

# Clerk of the Court, Jury Service

## Information

Office Location, Numbers, and Hours of Operation  
1316 Kofa Ave, Suite 607  
Parker, AZ 85344  
Phone: 928-669-6131  
Email: [lapaztransmittals@courts.az.gov](mailto:lapaztransmittals@courts.az.gov)  
Monday - Friday  
8:00 a.m. - 5:00 pm

## Excluding the following Holidays :

New Year's Day  
Martin Luther King Jr/Civil Rights Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day

## Jury Services

I realize that jury service often imposes an inconvenience on the residents of La Paz County. "Why should you serve?" The right of a trial by jury is the privilege of every person in the United States. The right is guaranteed by the U.S. Constitution and the Arizona constitution, which provides the right for trial by jury to remain inviolate. "English is your second language; will you understand what is going on?" The court uses common, everyday English that everyone can understand. The work done by the courts affects all people and all communities, so people from all communities should be represented.

It is my goal to ensure that your service is as pleasant as possible. If you have any questions, please call (928) 669-6131 or stop by the office at 1316 Kofa Ave, Suite 607, Parker, AZ and see me; I will be happy to meet with you to further explain your jury service.

Sincerely

Hollie Lucas  
CLERK OF THE SUPERIOR COURT  
AND JURY COMMISSIONER

### ***Why is jury service important?***

The United States Constitution and the Arizona Constitution guarantee all people, regardless of race, religion, sex, national origin, or economic status, the right to trial by an impartial jury. Justice ultimately depends to a large measure upon the quality of jurors who serve in our courts.

### ***Who is entitled to a jury trial?***

Generally, any person charged with a criminal offense or any party to a civil case has a right to a jury trial. All parties are equal before the law and each is entitled to the same fair treatment.

### ***How are prospective jurors selected for jury service?***

Your name will be drawn, at random, for jury service in La Paz County from a consolidated list of La Paz County drivers and voters. It is therefore essential that you keep your personal contact information current with the Arizona Department of Motor Vehicles and the La Paz County Recorder's Voter Registration.

### ***Who is qualified to serve as a juror in La Paz County?***

In La Paz County, jurors must be at least eighteen (18) years of age and meet all of the following qualifications:

- Be a United States citizen;
- Be a La Paz County resident;
- Be at least 18 years of age;
- Never have been convicted of a felony, unless the juror's civil rights have been restored;
- Not be currently adjudicated mentally incompetent or insane

If you think you may not be qualified to serve as a juror for any reason, please include that information on your Juror Affidavit Questionnaire.

### ***I received a Questionnaire, what is my next step?***

You must return the questionnaire FULLY completed within 10 days by mailing it to the Clerk's Office in the envelope provided or by going to <https://lapazjury.az.gov/login> to complete the online questionnaire. If you complete the online questionnaire please do not mail the questionnaire to the Clerk's Office.

### ***I received a Summons to Appear, what is my next step?***

Please call (928)669-6131 or (888) 526-8685 (ask for the Clerk's Office) between 8:00am and 5:00pm upon receipt of the notice to confirm your attendance.

### ***Who can be excused from jury service?***

In Arizona, a person summoned for jury service shall, upon their timely application (in writing) to the court, be excused from service as a juror if:

That person has a mental or physical condition that causes them to be incapable of performing jury service. The prospective juror must submit a statement from a physician or a registered nurse practitioner who is licensed pursuant to Arizona Revised Statutes or a professional caregiver,

explaining the condition that renders the juror unfit for jury service, and containing the following information:

1. A description and duration of any mobility restrictions.
2. The specific symptoms that make the prospective juror mentally or physically unfit for jury service and their duration.
3. The employment status of the juror
4. The printed name, signature, professional license number if applicable, area of specialty, and contact information of the authorizing physician, RNP or professional caregiver.

For your convenience, the Arizona Supreme Court has created a [Medical Excuse Form](#) for you to print and give to your physician, RNP or professional caregiver. If the prospective juror does not have a physician, they may provide a sworn statement (notarized) from a professional caregiver that is deemed acceptable by the court or jury commissioner. The sworn statement must include items 1 through 4 listed above.

Documents submitted by a prospective juror in support of a request to be excused due to mental or physical hardship are not public records and shall not be disclosed to the general public.

- Jury service would substantially and materially affect the public interest or welfare in an adverse manner;
- The prospective juror is not currently capable of understanding the English language.
- Jury service would cause undue or extreme physical or financial hardship. Undue or extreme physical or financial hardship is limited to circumstances involving caregivers, the ability to pay living expenses, and illness and disease.
- That person is a peace officer certified by the Arizona Peace Officer Standards and Training Board (APOST) and is employed as a peace officer by the State of Arizona or any political subdivision of the state.
- That person is 75 years of age or older. The prospective juror may request to be excused from the current summons or permanently.

Requests to be excused from jury service are rarely granted and, in particular, excuses are not granted on the basis of religious beliefs, moral beliefs, or professional or business status.

A person who requests to be excused shall provide documentation that supports the request to be excused, such as federal and state income tax returns, payroll stubs, and medical statements.

## **A SUMMONED JUROR MAY BE HELD IN CONTEMPT OF COURT AND PUNISHED PURSUANT TO A.R.S SEC 21-334 FOR FAILURE TO APPEAR**

### ***I served on a jury before. Do I have to serve again?***

Yes. If you served on a jury panel, you are exempt from serving for two years. If it has been more than two years since your last service, you are required to appear for jury duty again, regardless of how many times you have served in the past.

### ***Are jurors paid for their service?***

All jurors are eligible for a round-trip mileage allowance. The number of miles for each juror

is calculated based upon where the juror lives, using the juror's residential zip code.

In addition, jurors who are selected to be on a jury panel will also receive a per diem for each day of service. Jurors who serve on trials lasting longer than 5 days may be eligible for additional compensation from the Arizona Lengthy Jury Trial Fund. Details about how to apply for this compensation are provided to jurors on lengthy trials after they have been selected for the trial.

Juror pay checks are mailed approximately one week after jury service is completed.

***Must employers pay their employees while they are on jury service?***

No. Employers are not required to pay employees while they are on jury service.

Employers may not, however, refuse to permit their employees to take a leave of absence from their employment to serve as a juror. In addition, employers may not dismiss or in any way penalize any employee because they serve as a juror, and any absences from employment shall not affect vacation rights which employees otherwise have. Finally, employees shall not lose seniority or precedence while absent from employment due to jury service and upon return to employment, the employee shall be returned to their previous position, or to a higher position commensurate with their ability and experience as seniority or precedence would ordinarily entitle them.

If you have any problems, concerns, or questions regarding the effect of jury service on your employment, please feel free to call the Jury Commissioner.

***What may jurors wear to jury service?***

Jurors should dress comfortably, but appropriately for a courthouse. The temperature in the Jury Assembly Room and in the courtrooms can be unpredictable, so you are encouraged to dress accordingly. In addition, jurors selected for City Court or Justice Court cases will have to walk to these courthouses, so jurors are specifically encouraged to wear comfortable shoes.

**Shorts, mini skirts, culottes, skorts, tank tops, halter tops, and rubber sandals are NOT PERMITTED.** If you report to jury service wearing inappropriate attire, you will be required to return home, at your own expense, to change to more suitable attire or you will be given a new report date and will have to return on that date.

***Where is the Arizona Superior Court in La Paz County located?***

The address is 1316 Kofa Avenue, Suite 607, Parker.

To obtain more information regarding Jury Service please call (928) 669-6131.

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