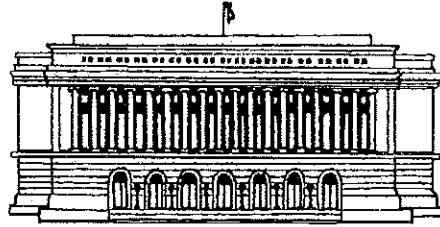


JURY COMMISSIONER'S OFFICE



JURY COMMISSIONER

Bradley J. Seitz

946-5880

bseitz@cms.hamilton-co.org

HAMILTON COUNTY COURTHOUSE

Dear Prospective Juror,

Due to the ongoing and evolving public health concerns related to coronavirus COVID-19, the Courts and Jury Commission are taking steps to minimize public gatherings and health risks where possible while ensuring the Court continues to operate to provide essential government functions. You are not released from jury service, but your in-person attendance is not required on the initial date listed on your summons. All future reporting dates will be available to you electronically via the Jury Commission website or the Juror Hotline. Detailed instructions are provided below. If you are required to appear in person on future days for jury service, there will be an orientation on the day you appear. We strongly encourage anyone who is elderly or has an underlying health condition to request postponement of your jury service.

The Courts and the Jury Commission appreciate your vital public service as a juror. Please do not hesitate to contact our office via telephone at 513-946-5879 if you have any immediate questions or concerns.

Juror Reporting Instructions:

On your juror summons, located below your original reporting date, you will see the word "Group" followed by a number. That number is your juror group number and is the number you will look for or listen for on our electronic messaging systems. If your group is asked to report in person we will provide the time and reporting location. If your group is not asked to report that does not mean that your jury service is over, it does mean that you do not need to appear in person the next business day. Reporting announcements are posted the day prior to the necessity for your in-person appearance. The website will be updated each day by 3:00 PM and the phone message each day by 4:00 PM. If you do not know your group number because your summons has been misplaced or destroyed please call the Jury Commission Office during normal weekday business hours (8:00am – 4:00pm) at 513-946-5879 and select option "0" on the numerical dial pad. We will be happy to look up that information and make sure you have access to it. There will be a special electronic message notifying you that your jury service is no longer required.

Website Instructions: Visit www.hamiltoncountycourts.org/juryduty after 3:00pm. Click "Do I Report."

Phone Instructions: Call 513-946-5879 after 4:00pm. The recording starts immediately.

Bradley J. Seitz
Chief Deputy Jury Commissioner