



Jury Service FAQ's

What is your fax number or your e-mail address?

The fax number is: 419-213-4151

The e-mail address is: jury_commission@co.lucas.oh.us

The mailing address is: 700 Adams St., Toledo, OH 43604

I have an excuse, can I just call and give the jury office the information?

No. All requests for an excuse must be in writing. You can mail, fax or e-mail your request. A return envelope is not provided.

I have a conflict with the dates, what should I do?

Simply call the jury office at 419-213-4740 at least 2 business days before your originally scheduled dates of service, and choose alternate dates. The court allows only one (1) continuance per jury year.

I recently served as a juror. I received another summons, do I have to serve again?

Yes. You can be called, by this Court, once per jury year. A jury year runs from September through August.

I am scheduled for a Monday/Tuesday. When do I call the recording?

You should call the recording Sunday evening after 5:00 pm for your Monday instructions, and Monday evening after 5:00 pm for your Tuesday instructions.

What do I need to submit to demonstrate a financial hardship?

Please submit **ALL** of the following documents to demonstrate a financial hardship: A letter from employer stating not paid while on jury service; a letter from yourself explaining why jury service is a hardship; a copy of a recent pay stub; a list of monthly outgoing expenses (do not need actual bills); a copy of recent bank statement (can be printed from internet)

I am a college student, does that excuse me from jury service?

No. However, you may change your jury service dates to better accommodate your schedule.

I am a stay-at-home parent, and do not have child care, what should I do?

Send an e-mail or fill out & mail your excuse form stating that you are a stay-at-home parent, and the ages of your children.

Can I bring my cell phone with me?

Yes. Please show your jury summons to the security personnel upon entering the courthouse, and you will then be allowed to keep your phone with you.

Can I bring an laptop or e-reader with me?

Yes. Electronic devices are permissible, however the jury office is not equipped with wi-fi.

I am 75 years old or older, do I also need a doctor's statement?

No. Simply check the box on your excuse form that states that you are 75 or older & return it, or send the jury office an e-mail with your information.

I have transportation issues, what should I do?

Public transportation is available throughout much of Lucas County. Please call TARTA at 419-243-RIDE for more information.