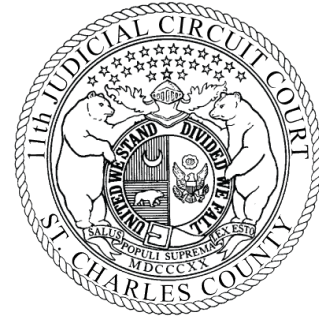


11th JUDICIAL CIRCUIT COURT OF MISSOURI
ST. CHARLES COUNTY COURTHOUSE
300 N. Second Street, Ste 205 • St. Charles, MO 63301
(636) 949-3088 • (636) 949-3046



OFFICIAL JURY SUMMONS

By Order of the Presiding Judge of the 11th Judicial Circuit you are hereby summoned to serve as a juror. *If you fail to appear as directed by this summons, you may be held in contempt of court as provided by Sec. 494.450 RSMo.* Access to jury service is available to all individuals with a disability as required by the Americans With Disabilities Act. Please call us in advance for accommodations.

IMPORTANT: QUESTIONNAIRE MUST BE COMPLETED WITHIN 10 DAYS.



TO COMPLETE THE ONLINE QUESTIONNAIRE, GO TO
www.courts.mo.gov/jurorportal
LOG IN USING YOUR 9 DIGIT JUROR ID NUMBER
(this number is located below the bar code on this summons)
AND YOUR DATE OF BIRTH.

Call **636-949-3033** after 5 p.m. the evening before you are scheduled to appear and listen for your group number for reporting instructions.

FOR MORE INFORMATION SEE THE REVERSE SIDE OF THIS SUMMONS

BRING THIS SUMMONS WITH YOU WHEN YOU REPORT

Date, Time and Place:

IMPORTANT INFORMATION

If you do not have computer access to log on to the juror portal, please call our office and we will mail you a questionnaire to be returned via US mail or via fax at 636-949-7503.

On the juror portal, you can also:

- Update your contact information
- Request an excusal
- Check to see if your request has been granted or denied
- Upload your doctor's statement if requesting to be excused for any health reason
- ALL REQUESTS MUST BE MADE ON THE JUROR PORTAL OR IN WRITING

INSTRUCTIONS

Please call 636-949-3033 after 5 p.m. the day before you are scheduled to report. A recorded message will announce if your jury group (the group number is located on the front of this summons above the large juror number in the lower right corner) is canceled. In case of inclement weather, please call 636-949-3067 on the morning you are to report for jury service no earlier than 6:30 a.m. for message on late openings or court closures.

PARKING

The court is unable to provide parking. The city maintains a municipal parking garage located across the street from the courthouse. The cost to park in the city garage is \$5.00. Correct change is required and is not reimbursed by the courts. There is street parking on most streets around the courthouse however some parking is restricted. There are free parking lots northeast of the courthouse by the Foundry Arts Center. Do not park in one (1) hour parking and DO NOT USE HANDICAPPED PARKING WITHOUT A PERMIT.

COURTHOUSE SECURITY

All persons entering the courthouse are required to pass through security. No knives, weapons or metal utensils allowed.

LENGTH OF SERVICE

Jurors complete their service in one day or the duration of the trial. Most trials last multiple days.

AVAILABLE FACILITIES

Jurors are responsible for their own meals. There is no lunchroom or cafeteria located in the courthouse. There are restaurants close by or you may bring your lunch, however, no refrigerator or microwave is available. Vending machines are available. NO METAL UTENSILS MAY BE BROUGHT INTO THE COURTHOUSE.

FOR INFORMATION/SPECIAL NEEDS

In case of emergency, or if you need an accommodation for special needs, please call us at least one week in advance. Website: www.courts.mo.gov/hosted/circuit11

JURY SERVICES OFFICE

Telephone: 636-949-3088
636-949-3046

Hours: Monday – Friday
8am – 5pm

Fax: 636-949-7503