

# WELCOME TO JURY DUTY

As Administrative Judge of the Circuit Court for Washington County, I join Judges Dana Moylan Wright, Viki M. Pauler, Mark K. Boyer, and Joseph S. Michael to thank you for interrupting your daily lives as you perform this vital civic duty. Jury service is at the heart of our system of justice. The right to a jury trial in both civil and criminal trials is preserved by the the United States Constitution and the Maryland Declaration of Rights. Without your willingness to share your invaluable wisdom, common sense and experience while serving as a juror, our legal system cannot succeed.

Thank you.

Brett R. Wilson, Administrative Judge

Circuit Court for Washington County, Maryland

As Clerk of the Circuit Court for Washington County, I would like to thank you for your service during your upcoming jury term. Participating is your civic duty and an integral part of our justice system. The court realizes that your time is precious, so we hope to reduce the impact this may have on your individual daily routine. I hope that you find this experience a rewarding one. Should you have any questions or concerns, please feel free to contact my office at 301-733-8660. Again, thank you for your service.

Clerk Kevin R. Tucker, Circuit Court for Washington County



Judge Brett R. Wilson



Clerk Kevin R. Tucker

## A MESSAGE FROM THE WASHINGTON COUNTY DEPARTMENT OF SOCIAL SERVICES

In 2000, Washington County Department of Social Services (DSS) partnered with the courts to develop the Generous Jurors program to assist with non-funded costs for children in foster care.

In 2011, Washington County DSS opened the Sunshine Center Family Visitation Program in an effort to offer families and children in foster care a more home-like environment in which to have their visits. At the Sunshine Center, families can engage in familiar and comforting activities like: family meals, crafts, outside play, and pet visits, if pets have been with the family for a long time.

You may donate your daily per diem, your mileage reimbursement, or both to the Generous Jurors program. It is a tax deductible contribution. You will receive a thank you letter and receipt from the Maryland Association of Social Service Boards (MASSB) and the Sunshine Center as proof of contribution.

If you wish to provide additional assistance in other ways, the Sunshine Center will gladly accept donations of gently used books, toys, etc.





# FREQUENTLY ASKED QUESTIONS

## Jury Announcement

Check after 4:30 p.m. every evening  
301-739-3440

## Jury Clerk

301-790-7991, ext. 1  
8:00 a.m. - 4:30 p.m.  
Room 212

## Arrival

Please arrive prior to 8:45 a.m. on days of scheduled service. Bring your badge and state-issued identification. Work certification provided on request.

## Pay

PER DIEM: \$30.00/day (check mailed the week after service)  
Overtime: (if trial goes past 6:00 p.m.): \$5.00.

## Mileage

\$0.30/mile (roundtrip from home to courthouse).  
Payment by check (mailed within two weeks of the end of your service).

## Parking

Please refer to our website for information.

*Updated: 07/27/2023*

## Where do I report each day that I am scheduled?

You will “check in” on the first floor of the courthouse, in the hallway outside of Room 212. The jury clerk will then direct you to the correct courtroom.

## How long is my term of service?

Trial jurors serve 1 week or service on a jury panel. The judge will inform you if the trial will last for more than one day.

## How long will my day last?

Jury selection generally takes about 1.5 hours. There is no way to accurately predict how long a trial may last.

## Are there scheduled breaks?

The judge will try to accommodate breaks and a lunch recess, but the timing may vary based on the complexity of the trial and witness testimony.

## How do I identify myself in the courtroom?

Always refer to yourself by using your reporting number; never use your name. Please respect the privacy of your fellow jurors and never share their names with others outside of the courtroom. If you lose your badge, please see the Jury Clerk, located in Room 212.

## How should I dress?

You may dress casually, but conservatively. Shorts, hats (except for religious reasons), tank tops, halter tops, undershirts, and flip-flops are considered inappropriate. Jurors should also avoid appearing in uniforms or clothing displaying writing, such as logos, slogans, etc.

## Can I bring my cellphone to court?

Yes, but it must be turned off during the trial and will be held by the bailiff during deliberations.

## What if I need handicapped parking?

Please contact the Jury Clerk prior to your scheduled service by calling 301-790-7991, ext. 1.

## What if I am hearing impaired?

See the bailiff upon reporting to your assigned courtroom. They can provide you a hearing assistance device.

## What is the inclement weather policy?

In the event of inclement weather on a morning you are scheduled to report for service, call the recorded announcement line at 301-739-3440 after 7:00 a.m. to find out if your service has been cancelled. If the information has not changed, report as scheduled.

## Is my jury pay taxable?

The court will not issue a W-2 or 1099 since your pay will not exceed \$600.00. You should seek tax advice from a professional to determine if your jury pay is reportable.

## What if I have an emergency?

Please call the jury clerk as soon as possible. If you do not call and do not show for your scheduled service, the judge may ask law enforcement to bring you to the court to explain your absence.

## What if I have a question not addressed on this FAQ sheet?

Please see the Jury Clerk, located in Room 212, or call 301-791-7991, ext. 1.