



Jury Pool Office • First Circuit Court
THE JUDICIARY • STATE OF HAWAII
 777 Punchbowl Street Honolulu, Hawaii'i 96813-5093
 Phone: (808) 539-4363 select option 3

JURY QUALIFICATION QUESTIONNAIRE - FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY
PLEASE RETURN WITHIN TEN CALENDAR DAYS

• USE A BLACK BALLPOINT PEN - DO NOT USE PENCIL

• FILL OUT FORM ON HARD SURFACE

• MAKE HEAVY BLACK MARKS THAT FILL IN THE BUBBLE COMPLETELY

YES NO
 RIGHT ● ○
 WRONG ○ ⊗

- Yes ○ No 1. Are you a citizen of the United States?
- Yes ○ No 2. Are you a resident of this judicial circuit (Island of Oahu)?
- Yes ○ No 3. Are you 18 years of age or older? State age:
- Yes ○ No 4. Are you able to read, speak, and understand the English language?
- Yes ○ No 5. Are you incapable by reason of your physical or mental disability of rendering satisfactory jury service? If yes, submit a doctor's certificate.
- Yes ○ No 6. Have you ever been convicted of a felony in a state or federal court and not pardoned? A felony means a crime punishable by imprisonment of more than one year, even if you did not receive more than one year.
- Yes ○ No 7. Do you claim an exemption from jury service under H.R.S. Section 612-6? If yes, fill in the bubble corresponding to the number that applies **SEE REVERSE SIDE.**
 1. ○ 2. ○ 3. ○ 4. ○ 5. ○ 6. ○ 7. ○ 8. ○ 9. ○
- Yes ○ No 8. Have you ever served as a juror? If yes, what year? _____
- Yes ○ No 9. Have you or any member of your immediate family been a party to a law suit?
- Yes ○ No 10. Has a claim for personal injury ever been made against you or have you ever made a claim for personal injury?
- Yes ○ No 11. Are you related to, or close friends with, any law enforcement officer?
- Yes ○ No 12. Did another person fill out this form for you? If yes, (1) reason: _____;
 (2) name of person who filled out form: _____
13. List your present or last employer and occupation: _____
14. Marital Status: ○ Married ○ Single Home Phone: - -
 No. of Children: _____ Business Phone: - -
15. Place of Birth: _____ Years of Residence in Hawai'i: _____
16. Spouse's Name: _____ Spouse's Employer: _____
17. Education (circle highest level completed): Elem High School College Other
- Yes ○ No 18. Are your name and permanent address correct?

If "NO", please print COMPLETE corrected Name AND Address in the box below

NAME	
ADDRESS	
CITY/STATE	ZIP CODE

I DECLARE THAT THE RESPONSES ON THIS QUESTIONNAIRE FORM ARE TRUE AND ACKNOWLEDGE WILLFUL MISREPRESENTATION OF A FACT IS SUBJECT TO PUNISHMENT BY LAW.

 SIGNATURE

 DATE

PARTICIPANT NO.



Jury Pool Office • Second Circuit Court

THE JUDICIARY • STATE OF HAWAII

2145 Main Street, Room 141 Wailuku, Hawai'i 96793-1679
Phone: (808) 244-2757 Moloka'i & Lana'i Residents: 1 800 315-5879
Sselect Option 3

JURY QUALIFICATION QUESTIONNAIRE - FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY PLEASE RETURN WITHIN TEN CALENDAR DAYS

- USE A BLACK BALLPOINT PEN - DO NOT USE PENCIL

- FILL OUT FORM ON HARD SURFACE

- MAKE HEAVY BLACK MARKS THAT FILL IN THE BUBBLE COMPLETELY

YES NO

RIGHT ● ○

WRONG ○ ☒

- Yes ○ No 1. Are you a citizen of the United States?
- Yes ○ No 2. Are you a resident of this judicial circuit (Island of Maui, Moloka'i, Lana'i and Kahoolawe)?
- Yes ○ No 3. Are you 18 years of age or older? State age:
- Yes ○ No 4. Are you able to read, speak, and understand the English language?
- Yes ○ No 5. Are you incapable by reason of your physical or mental disability of rendering satisfactory jury service? If yes, submit a doctor's certificate.
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- Yes ○ No 8. Have you ever served as a juror? If yes, what year? _____
- Yes ○ No 9. Have you or any member of your immediate family been a party to a law suit?
- Yes ○ No 10. Has a claim for personal injury ever been made against you or have you ever made a claim for personal injury?
- Yes ○ No 11. Are you related to, or close friends with, any law enforcement officer?
- Yes ○ No 12. Did another person fill out this form for you? If yes, (1) reason: _____;
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13. List your present or last employer and occupation: _____
14. Marital Status: ○ Married ○ Single Home Phone: - -
No. of Children: _____ Business Phone: - -
15. Place of Birth: _____ Years of Residence in Hawai'i: _____
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17. Education (circle highest level completed): Elem High School College Other
- Yes ○ No 18. Are your name and permanent address correct?

If "NO", please print COMPLETE corrected Name AND Address in the box below.

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SIGNATURE

DATE

PARTICIPANT NO.



Attachment 1
Jury Pool Office • Third Circuit Court
THE JUDICIARY • STATE OF HAWAII
Hale Kaulike 777 Kilauea Ave. Hilo, Hawai'i 96720
Phone: (808) 961-7646 select option 3

3

**JURY QUALIFICATION QUESTIONNAIRE - FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY
PLEASE RETURN WITHIN TEN CALENDAR DAYS**

- USE A BLACK BALLPOINT PEN - DO NOT USE PENCIL

- FILL OUT FORM ON HARD SURFACE

- MAKE HEAVY BLACK MARKS THAT FILL IN THE BUBBLE COMPLETELY

YES NO
RIGHT ● ○
WRONG ○ ☒

- Yes ○ No 1. Are you a citizen of the United States?
- Yes ○ No 2. Are you a resident of this judicial circuit (Island of Hawai'i)?
- Yes ○ No 3. Are you 18 years of age or older? State age:
- Yes ○ No 4. Are you able to read, speak, and understand the English language?
- Yes ○ No 5. Are you incapable by reason of your physical or mental disability of rendering satisfactory jury service? If yes, submit a doctor's certificate.
- Yes ○ No 6. Have you ever been convicted of a felony in a state or federal court and not pardoned? A felony means a crime punishable by imprisonment of more than one year, even if you did not receive more than one year.
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- Yes ○ No 10. Has a claim for personal injury ever been made against you or have you ever made a claim for personal injury?
- Yes ○ No 11. Are you related to, or close friends with, any law enforcement officer?
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14. Marital Status: ○ Married ○ Single Home Phone: - -
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17. Education (circle highest level completed): Elem High School College Other
- Yes ○ No 18. Are your name and permanent address correct?

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SIGNATURE

DATE

PARTICIPANT NO.



Attachment 1
Jury Pool Office • Fifth Circuit Court
THE JUDICIARY • STATE OF HAWAII
3970 Kaana Street, Suite 208 Lihue, Hawai'i 96766-1282
Phone: (808) 482-2331 select option 3

4

**JURY QUALIFICATION QUESTIONNAIRE - FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY
PLEASE RETURN WITHIN TEN CALENDAR DAYS**

- USE A BLACK BALLPOINT PEN - DO NOT USE PENCIL
 - FILL OUT FORM ON HARD SURFACE
 - MAKE HEAVY BLACK MARKS THAT FILL IN THE BUBBLE COMPLETELY
- YES NO
RIGHT ● ○
WRONG ○ ⊗

- Yes ○ No 1. Are you a citizen of the United States?
- Yes ○ No 2. Are you a resident of this judicial circuit (Island of Kaua'i and Ni'i'hau)?
- Yes ○ No 3. Are you 18 years of age or older? State age:
- Yes ○ No 4. Are you able to read, speak, and understand the English language?
- Yes ○ No 5. Are you incapable by reason of your physical or mental disability of rendering satisfactory jury service? If yes, submit a doctor's certificate.
- Yes ○ No 6. Have you ever been convicted of a felony in a state or federal court and not pardoned? A felony means a crime punishable by imprisonment of more than one year, even if you did not receive more than one year.
- Yes ○ No 7. Do you claim an exemption from jury service under H.R.S. Section 612-6? If yes, fill in the bubble corresponding to the number that applies **SEE REVERSE SIDE.**
1. ○ 2. ○ 3. ○ 4. ○ 5. ○ 6. ○ 7. ○ 8. ○ 9. ○
- Yes ○ No 8. Have you ever served as a juror? If yes, what year? _____
- Yes ○ No 9. Have you or any member of your immediate family been a party to a law suit?
- Yes ○ No 10. Has a claim for personal injury ever been made against you or have you ever made a claim for personal injury?
- Yes ○ No 11. Are you related to, or close friends with, any law enforcement officer?
- Yes ○ No 12. Did another person fill out this form for you? If yes, (1) reason: _____;
(2) name of person who filled out form: _____
13. List your present or last employer and occupation: _____
14. Marital Status: ○ Married ○ Single Home Phone: - -
No. of Children: _____ Business Phone: - -
15. Place of Birth: _____ Years of Residence in Hawai'i: _____
16. Spouse's Name: _____ Spouse's Employer: _____
17. Education (circle highest level completed): Elem High School College Other
- Yes ○ No 18. Are your name and permanent address correct?

If "NO", please print COMPLETE corrected Name AND Address in the box below.

NAME	
ADDRESS	
CITY/STATE	ZIP CODE

**I DECLARE THAT THE RESPONSES ON THIS QUESTIONNAIRE FORM
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SIGNATURE

DATE

PARTICIPANT NO.



**CIRCUIT COURT OF HAWAII
INFORMATION AND INSTRUCTIONS FOR JURORS**

DEAR CITIZEN:

YOUR NAME HAS BEEN RANDOMLY SELECTED FOR POSSIBLE JURY SERVICE IN THE NEXT YEAR. YOU WILL BE NOTIFIED WHEN TO APPEAR.

THE QUESTIONNAIRE ON THE REVERSE SIDE OF THESE INSTRUCTIONS WILL VERIFY YOUR QUALIFICATION TO SERVE AS A JUROR. **YOU ARE REQUIRED TO ANSWER EACH QUESTION, SIGN AND RETURN THIS FORM WITHIN TEN DAYS.**

IF YOU ARE UNABLE TO FILL OUT THIS FORM, SOMEONE ELSE MAY DO IT FOR YOU. THAT PERSON MUST STATE THE REASON WHY IT WAS NECESSARY TO HELP YOU ON LINE 12 OF THE QUESTIONNAIRE.

HRS SECTION 612-6 GROUNDS FOR EXEMPTION. A PERSON MAY CLAIM EXEMPTION FROM SERVICE AS A JUROR IF THE PERSON IS:

- 1) AN ELECTED OFFICIAL WHILE THE LEGISLATURE IS IN SESSION, OR A JUDGE OF THE UNITED STATES, STATE OR COUNTY;
- 2) AN ACTIVE PRACTICING PHYSICIAN OR DENTIST;
- 3) A MEMBER OF THE ARMED FORCES OR MILITIA WHEN ON ACTIVE SERVICE AND DEPLOYED OUT-OF-STATE;
- 4) AN ACTIVE MEMBER OF A POLICE OR FIRE DEPARTMENT;
- 5) A PERSON WHO HAS SERVED AS A JUROR, EITHER IN A COURT OF THIS STATE OR THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF HAWAII, WITHIN ONE YEAR PRECEDING THE TIME OF FILLING OUT THE JUROR QUALIFICATION FORM;
- 6) AN ACTIVE MEMBER OF AN EMERGENCY MEDICAL SERVICES AGENCY ("emergency medical services agency" means any government agency, private agency, or company that provides ambulance services, emergency medical services, or disaster medical services);
- 7) A PERSON LIVING MORE THAN SEVENTY MILES FROM THE COURT FOR WHICH JURY SERVICE IS REQUIRED;
- 8) A PERSON EIGHTY YEARS OF AGE OR OLDER;
- 9) A WOMAN WHO IS BREASTFEEDING A CHILD OR EXPRESSING BREAST MILK FOR A PERIOD OF TWO YEARS FROM THE BIRTH OF THE CHILD.

IF YOU ARE CLAIMING AN EXEMPTION FROM JURY SERVICE UNDER HRS SECTION 612-6, PLEASE STATE WHICH PROVISION APPLIES TO YOU ON LINE 7 OF THE QUESTIONNAIRE.

EVEN IF YOU CLAIM AN EXEMPTION, YOU MAY STILL BE SUMMONED FOR JURY SERVICE AND ASKED TO PROVIDE FURTHER INFORMATION ABOUT YOUR CLAIMED EXEMPTION.

REQUESTS TO BE EXCUSED FROM JURY SERVICE DUE TO A PERSONAL HARDSHIP WILL BE CONSIDERED ONLY AT THE TIME YOU ARE SUMMONED TO APPEAR.

For Jury Questionnaire Frequently Asked Questions, visit our website at www.courts.state.hi.us and click on "Get Jury Information (eJuror)" on left side of screen or call the jury information line and select option 3.
O'ahu 808 539-4363, Maui 808 244-2757, Moloka'i and Lana'i 1 800 315-5879
Hawaii 808 961-7646, Kaua'i and Ni'ihau 808 482-2331

JURY QUALIFICATION QUESTIONNAIRE FREQUENTLY ASKED QUESTIONS**(MUST COMPLETE ALL QUESTIONS 1 THRU 18)****FOR EXEMPTIONS, SEE REVERSE SIDE OF QUESTIONNAIRE****Where can I get a replacement jury questionnaire form?**

If you have misplaced the jury questionnaire that was mailed to you, please contact your Circuit for a replacement:

- First Circuit - O'ahu: (808)539-4360
- Second Circuit - Maui, Moloka'i, Lana'i: (808)244-2706
- Third Circuit - Island of Hawai'i: (808)961-7412
- Fifth Circuit - Kaua'i, Ni'ihau: (808)482-2394

Disability disqualification?

According to the HRS 612-3, the term "disability" means the state of having a physical or mental impairment that substantially limits one or more of a person's major life activities, having a record of such an impairment, or being regarded as having such an impairment.

A person claiming disqualification due to a disability must respond to the Jury Questionnaire. If the person named on the questionnaire cannot complete the form, a relative, representative or other person may complete the form. The person completing the form must enter his or her name in question 12 of the jury questionnaire and state the reason for completing the form.

The person claiming disqualification due to a disability must submit a physician's or physician assistant's certificate as to the disability. ***Attach the certificate to your jury questionnaire and place in the envelope provided.***

If you are unable to submit a medical certificate within the 10 day deadline, you will have an opportunity to submit one if you are summoned. **PLEASE NOTE:** This does not include a temporary medical condition.

Breastfeeding mother?

If the person named on the questionnaire is currently breastfeeding a child two years of age or younger, they can be exempt from jury duty. To claim this exemption, answer "Yes" to question 7 and shade in bubble 9. Attach a copy of the child's birth certificate to the questionnaire. **Please do not send the original certificate.**

Juveniles?

If the person named on the questionnaire is under the age of 18, enter the age in question 3 and who completed the form in question 12 or return the questionnaire with a note attached.

Care home?

If the person named on the questionnaire lives in a care home, enter your name in question 12 and reason why you are completing the form, or you may return the questionnaire with a note attached to indicate the person is "in a care home" or "unable to complete form".

80 years or older?

If the person named on the questionnaire is 80 years or older, they can be exempt from jury duty. To claim this exemption, **must state age** for question 3 and **must shade in bubble 8** for question 7.

Deceased?

If the person named on the questionnaire is deceased, return the questionnaire with a note to indicate the date of death or attach a copy of the death certificate. **Please do not send the original certificate.**

Incarcerated?

If the person named on the questionnaire is incarcerated, return the questionnaire with a note to indicate the person is "incarcerated".

Vacation?

If the person named on the questionnaire is on vacation, complete the form as best as you can. Enter your name in question 12 and reason why you are completing the form, or you may return the questionnaire with a note attached to indicate the person is "out of town"; however, the attachment does not automatically excuse a person from jury service.

Student away at college?

If the person named on the questionnaire is a student away at college, enter your name in question 12 and reason why you are completing the form, or you may return the questionnaire with a note attached to indicate the person is "away at college"; however, the attachment does not automatically excuse a person from jury service.

No longer reside on island or out of state?

If you no longer reside on the island or in the State of Hawaii, return the questionnaire with a note attached to indicate "no longer a resident". Answer "No" to question 2 and enter the current address in question 18.

Part time resident?

If the person named on the questionnaire a part time resident, return the questionnaire with a note attached and provide the primary address; however, the attachment does not automatically excuse a person from jury service.


Active military?

If the person named on the questionnaire is in the military, on active service, and deployed out of state, answer "Yes" to question 7 and shade in bubble 3.

Not a U.S. citizen?

If you are claiming that you are not a U.S. citizen, you must send a copy of your document showing proof of citizenship in another country such as a green card, passport or other official record. **Please do not send original copies.**

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
HONOLULU, HI
PERMIT NO. 46


STATE OF HAWAII
JURY POOL OFFICE
FIRST CIRCUIT COURT
777 Punchbowl Street
Honolulu, HI 96813-5093

JURY QUESTIONNAIRE ENCLOSED • FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY

RETURN SERVICE REQUESTED



#10 Envelope



STATE OF HAWAII
JURY POOL OFFICE
SECOND CIRCUIT COURT
2145 Main Street, Room 141
Wailuku, HI 96793-1679

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
HONOLULU, HI
PERMIT NO. 46

JURY QUESTIONNAIRE ENCLOSED • FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY

RETURN SERVICE REQUESTED





#10 Envelope

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
HONOLULU, HI
PERMIT NO. 46

STATE OF HAWAII
JURY POOL OFFICE
THIRD CIRCUIT COURT
777 Kilauea Avenue
Hilo, HI 96720



JURY QUESTIONNAIRE ENCLOSED • FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY

RETURN SERVICE REQUESTED





PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
HONOLULU, HI
PERMIT NO. 46

STATE OF HAWAII
JURY POOL OFFICE
FIFTH CIRCUIT COURT
3970 Kaana Street
Lihue, HI 96766



JURY QUESTIONNAIRE ENCLOSED • FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY

RETURN SERVICE REQUESTED

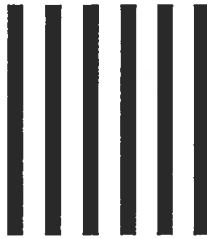


#9 Envelope

To be printed on white, pink,
yellow and green envelopes.



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 3079 HONOLULU, HI

POSTAGE WILL BE PAID BY ADDRESSEE

STATE OF HAWAII JURY POOL OFFICE
C/O SIMS HAWAII ENTERPRISES
846 S. HOTEL STREET SUITE 308
HONOLULU HI 96813-9962




Circuit Court of the First Circuit - THE JUDICIARY • STATE OF HAWAII

KA'AHUMANU HALE • 777 PUNCHBOWL STREET • HONOLULU, HAWAII 96813-5093

Telephone (808) 539-4360 • FAX (808) 539-4370

SUMMONS FOR JURY SERVICE

FOR REPORTING DATE AND TIME:

You are required to call the Jury Information Line anytime after 5:00PM the evening before your scheduled date to find out the time you will need to report and for any changes or postponements. You may also go to the Judiciary's website at www.courts.state.hi.us. *(If you are having trouble calling or accessing the Judiciary website for Jury Information after 5:00PM the evening before your scheduled date - Please Try Again Later)*

See Jury Service Reporting Information and Frequently Asked Questions for additional information.

Bring your summons with you when you report for jury service.

FAILURE TO APPEAR AS SUMMONED MAY RESULT IN THE ISSUANCE OF A BENCH WARRANT FOR YOUR ARREST AND MAY BE GROUNDS FOR CONTEMPT PROCEEDINGS UNDER SECTION 710-1077 (1) (i) OF THE HAWAII REVISED STATUTES.



In accordance with the Americans with Disabilities Act, and other applicable state and federal laws, if you require a reasonable accommodation for disability, please contact the Jury Pool Office (808)539-4360.

For Name and Address Changes ONLY

Name (Last, First, Mid. Init.)	
Address:	
City:	Zip Code:

SUBSCRIBED AND SWORN TO BEFORE ME

I CERTIFY THAT THE TWO WAY MILEAGE IS _____

(Court Officer)

(Date)

(Juror's Signature)

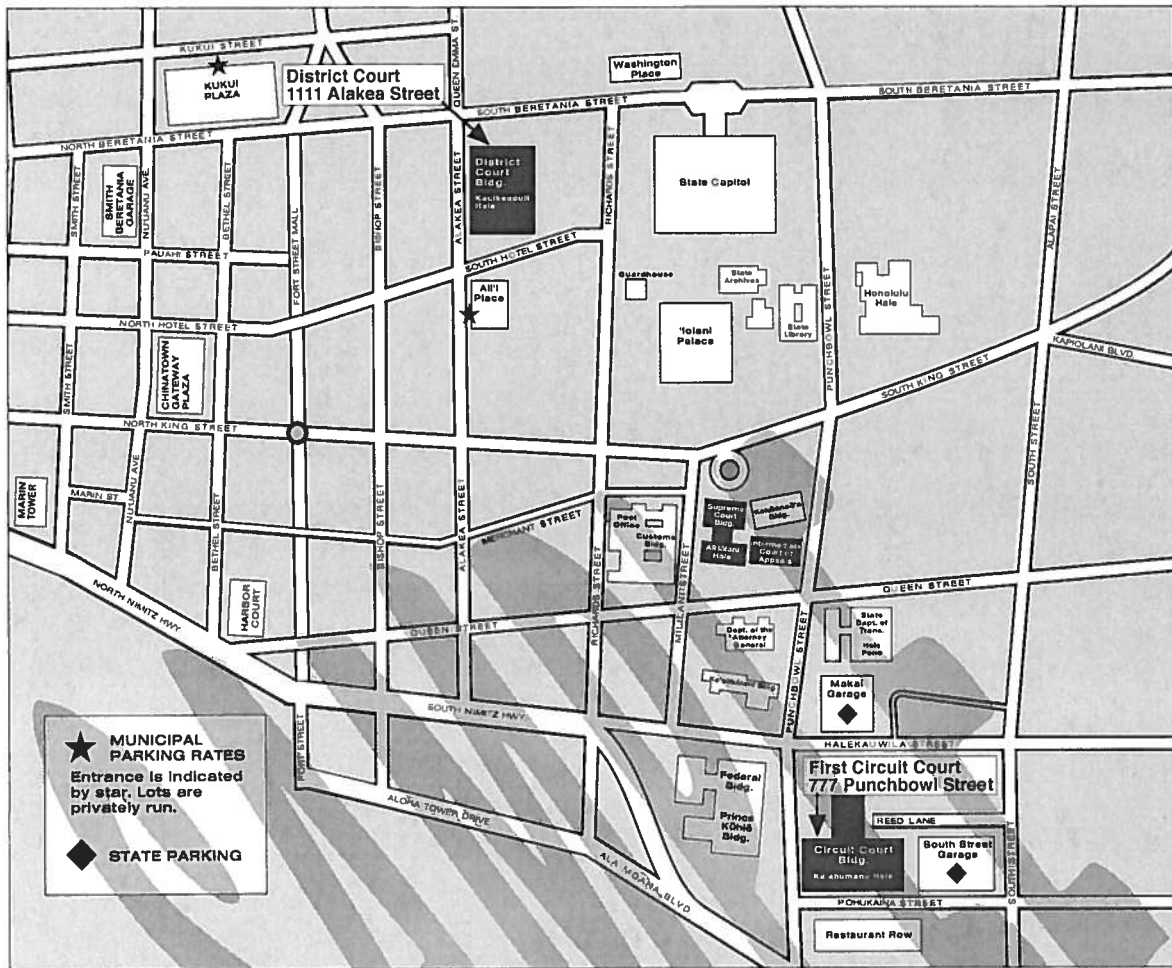
(Date)

JUDGE: _____

Home Phone: _____

Business Phone: _____

District Court – Kauikaouli Hale and First Circuit Court – Ka‘ahumanu Hale



PARKING INFORMATION

Secure and lock your car as the Judiciary is not responsible for any damage or theft of your vehicle. If you choose to drive, please allow yourself extra time to find parking. ***There is no reimbursement, should you take a cab or taxi.***

- First Circuit Court - Ka‘ahumanu Hale (777 Punchbowl St.)** You may park in the South Street Garage at the corner of South and Pohukaina Street, or in the Makai Garage at the corner of Punchbowl and Halekauwila Street. Hours of operation is from 7:00AM to 5:00PM. The court will validate your ticket. Jurors may also park in metered stalls near the courthouse. Do not feed the meters. If you receive a citation for expired metered parking, turn in your citation to the clerk, or mail it in the envelope the clerk has provided. Check for restrictions such as tow away and no parking zones. The court will not be held responsible for anyone who violates such parking restrictions. ***The court will not reimburse for any private lots, i.e. Restaurant Row.*** More information about parking will be provided on the day of your orientation.
- District Court - Kauikaouli Hale (1111 Alakea St.)** Same as the First Circuit. Parking is also available in the municipal lots. Get a receipt from the parking attendant and submit the receipt to the court for a refund. The average cost of parking in the municipal lots indicated on the map above is about \$20.

JURY SERVICE REPORTING INFORMATION AND FREQUENTLY ASKED QUESTIONS

REPORTING INFORMATION

You are required to call the **Jury Information Line** or check the **Judiciary Website** after 5:00PM the evening before your scheduled date to find out the time you will need to report. Please refer to your **Participant Number**, which can be found on the first page of your summons.

- **Jury Information Line (808-539-4363)** is a recorded message; follow the prompts as instructed. If you are required to report, you will be given a time. If the date does not agree with your summons, you have been rescheduled to a NEW date and will need to check again after 5:00PM on the evening before your new date for further instructions. If your service date is the same but no time is given, you have been scheduled to report in the afternoon and will need to check again after 10:30AM on the morning of your service date for final instructions.
- **Judiciary Website** (www.courts.state.hi.us): Click on **"Get Jury Information (eJuror)"** on the left side of the screen, click **"Reporting Date and Time"** on the right side of the screen and read the jury duty login information. Scroll to the bottom of the page and click **"Proceed to Login"**. Follow the instructions, then click **"Current Status"** on the left side of the screen. If you need to report, a time will be given. If the date does not agree with your summons, you have been rescheduled to a NEW date and you will need to check again after 5:00PM on the evening before your new date provided on the website. If your service date is the same but no time is given, you have been scheduled to report in the afternoon and will need to check again after 10:30AM on the morning of your service date for final instructions.

NOTE: If you sent in a request to be excused and your request was denied, you will hear the date you must show up at court. If you are instructed to report, bring your summons with you. **If you appear on the wrong day or at the wrong time, you will not be reimbursed for any travel or other expenses.**

FREQUENTLY ASKED QUESTIONS

~ **Where can I find information about jury service?** General information about jury service for the Hawai'i state courts can be found on the internet at www.courts.state.hi.us. Click on **"Get Jury Information (eJuror)"** on the left side of the screen. If you cannot access eJuror, you may need to enable cookies in your browser. Use a search engine to research this topic (e.g. enable cookies internet explorer) if you need detailed instructions for your particular browser. You may also call the Jury Information Line at (808) 539-4363, press 2 for "jury information frequently asked questions".

~ **Why do I have to serve?** Under the federal and state constitutions, persons charged with serious crimes have the right to a jury trial. Additionally, the constitution provides the right to a jury trial to all parties in certain civil cases. A jury must be made up of persons who are randomly selected from a cross section of the population.

~ **Who is qualified to serve on a jury?** Any person who: a) is a United States citizen (a person born or naturalized in the U.S.); b) is a resident of the State of Hawai'i; c) is a resident of the circuit (a circuit is similar to the county in which you reside); d) is 18 years or over; e) is able to read, speak and understand the English language; f) has not been convicted of a felony in the state or federal court.

~ **How much and when do I get paid?** You will receive \$30 for each day of jury service plus round-trip mileage at 33 cents per mile from your home to the courts or round-trip bus fare. Checks will be mailed approximately 4 or 5 weeks after a jury pay period ends. The payroll cycle closes on the 15th and last day of each month.

~ **Who can be excused (exempt) from jury service?** Anyone who wishes to be excused from jury duty *must make a request to the court in writing*. You may also ask to be exempt from jury service if you are an elected official who is being asked to serve during the legislative sessions; are a judge; are a practicing physician or dentist; are a member of the United States armed forces *and* deployed out-of-state; are an active member of the police, fire or emergency medical services; are 80 years of age or older. These exemptions are *optional and may require documentation*.

You may ask to be postponed or excused from jury service if you are:

- traveling (submit a copy of your itinerary);
- the primary care-giver to someone who is incapacitated and requires *24 hour care* (a doctor's certificate stating you are the person providing this service is required; *does not apply to care home operators*);
- a student attending college out-of-state (copy of student ID or letter from attending college is required);
- no longer a resident of Oahu (verification of new residency is required);
- a *stay-at-home* parent providing care for **your** children under the age of 5 (copy of their birth certificate is required); or
- a person with a disability or medical condition that will prohibit you from serving as a juror (physician's or physician assistant's certificate stating: 1) how your disability or condition will prohibit you from serving as a juror; 2) if you need reasonable accommodations due to your disability or condition; and 3) if your condition is temporary, the anticipated length of your disability or condition is required).

Submit your requests to the Jury Pool Office, 777 Punchbowl Street, Honolulu, HI 96813 at least two (2) weeks prior to your appearance date. You may also fax your requests to (808) 539-4370. Please include a copy of your summons and provide a telephone number along with your request.

~ **What should I do if I need special accommodations?** If you need special accommodations, such as sight interpreter, hearing amplification, or special seating, please contact the Jury Staff (808) 539-4360 at least 10 working days before the court reporting date. Please contact the Jury Staff and let them know what type of assistance you will need. If you cannot be reasonably accommodated, you may ask to be excused by providing copies of documents verifying your condition.

~ **Can women who are currently breast-feeding their children be excused from jury service?**

Yes, breast-feeding mothers should call the Jury Pool Office at 539-4360 for instructions on how to be excused from Jury Service. Should breast-feeding mothers wish to serve, an accommodation will be made for expressing milk.

~ **What are the Court rules on what to wear?** Please dress appropriately. No shorts, slippers or tank tops. Because many courtrooms are cold, you might want to bring a jacket or sweater. While the courtrooms are cold, the common areas (hallways and atrium) are not air-conditioned.

~ **Can I be fired if I don't show up for work because I have jury duty?** Hawai'i Revised Statutes section 612-25 prohibits employers from firing employees because of jury duty. Pursuant to HRS section 612-25, an employee who has been fired because of jury duty may bring an action against the employer to recover lost wages and to be reinstated.

Summons for Jury Service

SHOULD

JURY POOL OFFICE
FIRST CIRCUIT COURT
THE JUDICIARY • STATE OF HAWAII
777 Punchbowl Street
Honolulu, Hawaii 96813-5093

