

# A FEW THINGS TO KNOW ABOUT GRAND JURY DUTY...

## QUALIFICATIONS

To be a juror, you must be a U.S. citizen, 18 years of age or older, and speak and understand English.

You must live in the county in which you have been called to serve, and you cannot have served in the last 3 years.

Please review the **Reasons For Disqualification** on the back for more information.

## WHAT IS A GRAND JURY

The grand jury hears evidence presented by a prosecutor. It does not determine guilt or innocence, but instead it determines if there is enough evidence to indict or charge a person or corporation with a crime. A grand jury consists of 23 people as compared with the 6 or 12 people who comprise a trial jury. The length of grand juror service varies and depends upon the number of pending criminal matters that are brought before it. A grand jury usually sits sporadically for 3 months, meeting as often as required. Scheduling varies from county to county.

## COURT LOCATION

Because grand juries are convened at only one site within each judicial district, grand jurors may not change their court location.

## DEFERMENT

If you have a hardship, you may request deferment of your date of service to a different date within 12 months of your originally scheduled date. To request a deferment, complete Section 3A of the Grand Juror Confirmation Form or the appropriate section of the Form online. Prospective grand jurors may request deferment of their service to either January, April, July, or October (most grand juries are convened only during those months). You must provide a detailed explanation of your hardship.

## MAP & DIRECTIONS

You will receive a map and directions to the courthouse about ten days before you are to serve. Maps, directions, and other information about your courthouse are also available online.

## COMPENSATION

By law, your Massachusetts employer must pay you for work hours you miss during the first three days of jury service. This applies to all employees: full-time, part-time, temporary and casual. Failure to compensate employees is a crime. Please consult with your employer regarding its compensation policy and **complete the enclosed CONFIDENTIAL FINANCIAL QUESTIONNAIRE** on the other side of this brochure so that the amount of compensation you receive from the Commonwealth (maximum of \$50 per day) for each day after your 3rd day of service may be determined.

## RESIDENTS / INHABITANTS / STUDENTS

Regardless of whether you are a registered voter, you are qualified to serve if you are a resident of a county OR an inhabitant of a county for more than 50% of the time. Examples: (1) Students who study in Massachusetts (inhabitants) must serve, even if they are residents of another state; (2) Students who live in one Massachusetts county (residents) but study in another (inhabitants) can be summoned to serve in either county; (3) Massachusetts residents who study out of state must serve in their home county when they return to Massachusetts.

## STUDENTS / PARENTS / CHILDCARE

There are no exemptions from grand jury service. Everyone is eligible, including students and parents of young children. Only a judge can excuse you from service for hardship. If you are seeking to be excused for hardship, you must report to the courthouse on your scheduled date of service and speak with a judge. Remember: you can postpone your service for up to a year to minimize conflicts with your academic schedule, childcare responsibilities, or other personal issues.

## SELF-EMPLOYED

There are no occupational exemptions from jury service. Everyone is eligible, including the self-employed. Only a judge can excuse you from service for hardship. If you are seeking to be excused for hardship, you must report to the courthouse on your scheduled date of service and speak with a judge. You can request a deferment of your service to minimize conflicts with your schedule.

## AGE

If you are 70 or older, you may choose to serve or not. If you choose not to serve, please complete the Grand Juror Confirmation Form online, or by mail as follows: #2A: fill in Circle 2. #2B: provide your date of birth. #7: sign your name, and mail. If you are under 18, follow the same procedure but fill in Circle 3.

## HEALTH

If you are ill or disabled, you may request a deferment of your date of service or request to be disqualified from service. If you seek disqualification, please see REASONS for DISQUALIFICATION, REASON 9 on the other side of this brochure.

## FELONY CONVICTION

If you have been convicted of a felony within the last 7 years, or are currently charged with a felony, or are presently in the custody of a correctional institution, please see REASONS FOR DISQUALIFICATION, REASON 7 on the other side of this brochure. If you were convicted more than 7 years ago, you are eligible to serve.

## ACCESSIBILITY

The Trial Court and the Office of Jury Commissioner are committed to making the courts accessible to all. Accessibility includes the right and the obligation to perform jury service. Please visit our website at [www.MAJury.gov](http://www.MAJury.gov) and click on "Accessibility" for more information. You can also contact us at [JurorHelp@jud.state.ma.us](mailto:JurorHelp@jud.state.ma.us), or 1-800-THE-JURY (843-5879), or our TTY line for deaf, late-deafened, and hard of hearing jurors at 1-800-328-3202. Those who know they would benefit from the use of an FM Assistive Listening Device should complete #5 on the Juror Confirmation Form.

## FOR MORE INFORMATION...

...be sure to review ALL of the information contained in this summons packet: this brochure, the summons, and the Grand Juror's Handbook. Most of our frequently-asked questions are answered here. You can get more information on our website at [www.MAJury.gov](http://www.MAJury.gov) or by calling us at 1-800-THE-JURY (843-5879) (within Massachusetts only) or 617-338-6409 (out-of-state callers only). The OJC takes calls M-F, 8:30 AM - 4:30 PM, and pre-recorded information is always available. You can e-mail us at [JurorHelp@jud.state.ma.us](mailto:JurorHelp@jud.state.ma.us), or write to us at:

OFFICE OF JURY COMMISSIONER  
560 HARRISON AVENUE, SUITE 600  
BOSTON, MA 02118

You can also visit our **website** at

[www.MAJury.gov](http://www.MAJury.gov)

Commonwealth of Massachusetts  
OFFICE OF JURY COMMISSIONER

# GRAND JUROR INSTRUCTIONS AND INFORMATION



Our jury system is fundamental to the fair administration of justice in the Commonwealth. By responding to your summons - whether or not you are eligible to serve - you are contributing to the cause of justice and the preservation of our democracy. Thank you for your participation.

- Chief Justice Ralph D. Gants  
Supreme Judicial Court

## Information About:

- Completing the Juror Confirmation Form
- Qualifications and Disqualifications
- Deferments
- Parents, Students, Self-Employed Jurors
- Accessibility
- Compensation

YOU CAN GET

MORE INFORMATION AT  
[www.MAJury.gov](http://www.MAJury.gov)



OFFICE OF JURY COMMISSIONER FOR THE COMMONWEALTH OF MASSACHUSETTS  
**CONFIDENTIAL FINANCIAL QUESTIONNAIRE**

Insert Your  
 BADGE# here: \_\_\_\_\_  
 (located above your name on any form we have sent you)

**You must fill out this form and bring it with you when you appear at the courthouse.**

- On the first day you appear, the court will determine how much you will be paid as a grand juror (starting on the 4th day). For your first three days of service, your employer must pay your regular wages for work hours missed. Your daily compensation from the court CANNOT be more than your regular daily wage.
- If your employer pays less than your regular daily wage while you are on grand jury duty, the Commonwealth will contribute a maximum of \$50 per day, which includes mileage beyond your usual travel expenses.
- Unemployed jurors are paid \$50 per day by the Commonwealth from the 4th day of service on.
- If the information provided below changes at any time during your grand juror service, you must inform the court immediately.
- You must complete the questionnaire below and sign it under the penalties of perjury.

<b>1</b>	<b>Are you employed? <input type="checkbox"/> YES <input type="checkbox"/> NO (check one)</b>		
	<b>1a.</b>	If "YES", STOP HERE and answer #2 below.	
	<b>1b.</b>	If "NO", Please indicate the daily amount of travel, childcare, and out-of-pocket expenses (excluding meals) you will incur for the first 3 days of service (up to \$50 per day). Next, skip #2 and complete #3 below.	\$ _____.

<b>2</b>	<b>2a.</b>	If you are employed, please provide the name and address of your employer:	
	<b>2b.</b>	Please check and complete only ONE of the sections below:	
	<input type="checkbox"/>	I am being paid in full by my employer for the entire term of grand jury service and am not required to turn in any monies I receive from the court. Therefore, I am only eligible to be compensated by the Commonwealth for any excess travel expenses at 32 cents per mile, which equals ----->	\$ _____.
	<input type="checkbox"/>	I am not being paid in full by my employer after the 3rd day of grand juror service, or I am required to turn in monies I receive from the court. I am therefore eligible to receive a maximum of \$50 per day from the Commonwealth as long as the total amount I will receive from both does not exceed my regular daily wage.	My regular daily wage is: \$ _____.
	<input type="checkbox"/>		Amount I will be paid by my employer is: \$ _____.

<b>3</b>	Date: ____/____/____ Signature of Juror (do not print): _____
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- For Office Use Only -

\_\_\_\_\_, ss. \_\_\_\_\_, 20\_\_\_\_  
 PURSUANT TO THE PROVISION OF MASSACHUSETTS GENERAL LAWS, CHAPTER 234A, SECTION 53,  
 AND BASED UPON INFORMATION PROVIDED ABOVE, I FIND THAT THE ABOVE NAMED GRAND JUROR  
 SHOULD BE COMPENSATED BY THE COMMONWEALTH IN THE AMOUNT OF \$\_\_\_\_\_  
 PER DAY FOR THE FOURTH DAY AND ALL SUBSEQUENT DAYS OF GRAND JUROR SERVICE. ATTEST: \_\_\_\_\_ JUSTICE

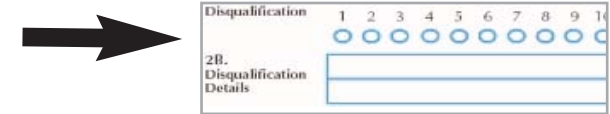
**A blank copy of this form, suitable for printing, is available online at [www.MAJury.gov](http://www.MAJury.gov)**

# REASONS for DISQUALIFICATION

Please read through these Disqualifications before completing the Grand Juror Confirmation Form, even if you believe you are qualified.

**Respond Online:** Complete the Juror Confirmation Form online at [www.MAJury.gov](http://www.MAJury.gov). Your Badge Number, PIN, and ZIP Code located on your summons, will be required to log in.

**Respond by Mail:** You must provide details at #2A and #2B on the Juror Confirmation Form.



**These are the disqualifications allowed by law. Please fill in the circle at #2A on the Grand Juror Confirmation Form that corresponds to the number listed below.**  
 (Example: if you are under 18, fill in the circle marked "3" at #2A, and write your birth date at #2B)

**REASON 1:**  
**YOU ARE NOT A U.S. CITIZEN**  
 Provide your alien card identification number, visa status, or any other pertinent information.

**REASON 2:**  
**YOU ARE AGE 70 OR OLDER & CHOOSE NOT TO SERVE**  
 Provide your date of birth.

**REASON 3:**  
**YOU ARE UNDER AGE 18**  
 Provide your date of birth.

**REASON 4:**  
**YOU CANNOT SPEAK AND UNDERSTAND ENGLISH**  
 Provide your primary language.

**REASON 5:**  
**YOU HAVE MOVED PERMANENTLY OUTSIDE THE COUNTY**  
 Provide your new address.

**REASON 6:**  
**YOU ARE LIVING FULL-TIME OUTSIDE OF THE COUNTY AND WILL NOT RETURN AT ANY TIME FOR MORE THAN 1 YEAR**  
 Provide a brief explanation, e.g., active military service, medical internship. Include your out-of-state address.

**REASON 7:**  
**YOU WERE CONVICTED OF A FELONY WITHIN THE PAST 7 YEARS, OR ARE CURRENTLY CHARGED WITH A FELONY, OR ARE CURRENTLY IN CUSTODY**  
 Provide the specific charge and date of conviction, if applicable. If in doubt, check with the court to learn if your charge or conviction was for a felony or a misdemeanor.

**REASON 8:**  
**YOU APPEARED FOR JURY SERVICE WITHIN THE PAST 3 YEARS, OR ARE CURRENTLY SCHEDULED FOR JUROR SERVICE ON ANOTHER SUMMONS**  
 Provide the date(s) and place(s) of prior or currently scheduled jury service. *Note: This does not include jurors who were previously summoned but were cancelled by mail or phone and were not required to appear at court.*

**REASON 9:**  
**YOU ARE PHYSICALLY OR MENTALLY INCAPABLE OF PERFORMING JURY DUTY**  
 Provide a note from a doctor or Christian Science Practitioner describing the nature of your illness or disability. The note must (1) be written on letterhead and include your Badge Number; (2) state the nature of the disability (the specific diagnosis or condition is not required); and (3) include the physician's opinion that such disability prevents you from rendering satisfactory jury service. **If the disability is permanent**, the note **must** include the physician's opinion that the disability will **permanently** prevent you from rendering satisfactory jury service. **Guidelines:** A person shall be capable of performing jury duty if he or she can perform a sedentary job requiring close attention for 6 hours a day, with breaks in the morning and afternoon, for 3 consecutive days.

**REASON 10:**  
**YOU ARE THE PRIMARY CAREGIVER FOR A PERMANENTLY DISABLED PERSON WHO IS A MEMBER OF THE SAME HOUSEHOLD**  
 Provide a note from a doctor or Christian Science Practitioner describing the kind of care you provide and the doctor's opinion on the risk to the health of the disabled person if you are absent.