

Juror Packet

This Juror Packet contains important information including how to report for Jury Service, Parking Information, Excusals & Postponements requests, and Contact Information.

Reporting for Jury Service

Your Juror Group Number and the Service Dates you are on call for jury service will be listed at the top of your Juror Summons paperwork that you received in the mail. If you have lost your juror summons, please contact our Jury Department at jury@dgcoks.gov for a copy.

On the Friday before the start of your Juror Service Period, you will need to call the Jury Service Line @ 785-832-5108 after 5:30 p.m.

When you call the Jury Service Line, you will be redirected to a recorded message that has important reporting information for jurors. If a jury trial is scheduled, the message will state which Juror Groups are being called in, when to arrive, and where to go. Alternatively, if there are no trials scheduled or your group is not utilized, the message will tell you when to call back for other potential jury trials.

Please be sure to listen to the Jury Service Line message in its entirety. Jury Trials take place at the Judicial and Law Enforcement Center located in Lawrence at 111 E 11th St. The Jury Service Line's message will also let you know which courtroom to go to once you arrive for Jury Selection.

When you report, you will stay until a jury is selected. If selected to serve, you will serve as long as the trial lasts. The average jury selection lasts about a day; while the average jury trial lasts for two to three days.

If you are not selected as a juror for the trial, you will be informed when to call the Jury Service Line again for potential trials later in your Juror Service Period.

When reporting for service, please leave pocket knives, small scissors, pepper spray/mace and any sharp objects in your cars or at home. Please dress appropriately. Remember you are being called to assist the judicial branch of your government.

Maps & Directions

Jury Service Location

- Judicial & Law Enforcement Center (JLE) @ 111 East 11th Street, Lawrence, KS 66044

Basic Driving Directions

Coming from I-70:

- Take the East Lawrence exit. After passing through the tollbooth, turn left (South) at the traffic light intersection onto North 3rd Street. Continue Southbound through 2 traffic lights and continue over the Massachusetts Street Bridge.
- At the end of the bridge, continue South on Vermont Street to 11th Street, then turn left (East) onto 11th Street.
- At 11th and Massachusetts Street, continue East through the traffic light and the Douglas County Judicial & Law Enforcement Center will be located on your right (South). The public entrance is on the West side of the Judicial & Law Enforcement Center.

Coming from K-10:

- Take Massachusetts Street North (coming from the West, make a left; coming from the East, make a right). Massachusetts Street will take you straight to the Douglas County courthouse.
- Right before the 11th Street stoplight, make a right into a drive which will lead you to the parking lot of the Judicial and Law Enforcement Center
- On the North (left) will be the courthouse, and on the right (South) is the parking lot. The public entrance is on the West side of the Judicial & Law Enforcement Center.

Parking & Building Instructions

Parking

- You may park in the parking lot on the South side of the Judicial Center or at any metered parking stall.

- If you park at a meter and receive a ticket for time expired, the Court will pay the ticket if you give it to the bailiff or bring it into the District Court Clerk's Office.

Building Instructions

- The public entrance is on the West side of the Judicial and Law Enforcement Center.
- Upon entering the building, if you have questions as to where to report ask the security guards. Alternatively, you can ask the Clerk of the District Court's Office, which is located in the basement of the building, right across from the elevators.
- After going through security, please head in the direction of the Courtroom that the jury selection is taking place, as directed in the Jury Service Line message.

Excusals & Postponements

Kansas law provides that excuses from completion of jury service can only be granted by the judges of the courts of this state and only for reasons of compelling personal hardship or because requiring service would be contrary to the public welfare, health or safety. For this reason, the clerk of court is not permitted to grant excusals, but may grant postponements to another two-week period if good cause exists.

Automatic excusals are permitted by Kansas law only for:

- (a) persons unable to understand the English language,
- (b) persons under adjudication of incompetency,
- (c) persons with a felony conviction in the last 10 years,
- (d) persons who have served as jurors in Douglas County within the last year

If any of these circumstances apply to you, please indicate as such on the appropriate question on your [Online Juror Questionnaire](#).

You will be notified if your request for excusal or postponement has been granted or denied. You must report if you have not received a response to your request to be excused or postponed. Failure to report for jury duty can result in your being found in contempt of court.

It is Judicial Branch Policy to comply with the Americans with Disabilities Act. If you have a disability and need reasonable accommodations to serve on a jury. Please contact the Jury Coordinator Monday through Friday between the hours of 8:30 a.m.

and 4:30 p.m. at 785-832-5213 or by email jury@dgcoks.gov. See also [Juror Information](#).

Contact Information

Jury Contact Information:

- Clerk of the District Court
- Jury Department
- Address: 111 East 11th Street, Lawrence, KS 66044, basement level
- Phone Number: 785-832-5213
- Email: jury@dgcoks.gov
- Website: [Douglas County, Kansas - Jury Service](#)
- Office Hours: Monday - Friday, 8:00 a.m. - 12:00 p.m. & 1:00 p.m. - 4:30 p.m.