

## JURY COMMISSIONER'S OFFICE

Circuit Court Annex Building, 55 N Court St  
Westminster, Maryland 21157  
Telephone: 410-386-2093  
Fax: 410-386-2513

***If you need to see the Jury commissioner, please call to make an appointment.***

**NOTE:** Carroll County residents should be aware that our court employees would never call you and request your social security number or other private information such as credit card or bank account numbers.

### ***In This Document....***

- Jury Selection Criteria
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## **JURY SERVICE: YOUR RIGHT, YOUR COURTS, YOUR COMMUNITY, YOUR RESPONSIBILITY**

The keystone of the justice system in the United States is the right to a trial by jury. The United States Constitution and Maryland's Declaration of Rights guarantee this right. The right to a jury trial has a long history. It was part of the civil liberties granted by King John of England on June 15, 1215, and was recorded in the document known as the Magna Carta. Trial by one's peers was designed to prevent too much power being in the hands of the king.

If you have a drivers' license or have obtained an identification card through the Motor Vehicle Administration, or are a registered voter, you are eligible to be selected for jury service. Your first reaction may be to think of all the ways that such service will burden or inconvenience you and to search for excuses to use in an attempt to get off the jury.

Before you go any further in considering excuses, think seriously about your decision. This is your court system. If you ever go to court on a serious matter, it will most likely be right here. A wise man once said: "If you need a big job done, get only a busy man or woman to do it." Many of our most qualified jurors are busy people, greatly inconvenienced by jury service. But the quality of justice in your court will never be any better than the composite intelligence and wisdom of your juries.

We in the court system will try to make your experience as pleasant as possible. Most who appear say that they are glad they were selected--that they learned about, and have more confidence and pride in their court system. Also, at the end of your service, you will have the satisfaction of knowing that you did your part to bring justice among your fellow citizens in your time. We look forward to seeing you and trying to make this true for you.

## JURY SELECTION CRITERIA

- 1. Residency** To serve as a juror for Carroll County, you must reside in the county. If you no longer live in Carroll County, indicate your current address on the Juror Qualification Form and forward to the Jury Commissioner. Be sure to sign and date the form before returning it.
- 2. Citizenship** To serve as a juror you must be a citizen of the United States. If you are not a citizen, please forward proof of non-citizenship to the Jury Commissioner's office along with your completed Juror Qualification Form. Be sure to sign and date the form before returning it.
- 3. Postponements/  
Excuse Requests** **Must be** submitted in writing and forwarded to the Jury Commissioner along with your completed Juror Qualification Form. Be sure to sign and date the form before returning it.
- 4. Age** A person who is 70 years of age or older will be excused upon request.
- 5. Medical/Physical** If you are claiming a medical and/or physical problem, a letter, signed by your doctor, must accompany your completed Juror Qualification Form and forwarded to the Jury Commissioner along with your completed Juror Qualification Form. Be sure to sign and date the form before returning it.

Any further reference with regard to Jury Service can be found in the annotated Code of Maryland, "Courts & Judicial Proceedings, Title 8-101 through 8-430."

## DIRECTIONS & PARKING

**Parking:** [Click here to view a map of available parking.](#)

**Directions** to Carroll County Circuit Court Annex Building  
Jury Assembly Room, 2<sup>nd</sup> Floor, Room 263  
55 N Court St., Westminster, MD 21157

### From Hampstead:

- Take MD-482 toward Westminster.
- Make a left turn onto MD-27. As you approach Westminster, go under the underpass and make a left turn onto East MD-140. Stay to your right and turn right onto CENTER ST.
- Proceed one block to the four-way stop sign.
- Turn left onto Willis Street. At the end of Willis Street, the Circuit Court building is right before you.

### From Manchester:

- Take MD-27 toward Westminster. As you approach Westminster, go under the underpass and make a left turn onto East MD-140.
- Stay to your right and turn right onto CENTER ST.
- Proceed one block to the four-way stop sign.
- Turn left onto Willis Street. At the end of Willis Street, the Circuit Court building is right before you.

### From Taneytown:

- Take MD-140 toward Westminster.
- Make a right turn onto CENTER ST.
- Proceed one block to the four-way stop sign
- Turn left onto Willis Street. At the end of Willis Street, the Circuit Court building is right before you.

### From Sykesville:

- From MD 26, take MD-97 N. Merge onto MD-97 and continue to Westminster.
- You may either follow the Main Street or MD-140 directions below.

### Main Street:

- Make a left turn onto MAIN ST to COURT ST.
- Make a right turn onto COURT ST and you will see the Historic Courthouse in the middle of the road.
- Make a right at the stop sign.
- The Circuit Court building will be the large brick building on the right immediately after the houses. It has a handicapped access ramp on the front, blue-gray shutters and faces the parking meters.

### MD-140:

- Make a left turn onto MD-140 to CENTER ST.

- Turn left onto CENTER ST.
- Proceed one block to the four-way stop sign
- Turn left onto Willis Street. At the end of Willis Street, the Circuit Court building is right before you.

From Mount Airy and Marriottsville:

- Take RIDGE RD/MD-27 toward Westminster.
- Make a right turn onto E MAIN ST.
- Make a left turn onto COURT ST and you will see the Historic Courthouse in the middle of the road.
- Make a right at the stop sign.
- The Circuit Court building will be the large brick building on the right immediately after the houses. It has a handicapped access ramp on the front, blue-gray shutters and faces the parking meters.

**Transportation:**

The Circuit Court does not provide public transportation. However, public transportation can be obtained by contacting:

**CATS (Carroll Area Transit System)**

211 Greenwood Avenue, Westminster, MD 21157

Phone: 410-876-RIDE

Phone: 410-857-0884

Fax: 410-876-0095

e-mail: [info@gobycats.org](mailto:info@gobycats.org)

Toll Free: 1-866-304-2287

## REPORTING INFORMATION

Please remember to bring your **JURY SUMMONS** and **PHOTO IDENTIFICATION** each time you are to appear.

### TRIAL JURORS:

After 5 p.m. each evening of your term, you are to call a recorded message at [410-386-2939](tel:410-386-2939) or [410-875-0619](tel:410-875-0619) to see if you have to appear the next day. The normal reporting time is 8:30 a.m. BUT this could change. The recording will indicate exactly what time to report and where. For further calling information, please consult the back of your jury summons.

You may be sent to another building for your jury service, so please wear comfortable shoes and dress appropriately for the weather.

**In case of inclement weather or emergency closings: Jurors only should call [410-386-2939](tel:410-386-2939) or [410-875-0619](tel:410-875-0619) after 6:30 a.m. on the morning you are to appear** to see if your reporting time has changed. If the message is the same as the night before, then report as directed. Any announcements pertaining to the Carroll County Government does **not** mean the Circuit Court.

### GRAND JURORS:

The first time you appear, you are to report between 8:45 and 9:00 a.m. Each time thereafter, your reporting time is 9:30 a.m.

Call [410-386-2240](tel:410-386-2240) the night before your session to see if you are still meeting.

**In case of inclement weather or emergency closings: Jurors only should call [410-386-2240](tel:410-386-2240) after 6:30 a.m. on the morning you are to appear** to see if your reporting time has changed. If the message is the same as the night before, then report as directed. Any announcements pertaining to the Carroll County Government does **not** mean the Circuit Court.

## FREQUENTLY ASKED QUESTIONS

### 1. I am 70 years or older. Do I have to serve?

If you are 70 years of age or older and wish to be excused from jury service, please complete Block #3, Section B of the Juror Qualification Form. You must give your age and birth date and check “yes” to the question “If age 70 or over, do you wish to be excused?” Turn the form over, sign and date it at the bottom, and mail it back. Once it is received, you are automatically excused. You do not have to provide any medical information.

No requests will be considered without your signature. If you are providing this information for someone other than yourself, please sign and date the form, and indicate your relationship to the person.

### 2. What if I have moved?

If you have moved from Carroll County, please put your new address on the Juror Qualification Form in Block #4, Section B, directly under your old address and give the approximate date of when you moved. Turn the form over, sign and date it at the bottom, and mail it back.

No requests will be considered without your signature. If you are providing this information for someone other than yourself, please sign and date the form, and indicate your relationship to the person.

### 3. What if I am a full-time student?

If you are a full-time college student and wish to have your jury service excused or rescheduled, please indicate that you are a student on the Juror Qualification Form, Block #7, Section B. You must provide a copy of your current school schedule that shows the name of the institution, your name and the dates and times of your classes. Turn the form over, sign and date it at the bottom, and mail it back.

No requests will be considered without your signature and the necessary documentation. If you are providing this information for someone other than yourself, please sign and date the form, and indicate your relationship to the person.

### 4. What if I am not a citizen?

If you are not a United States citizen, please provide up-to-date proof of non-citizenship.

No requests will be considered without your signature and the necessary documentation. If you are providing this information for someone other than yourself, please sign and date the form, and indicate your relationship to the person.

### 5. What if I have charges pending or have been convicted of a crime?

Check “yes” to either Question #4 or 5 on the back of the Juror Qualification Form. You **must** submit documentation to substantiate the charges that states what the crime was, when and where it occurred and the sentence you received. Please do not confuse probation with your sentence. They are different. Sign and date the Juror Qualification Form on the bottom and mail it back.

No requests will be considered without your signature and the necessary documentation. If you are providing this information for someone other than yourself, please sign and date the form, and indicate your relationship to the person.

**6. What do I do if I am in the Armed Services?**

If you are in the armed services or the Organized Militia, aka, the National Guard and are currently stationed out of the State of Maryland, please indicate the branch to which you belong and where you are stationed on the Juror Qualification Form, Block 7, Section B. Turn the Form over and check yes to either Question 16 or 17, sign and date it at the bottom, and mail it back.

If you are serving locally, you must submit either a letter from your commanding officer that complies with 10 USC Section 982 or a Military Exemption Form. [Click here for the form.](#) Once the form is completed, return it along with your completed Juror Qualification Form.

No requests will be considered without your signature and the necessary documentation. If you are providing this information for someone other than yourself, please sign and date the form, and indicate your relationship to the person.

**7. What if I have vacation or business travel during my term?**

If you have a vacation or business travel, please provide documentation that shows the beginning and ending dates of either and submit that along with your completed Juror Qualification Form. Be sure to sign and date the form on the back.

No requests will be considered without your signature and the necessary documentation. If you are providing this information for someone other than yourself, please sign and date the form, and indicate your relationship to the person.

**8. What if I have employment or child-care issues:**

The laws of Maryland do not provide for excusal from jury service due to employment or child-care issues.

**9. How was I selected for jury service?**

Carroll County residents are selected at random from a merged list of registered voters, licensed drivers and persons with an MVA identification card. No one can volunteer for jury service.

A Summons/Juror Qualification Form is mailed to you and you must supply the information requested on the front and back of the form and sign and date it; return the completed form to the Jury Commissioner's office. **Before returning the Juror Qualification Form, detach the summons.** You must bring it with you on your first reporting date.

**10. How long is my jury service?**

**Trial Jury Service** - In Carroll County, your term of service is one week. You may have to report more than once during your term and you could be selected to sit on more than one jury during your term.

From 8:30 a.m. to 9:30 a.m., you will receive an overview of the jury process from the Jury Commissioner and view an orientation film. Court usually begins at 9:30 a.m. Prospective jurors are taken into the courtroom at this time and jury selection begins immediately. If you are not selected to sit on a jury, as soon as the jury is impaneled, you may be dismissed for the day.

If you are selected and the trial lasts a day, you are here until the verdict is reached. If you are selected for a trial lasting two or more days, the Judge will indicate when you will finish for the day and what time you should report the next day.

**Grand Jury Service** - In Carroll County, twenty-three persons are selected at random to serve as grand jurors, plus three alternates. Grand jurors meet twice a month for six months, usually the first Thursday and the third Thursday of the month. Unlike petit jurors, grand jurors are given a schedule of the days they are to report. The length of a grand juror's day depends on how many matters the State's Attorney has to bring before the grand jury and how long it takes the jurors to decide if a person should be indicted or not.

**11. What is the difference between a Trial Juror and a Grand Juror?**

Grand jurors determine whether there is probable cause to charge someone with a crime. A grand jury also can conduct its own investigations. A trial juror sits, listens to evidence in a courtroom and determines a person's guilt, innocence, or other matters.

**12. What happens if I fail to appear on the day I am to appear?**

Carroll County takes jury service very seriously. If you fail to appear when the recorded message indicates, you may receive a Show-Cause Order delivered to your home by the Sheriff's constable that will direct you to appear before the Jury Judge and you could receive a fine of not more than \$1000.00 and/or 60 days in jail.

**13. Do I get paid for my service?**

In Carroll County, you are paid \$15 a day for your service. If you serve on a jury that takes more than five days, your pay for the sixth and consecutive days is \$50 a day.

**14. Does my employer have to pay me when I report for jury service?**

At this time, your employer does not have to pay you when you report for jury service. However, your employer must allow you to attend jury service without jeopardizing your employment.

**15. Is childcare or elder care provided?**

The Circuit Court does not provide these services.

**16. Where do I park?**

[Click here to view a map of parking availability.](#) Do not park at a parking meter.

**17. If I have a legitimate reason why I cannot serve for my assigned term or if I have a health issue, what should I do?**

**You must** submit a letter with your completed Juror Qualification Form explaining your situation. If possible, the Jury Commissioner will select a mutually acceptable date for you to serve at that time. If you are able to serve but have some special needs, let the Jury Commissioner know and the Court will try to accommodate you. If you ignore your summons, you may be found in contempt after a hearing and sentenced up to 30 days in jail and/or a \$1000.00 fine.

**18. What am I allowed to do while I wait to be selected on a jury?**

While you are waiting to go into the courtroom, you may read, work on a laptop computer (public internet connection not available), or just relax. Since your wait in Carroll County is usually not a long one, you may not have time to do anything before going into the courtroom.

**19. Am I permitted to bring a cell phone or other technology to court?**

Cell phones or other technology are permitted in the jury assembly room but you may not receive incoming calls. Once you go into the courtroom, these devices must be turned off.

**20. What if my family has an emergency while I am on a jury and I can't use my cell phone?**

If your family must reach you while you are sitting on a jury, they may call the main bailiff desk at 410-386-2654. They should give your name and the judge's name presiding over the case for which you had to report. We will then take care of the emergency immediately.

**21. What information about me will be given to the attorneys who are picking the jury?**

Before jury selection begins, the attorneys are given your name, age, occupation, employer, the highest level of education you've achieved, your marital status, and your spouse's occupation. If you are selected to serve on the jury, this information is used to determine if you can be fair to both sides.

**22. What should I wear?**

Be comfortable.

Generally, **no shorts, tee shirts with logos, or halter tops are permitted.**

**23. When can I expect an answer to my request for excusal or postponement of my jury duty?**

Please allow four to five weeks. Any requests received the week prior to your term may not be answered before your term begins. If you have not received an answer from the Jury Commissioner's office, do not assume you have been excused.

## More Questions?

Contact the Jury Commissioner's office at 410-386-2093 and then press 0. **However, any requests to be excused or postponed MUST be submitted in writing along with your completed Juror Qualification Form.**

## AFTER JURY SERVICE

# THANK YOU!

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The judges and staff at the Carroll County Circuit Court would like to thank you for serving as a juror. We know that while jury service is a rewarding experience, it is also quite demanding. Making decisions takes time, thought, and energy. Your participation in the jury-trial process is very important and greatly appreciated.

Feeling some anxiety after jury service is natural. Not every juror feels anxiety or increased stress; however, if you do, it is helpful to be aware of the symptoms. If you can identify your symptoms and understand why you are having them, you can better control them or eliminate them.

### Some Signs & Symptoms of Distress

Some signs of temporary distress following jury service may be one or more of the following: anxiety; sleep or appetite changes; moodiness; physical problems such as headache or upset stomach; second guessing your verdict; feeling guilty; fear; trouble dealing with issues or topics related to the case; a desire to be alone; and decreased concentration or memory problems.

### Coping Techniques

Remember you are having a natural response to an unusual experience. Here are a few tips you might want to use:

- **Before you leave the courthouse, ask some of your fellow jurors if you can contact them.** Sometimes it is helpful to talk to people who went through the same experience as you. Remember you were part of a group and you are not alone.
- **Stick to your normal, daily routines.** It is important to return to your regular schedule. Do not isolate yourself. Stay involved with your activities, friends, and family.

- **Cut down on alcohol, caffeine and nicotine.** These substances can increase anxiety, fatigue, and make sleep problems worse.
- **Drink lots of water.** Some of the physical symptoms you may be feeling may be due to dehydration.
- **Relax with deep breathing.** Find a quiet place where you will not be disturbed. Sit in a straight-backed chair with your feet flat on the floor and your hands at your sides. Breathe slowly and naturally and focus on a short phrase or word that makes you feel a sense of peace and calm. Repeat the word or phrase each time you exhale. Don't worry about whether you are doing it right or wrong. Just keep going and if you get distracted, simply return to your word or phrase and start breathing again. Practicing deep breathing right before bed may also help with any sleep problems.
- **Exercise.** Exercise reduces muscle tension, uses up energy, lowers blood pressure, and helps you clear your mind of worrying thoughts and anxieties.

### **Further Assistance**

If signs of distress persist for more than two weeks after your jury service has ended, you may wish to contact your doctor or a counselor.

### **More Thoughts**

- Jury service is the responsibility and right of all Carroll County citizens and you have provided an important service to the community.
- Your jury service is over. It is important for you to get back into your regular routine.
- Resist negative thoughts about the verdict. No matter what others think about the verdict, your opinion is the only one that matters.
- If you are fearful of retaliation or if you are threatened after the trial, notify your local law enforcement agency immediately.