

Courts Serving You

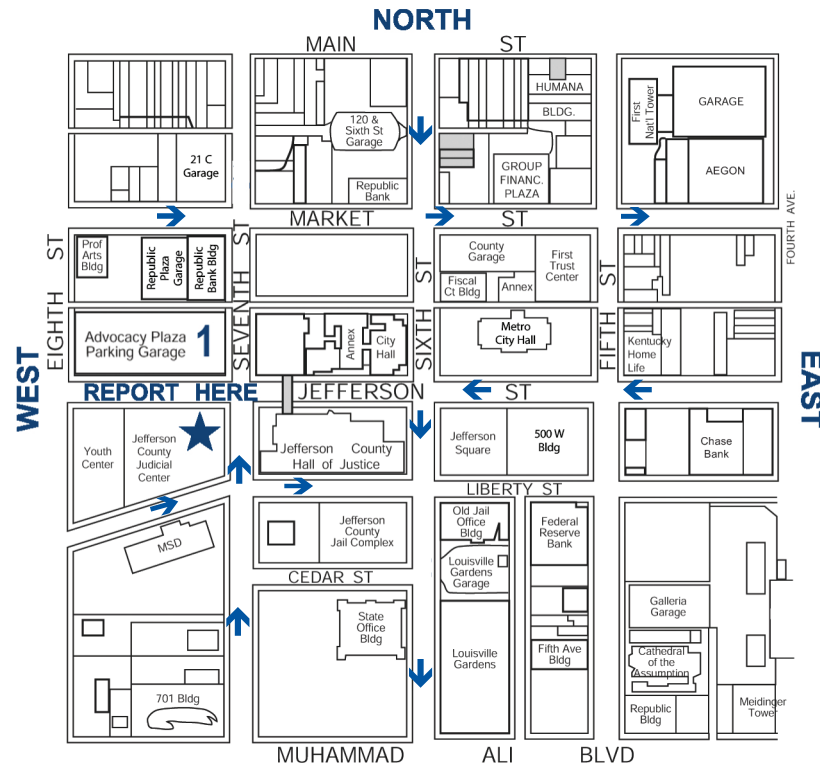
The Supreme Court of Kentucky hears appeals of decisions from lower state courts and is the final interpreter of state law.

The Kentucky Court of Appeals receives nearly all cases on appeal from Circuit Court or District Court. When a case is tried and the losing party is dissatisfied with the outcome, they may ask a higher court to review the correctness of the lower court's decision.

Circuit Court is the court of general jurisdiction. It hears civil matters involving more than \$5,000, capital offenses and felonies, land dispute title cases and contested probate cases. Circuit Court hears appeals from District Court and administrative agencies. There are 13 Circuit Court divisions.

Family Court is a division of Circuit Court and handles cases involving families and children, such as divorce, child custody, paternity, adoption, termination of parental rights, civil domestic violence and child dependency, neglect and abuse. Family Court assigns each case to one judge, allowing the same judge to hear all matters involving a particular family. There are 10 Family Court divisions.

District Court is the court of limited jurisdiction. It handles juvenile matters, city and county ordinances, misdemeanors, violations, traffic offenses, probate of wills, arraignments, felony probable cause hearings, small claims involving \$2,500 or less, civil cases involving \$5,000 or less, voluntary and involuntary mental commitments and cases relating to domestic violence and abuse. There are 16 District Court divisions.



Free Juror Parking

- 1 Advocacy Plaza Parking Garage**
701 W. Jefferson St.

WELCOME TO
JURY DUTY
IN
JEFFERSON COUNTY
KENTUCKY



JEFFERSON COUNTY JUDICIAL CENTER

Welcome to Jury Duty!

The trial judges of Jefferson County and the jury administration staff welcome you to the Jefferson County Judicial Center. We appreciate your willingness to perform this important civic duty.

We believe you will find jury duty a rewarding and fulfilling experience. In the days ahead, you will observe firsthand how our justice system operates and will be called on to make important decisions. We encourage you to get to know your fellow jurors and the people who serve our court system.

We hope this brochure provides helpful information. If you have any questions or suggestions, please speak with the jury administration staff.

You can learn more about jury service from the Kentucky Court of Justice website. Visit kycourts.gov and click on the Jury Service icon.

Thank you for your valuable contribution to Kentucky's justice system.

*Jury Administration Office
Jefferson County*

Jury Duty: What You Need to Know

Term of Duty

In Jefferson County, jury duty is scheduled for two weeks. If you are on a trial that runs over the scheduled two weeks, your jury duty concludes at the completion of the trial.

Hours

You may be called in to report in the morning or early afternoon. If you are selected to serve on a trial, plan to spend a full work day in court.

Juror Pay

As set by state law, you will receive \$12.50 for each day you report to serve for jury duty, regardless of whether you are selected for a trial. Of that amount, \$5 is considered your actual pay and \$7.50 is a reimbursement for expenses. Your check will be mailed to you at the completion of your jury service.

Call-In Procedures

Each day jurors should call the Jury Service Line at 502-574-JURY(5879) between 4:30 p.m. and 8:30 a.m. or visit jeffersoncircuitcourt.com/juryservice for instructions for the following day. Jurors who are serving on a trial will receive instructions from the presiding judge about the time to report the following day. If you are not required to report for duty on any given day, go about your regular business. You are paid only for the days you actually report.

Contact Number

If you need to contact the jury pool staff, call 502-595-4156 between 8:30 a.m. and 4:30 p.m. Monday through Friday.

Attendance Record

When reporting as directed, jurors must check in with jury pool staff to have their attendance taken. If you are serving on a trial carried over from the previous day, it is not necessary to check in, your attendance will be reported by the Court. When released from a trial, check in with jury pool staff in room 265.

Juror Lounge

Beverages and snacks may be purchased in the Juror Lounge located next to the Jury Pool Room. A concession stand is located across the pedway in the Hall of Justice.

Restrooms

Restrooms are located in the Jury Pool area. There are also public restrooms located in the main corridor on each floor in the Jefferson County Judicial Center.

Telephones

Telephones are located in the Jury Workroom. Please limit your calls to three minutes.

Parking

FREE PARKING is available at the Advocacy Plaza Garage (701 W. Jefferson Street). Bring your barcode ticket from entering the garage with you into the courthouse to be validated. You may park elsewhere at your own expense. Keep in mind that you may be in the courthouse for an extended period and, if you park on the street, you may not be able to get back to your car before the time on your meter has expired.

Restaurants

There are several restaurants in the immediate area which are within walking distance of the Jefferson County Judicial Center.

Jury Duty and Your Employer

Jury Duty Verification for Your Employer

Please check with your employer for personnel policies regarding jury duty. Many employers require a statement verifying the dates you served on jury duty. You may request a statement from the jury pool staff in room 265.



Jefferson County Courts
Jefferson County Judicial Center
700 West Jefferson Street
Louisville, Kentucky 40202