

The Summons

When called for jury selection, you receive a Juror Summons. This is a Court Order directing you to attend court on the specific date and time listed on the front of the Summons. **Complete the Juror Certification portion of the Summons and return the Office Copy** (within five days of you receiving the Summons) **to the Jury Management Office named on the Summons.** Keep the Prospective Juror copy of the Summons.

Failure to obey the Juror Summons is a punishable offence. You may be fined up to \$1000 or sentenced to a jail term of up to one month, or both. Also, it is unlawful for your employer to refuse permission for you to be absent from work for jury selection or service.

If you receive a jury summons for a deceased person, it is because their name is still active in the Alberta Registry database. It is the responsibility of the family or executor to notify Alberta Registries. When Alberta Registries is not notified, the deceased person's name remains active in their database, and may be selected to receive a jury summons.

Eligibility to Serve on a Jury

The back of the Juror Summons lists those who may not serve on a jury. If you believe you are not qualified, or if you fit into a category that may be

excluded or exempted, fill out the *Application To Be Excused* and return it to the Jury Management Office named on the Summons.

Submitting the Application To Be Excused does not mean you are excused from jury duty. If you have not been notified by the Jury Management Office that you are excused, you should call the Jury Management Office listed on the Summons before your scheduled court date. If you cannot call, attend court in accordance with the Summons for the presiding Justice to consider your request to be excused.

Dress Requirement

There are no specific dress requirements for jurors. However, jurors should do their best to dress for the seriousness of the occasion. You should refrain from wearing extravagant, informal or distracting clothing.

Getting to Court

Prospective jurors are expected to provide their own transportation to court.

At Court

Arrive a few minutes before the time stated on the Juror Summons as security screening may be in force at your local courthouse. **Bring your Summons with you** and present it to the Jury Officer or court staff.

Jury Selection

Jury selection process may take the whole day. Prospective jurors assemble in the courtroom for roll call. The presiding Justice supervises the random selection of the jury. After all juries are selected you may be required to start your duty immediately or you may be excused until the trial date starts.

Re-Election by Accused

An accused who has elected to be tried by judge and jury may 're-elect' to be tried by judge alone. Sometimes such re-elections occur just prior to jury selection. Also an accused may plead guilty or a case may be unavoidably postponed.

It is possible that because of these unpredictable events, no juries are selected from the pool of prospective jurors present. When this occurs, it is important to realize that by your attendance and readiness to serve, you have performed an important duty of citizenship. Your participation helps to maintain the justice system.

Swearing In

Before the trial commences, each juror is sworn or affirmed by the clerk of the court. Each juror takes an oath or affirmation to try the case on the evidence heard during the trial.

Length of Trial and Hours

The Justice may tell you how many days the trial is expected to take at jury selection.

Courts generally sit from 10:00 AM to about 4:30 PM, depending on the court schedule. Jurors usually go home each evening during the trial. When all the evidence and final arguments have been given, the Judge gives the jury instructions on the law which is known as charging the jury. Once this is done, the jury is 'sequestered'. This means jurors are supervised by a Jury Guard. While sequestered, jury members remain together and are not permitted to go home and may deliberate during evening hours. The Justice, clerk and lawyers stand by until the verdict is reached. If necessary, accommodations and meals are provided for the jury members while sequestered. In criminal cases, a verdict must be unanimous.

Civil Cases

Civil trials require 6 jurors, and criminal trials require 12. In a civil trial, only 5 of the 6 jurors must agree on a verdict. Civil juries are not sequestered.

Fees and Expenses

Prospective jurors are not paid for attending a jury selection. According to provincial legislation, jurors are paid \$50 per day. Jurors will be reimbursed for reasonable travel expenses. Any other

expenses such as parking and childcare (if applicable) must be supported by receipts.

Payment is made to you by cheque through the mail. It is important that you give your correct mailing address to the Jury Management Office or Court Administration Office.

Questions

If you have any questions, please contact the Jury Management Office named on your Summons. If you are calling long distance, telephone the RITE (Regional Information Telephone Enquiries) number at 310-0000 and ask to be connected to the Jury Management Office named on the Summons or visit the following website:

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**Government
of Alberta ■**

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The Jury and the Justice System In Alberta