Jury Information

- Jurors are selected randomly from the State of Wisconsin Department of Transportation, Division of Motor Vehicles driver's license and identification lists. It is important to keep your address with the Division of Motor vehicles current to ensure that a juror summons and questionnaire reaches you.

- Annually jury questionnaires are sent to prospective jurors in Monroe County. Jury questionnaires may be e-filed at http://wicourts.gov. Our jury year runs from January to December.

JUROR QUALIFICATIONS:

- UNITED STATES CITIZEN
- MONROE COUNTY RESIDENT
- MUST BE AT LEAST 18 YEARS OLD
- HAVE NOT BEEN SUMMONED FOR JURY DUTY FOR AT LEAST FOUR YEARS
- CAN UNDERSTAND THE ENGLISH LANGUAGE
- IF A CONVICTED FELON, CIVIL RIGHTS MUST BE RESTORED.

JURY SERVICE:

- Is for thirty-one days. If you serve on a trial during those 31 days, there is a possibility you will be called again up to five times in that same month to serve. After that month you will not be called again for another four years.

PARKING:

- Parking is available in the Courthouse parking lot or on the side streets.

WHEN TO REPORT FOR JURY DUTY:

- A summons for jury duty will be sent to prospective jurors two weeks before the trial date. Occasionally cases will settle before going to trial. On your jury summons it will tell you to call the message phone at 608-269-8748 after 4:30 pm the night before the trial to see if the case has settled.

- If the case has settled you will receive a message that you DO NOT need to report for jury duty.

- If the case has not settled the message will tell you to report to the third floor of the Courthouse by 8:30 am the day of the trial. Please be prompt. The trials start at 9:00 am.

CONFLICT/ILLNESS:

- If you feel you have a conflict with the summons date such as a doctor appointment, vacation scheduled out of county, illness or other issues please call the Jury Clerk at 608-269-8748 as soon as the conflict arises. Please do not wait until the day before the trial to call.

EMPLOYMENT ISSUES AND PAY:

- The law provides that an employer must grant an employee a leave of absence, without loss of time in service for the period of jury duty. No employer may use absence due to jury duty as a basis for discharging an employee or for any disciplinary action against the employee.

CHECK IN THE DAY OF THE TRIAL:

- Check in with the Bailiff located on the third floor of the courthouse. You will sign in and verify your mileage and be taken to a conference room to wait for the trial to start.

MONROE COUNTY CLERK OF CIRCUIT COURT
112 S. COURT STREET
SPARTA, WI 54656
PHONE: 608-269-8748- JURY CLERK

- Click on the Courthouse to see the "JURORS GUIDE TO JURY SERVICE IN THE CIRCUIT COURTS OF MONROE COUNTY"