



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

You are required to call the Jury Information Line or go to the Judiciary's website at www.courts.state.hi.us (click on the "Jury Service" link) anytime after 5 pm the evening before your scheduled date to check for the time your group must report and for any changes or postponements. The Jury Information Line and Internet website are accessible 24 hours a day.

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.

Note: Please read the following pages carefully. *Do not misplace this summons* for jury service. **Keep it for reference and bring it with you** when you report for jury service.



In accordance with the Americans with Disabilities Act, and other applicable state and federal laws, if you require a reasonable accommodation for a disability, please contact the ADA Coordinator
Phone No. 539-4360 or Fax 539-4370.

Do NOT fill in or sign until instructed by court officer

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

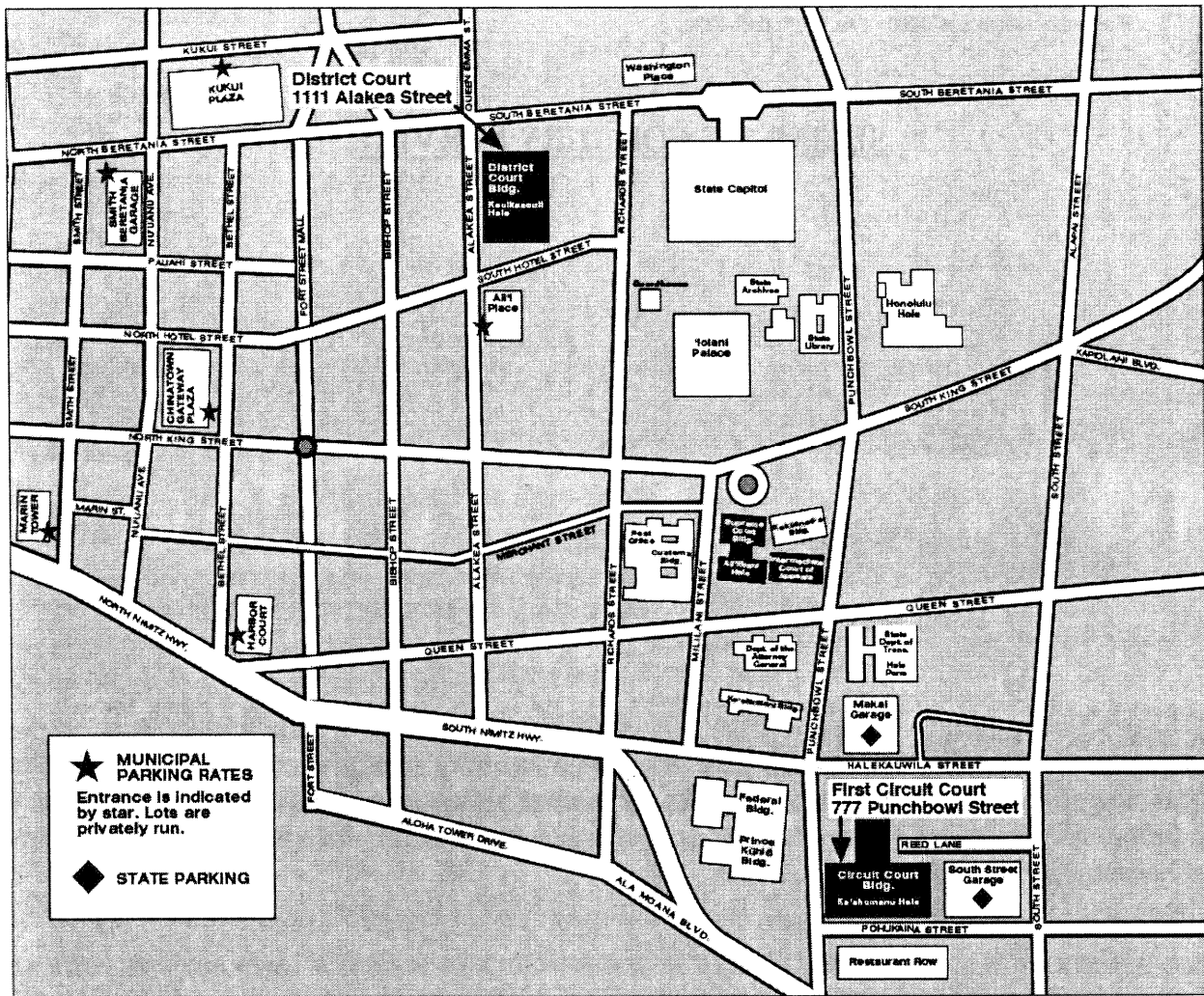
Date

Juror's Signature

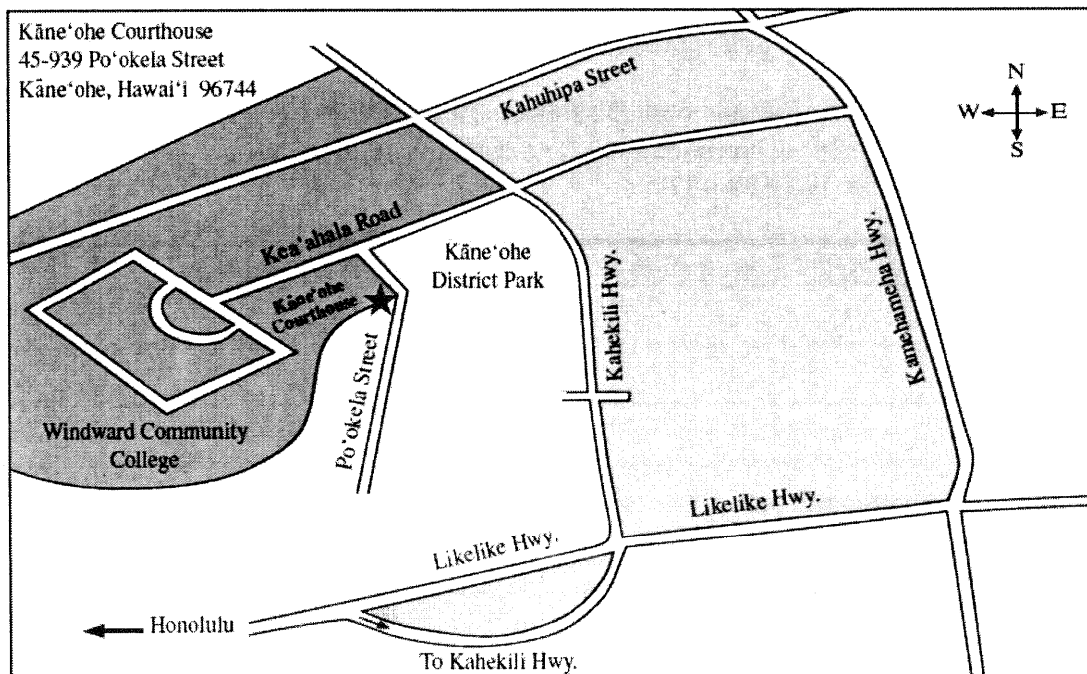
Date

Home Phone: _____ Business Phone: _____

District Court – Kauikeaouli Hale and First Circuit Court – Ka`ahumanu Hale



Kāne`ohe Courthouse



JURY SERVICE

Commonly Asked Questions

What can I do if I have a conflict with my summons date?

You may request to have your summons date deferred. Please call 539-4360 within 7 business days of receiving this summons. Your request to be deferred will be considered by the Jury Pool Office. All jurors are allowed only one (1) deferment.

What if I no longer reside on the Island of Oahu?

Please submit a letter confirming your new address. Mail your letter to the Jury Pool Office, 777 Punchbowl St., Honolulu, HI 98613, or FAX to 539-4370. When replying, please refer to your participation number and pool number.

May I request to be excused?

If you meet the following conditions, you may request to be excused:

- 1) If you have a medical reason that will prevent you from serving as a juror (e.g. major medical problem). A doctor's certification is required and must specify condition of illness.
- 2) Self-employed sole proprietor if business is in infant stages of three (3) years or less. A copy of your GE tax license is required.
- 3) A parent providing primary day-care for infants.
- 4) A caregiver who is not compensated for rendering service. A doctor's certificate is required if you are the sole caregiver to someone who is incapacitated.

Please send a letter with any supporting documents by mail or FAX to the Jury Pool Office within 7 (business days) of receiving this summons. Your request will be reviewed by the court and you will receive a letter of confirmation.

How long is jury service?

Your initial service is required for the entire day. You may be assigned as a prospective juror to more than one (1) jury selection proceeding within the day. If selected for a trial panel, you will serve the duration of that trial. Many trials are fairly short, less than one (1) week. However, the trial judge will explain the anticipated length of the trial. If that poses any difficulties, you may discuss it further with the judge.

Will there be instructions given to prospective jurors?

Yes, you will be given an orientation regarding procedures on the first day of reporting to jury service.

Where do I park in Downtown?

Parking is limited. You might find it easier to take the bus or have someone drop you off. If you choose to drive, please allow yourself enough time to find parking. There are two **state parking garages** available with limited parking. South Street garage – located on the corner of South and Pohukaina Street (entrance through Pohukaina St.). If South Street garage is full, you may proceed to Makai Garage located on the corner of Halekauwila and Punchbowl Street (entrance through Halekauwila St.). Parking garages are open 7:00 a.m. through 5:00 p.m. You will receive a spitter ticket which you must bring into the courthouse for validation. South St. and Makai parking garages are near the Circuit Court Building, and about a 20 minute walk to the District Court location.

Parking in municipal lots is allowed but you must pay for your parking. You must provide the courts a receipt of your payment for reimbursement. The reimbursement for parking will be processed with your fee and mileage payment. The average cost of parking in municipal lots is about \$30.00.

You may also park in street metered parking stalls around the vicinity of the courts. You are not required to feed the parking meter. If cited with an expired meter violation, the courts will process your citation in compliance with Hawaii Revised Statute 612-8. When parking in metered stalls, be sure to check for any restrictions (e.g. Tow away Zones; No Parking Hours, etc.). The court will not be held responsible for anyone who violates such parking restrictions.

Please review map for location of state garages and municipal parking lots.

Where do I park in Kane`ohe Courthouse?

There is a parking lot in the back of the Kane`ohe Courthouse.

Will I be paid?

You will receive a standard juror fee of \$30 a day plus a mileage fee at .33 per mile. Compensation will be made through a check mailed to your home approximately 3 to 4 weeks after a jury pay period ends. There are two jury pay periods in each month. More information will be relayed to you during your orientation.

What should I 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.

Will there be delays?

Yes, by law, certain matters must be taken up outside the presence of the jury. This means you may be excused from the courtroom while the judge discusses various matters with attorneys. Please bring reading materials, work or craft items to keep you occupied (no scissors or knives allowed in the building). During lengthy delays, you may be asked to return to the jury lounge where you will be more comfortable.

Will court pay for my meal?

The court will provide you lunch only when you are a juror in deliberation.

Who can be excused from jury service?

By law, jurors must meet certain statutory requirements. For example you must be a U.S. citizen, a resident of the state, and over the age of 18. People who do not meet these statutory requirements are disqualified from jury service. In addition, certain individuals may claim exemption from jury service. If you are an elected official while the legislature is in session, a judge of the United States, State or County, an active practicing physician or dentist, a member of the armed forces or militia on active service and deployed out-of-state, an active member of a police or fire department, 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 Hawai'i, within one year preceding the time of filling out the juror qualification form, an active member of an emergency medical service agency, a person living more than seventy miles from the court for which jury service is required, and a person eighty years of age or older, you may claim an exemption. Finally, if jury service will cause you to suffer a serious personal hardship, the court may excuse you at the time of your appearance.

Who do I call to get information about what time to report for jury duty?

You are required to call the Jury Information Line after 5 pm the evening before your scheduled date. This Jury Information Line is a recording that will inform you as to the time to report, as well as any postponements, changes or cancellations. When checking with the Jury Information Line, you will need to know your pool number assigned to you, which is indicated on the first page of this summons. The Jury Information Line recorded message is on 24 hours a day, or until the next update. The Jury Information Line is noted on the first page of this summons.

Is there a Judiciary website to get information about my jury duty schedule?

Yes, the Judiciary's website is: www.courts.states.hi.us (click on the "Jury Service" link). The website will provide information regarding your schedule. You can check the website after 5 pm the evening before your scheduled date for the time to report, as well as any postponements, changes or cancellations.

Why do I have to serve?

The Constitution of the United States and the State of Hawai'i gives defendants and litigants in certain cases the right to a trial by jury. The jury must be present and hear evidence, and it also must be impartial. Impartial means that the jurors must not have already made up their minds about the outcome of the case.

Hawai'i law states that all persons selected for jury service be randomly selected from a fair cross section of the population of the area served by the court. Under the law, all qualified citizens have the opportunity and obligation to serve when summoned.

How are people chosen for jury service?

Each year, the Hawai'i State Judiciary obtains names from Voter Registration, Driver's License, and State Income Tax lists. Individuals are randomly selected to receive questionnaires. Questionnaires must be completed and returned to the court for review and qualification (Hawai'i Revised Statutes, Section 612). The court may summon individuals who qualify for service.

I've been summoned to appear for jury service but I do not fully understand the English language. May I be excused?

You must still appear in person on the date you are summoned and request to be excused by the court. A family member or friend who can speak English may accompany you to provide assistance.

When should I let my employer know I have jury duty?

As a courtesy, we suggest you inform your employer as soon as you receive your summons.

Can I be fired if I don't show up for work?

Hawai'i Revised Statutes Section 612-5, subsection (a) covers the protection of jurors' employment: "An employer shall not deprive an employee of the employee's employment, or threaten or otherwise coerce the employee with respect thereto, because the employee receives a summons, responds thereto, serves as a juror, or attends court for prospective jury service."

Any employer who violates the law is guilty of a petty misdemeanor. If an employer discharges an employee in violation of subsection (a), the employee, within 90 days from the date of discharge, may request civil action to recover lost wages as a result of the violation and request an order to require job reinstatement. The recovered amount cannot exceed six weeks of lost wages. If the employee prevails, he/she may be allowed a reasonable attorney's fee fixed by the court.



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