not pay regular wages, you will receive \$15.00 per day from the State of Florida for the first three days of service.

If jury duty lasts four days or more, all jurors automatically receive \$30.00 per day for the fourth day of service and each day thereafter, regardless of employment status.

Once you have successfully completed the process, you may fill out a Jury Compensation Form and turn it into the Clerk's

Office.

- Can I be fired from my job serving on jury duty?

No. Florida law prohibits any employer from firing an employee who is serving on jury duty.

- Where do I go for jury duty?

The summons notice will have an address that you should report to. Please [click here](#) to view a map of the location that you will be reporting to.

- Who do I call if I am a person with a disability who needs assistance to participate in jury duty?

Please contact the ADA coordinator at 386.362.0500 so we can make proper arrangements prior to your arrival.