

Automated Jury Information Service (AJIS)

AJIS TOLL FREE NUMBER:1-866-470-6760

Our court uses an automated telephone system to notify jurors of their status and to provide reporting instructions. **You will need to have your summons or Notice to Report with you when you call.** The automated system will ask you to enter your nine-digit participant number, which is located just below your name/address on your summons or Notice to Report. Please do not call the automated telephone system until you have returned your Juror Information Form to this office. Our automated system also provides a computer-generated courtesy reminder call, **so please be certain to provide your telephone number on the Jury Information Form** you return to the court so we may contact you, as needed.

You will be instructed to call in after 6:00 P.M. on the day before you are to report. If you are scheduled to appear on a Monday, you may call after 6:00 P.M. on Sunday. The call is free and can be dialed from any location. You will be directed to report either on the date summoned, or rescheduled to appear on another date during your term, and will be instructed to call the automated message again to confirm after 6:00 P.M. the night before you are scheduled to report. You will continue calling for instructions as directed for the duration of your jury service term.

To receive information regarding the status of your request for postponement or excuse, call the AJIS phone number (866) 470-6760 no earlier than 7-10 business days after mailing your juror forms and request. This will allow jury clerks time to update your request information.

Cases can settled or be dismissed shortly before trial. It is imperative that you call the automated system before you report for service. **YOU WILL NOT BE PAID IF YOU REPORT FOR JURY SERVICE AND THE RECORDED MESSAGE NOTIFIED YOU NOT TO APPEAR.**

You do not need to call the automated system after you have been selected to serve as a juror in a case in progress. The presiding Judge or courtroom clerk will give you instructions when you are to return to court.