

EXEMPTIONS AND EXCUSALS FROM JURY DUTY

EXEMPTIONS FROM JURY DUTY

If you need to be excused from jury duty, you must request it in writing within five (5) business days of receipt of your summons. All correspondence should contain the Jurors Identification Number that appears below the barcode on the summons.

Correspondence may be by email circuitcourt@pwcgov.org or mail to Jury Clerk, Clerk of Circuit Court, 9311 Lee Ave., Manassas, VA 20110. Your request will be reviewed, and you will be notified of the decision.

If any of the following situations apply to you and you need to postpone your service for another month, please use our Jury Management System to notify our office. Log onto <https://pwcjury.courts.state.va.us> using your Juror Identification Number (this can be found on the front of your Jury Duty Summons).

- Care of an invalid
- Financial hardship
- Health/family
- Health/self
- Student
- Temporarily away
- Transportation
- Vacation
- Work hardship

Our Jury Management System also allows you the ability to indicate if a person is deceased, a felon, no longer residing in the County of Prince William, City of Manassas or City of Manassas Park, and/or is over 73 years of age and wants to be excused.

The Jury Clerk will provide confirmation via email, phone, or regular mail if you are excused from jury service. Otherwise, you need to come to court on the date provided in your summons.

If you believe you are exempt or should be excused from Jury Duty, please review the Virginia Code sections below and take the indicated action.

§ 8.01-340. NO PERSON TO SERVE WHO HAS CASE AT THAT TERM

No person shall be admitted to serve as a juror at a term of a court during which he has any matter of controversy which has been or is expected to be tried by a jury during the same term. (Code 1950 § 8-208.5; 1973 c. 439; 1977 c. 617.)

Action: Send an email, letter or fax stating the above with a case number.

§ 8.01-341. WHO ARE EXEMPT FROM JURY SERVICE

The following shall be exempt from serving on juries in civil and criminal cases:

1. The President and Vice President of the United States
2. The Governor, Lieutenant Governor and Attorney General of the Commonwealth
3. The members of both houses of Congress
4. The members of the General Assembly while in session or during a period when the member would be entitled to a legislative continuance as a matter of right under § 30-5

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5. Licensed practicing attorneys
6. The judge of any court, members of the State Corporation Commission, members of the Virginia Workers' Compensation Commission and magistrates
7. Sheriffs, deputy sheriffs, state police and police in counties, cities, and towns
8. The superintendent of the penitentiary and his assistants and the persons composing the guard
9. Superintendents and jail officers as defined in § 53.1-1 of regional jails.

(Code 1950 § 8-208.6; 1973 c. 439; 1977 cc. 458 617; 1978 cc. 176 340; 1980 c. 535; 1982 c. 315; 1987 c. 256; 1990 c. 758; 1993 c. 572; 1998 c. 83.)

Action: Send an email, letter or fax stating the applicable paragraph.

Note: Exemption does not apply to a federal law enforcement officer; TSA employee; government attorney who is not licensed; anyone who is retired from a listed occupation; or a relative of one of the listed occupations.

§ 8.01-341.1. EXEMPTIONS FROM JURY SERVICE UPON REQUEST

Any of the following persons may serve on juries in civil and criminal cases but shall be exempt from jury service upon his request:

1. through 3. [Repealed.]
4. A mariner employed in maritime service. **Action:** Send an email, letter or fax stating relevant facts.
5. through 7. [Repealed.]
8. A person who has legal custody of and is necessarily and **personally responsible for a child** or children 16 years of age or younger requiring **continuous care** by him during normal court hours, or any mother who is **breast-feeding a child**. **Action:** Send an e-mail, letter or fax stating relevant facts.
9. A person who is necessarily and personally **responsible for a person having a physical or mental impairment** requiring continuous care by him during normal court hours. **Action:** Send an email, letter or fax stating relevant facts.
10. Any person **over 73 years of age**. **Action:** Send an email, letter or fax stating relevant facts. Also can be completed online at <https://pwcjury.courts.state.va.us>. Log on using your Juror Identification Number, which is printed on the front of your Jury Duty Summons.
11. Any person whose spouse is summoned to serve on the same jury panel. **Action:** Send an email, letter or fax stating relevant facts.
12. Any person who is the **only person performing services for a business, commercial or agricultural enterprise** and whose services are so essential to the operations of the business,

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commercial or agricultural enterprise that such enterprise must close or cease to function if such person is required to perform jury duty. **Action:** Send a letter, email, or fax on letterhead from a principle (not the juror unless sole proprietor) stating facts in #12.

13. Any person who is the only person performing services for a political subdivision as a **firefighter**, as defined in § [65.2-102](#), and whose services are so essential to the operations of the political subdivision that such political subdivision will suffer an undue hardship in carrying out such services if such person is required to perform jury duty. **Action:** Send a letter, email, or fax on letterhead from supervisor stating facts in relevant section.

14. Any person employed by the Office of the Clerk of the House of Delegates, the Office of the Clerk of the Senate, the Division of Legislative Services, and the Division of Legislative Automated Systems, however, this exemption shall apply only to jury service starting (i) during the period beginning 60 days prior to the day any regular session commences and ending 30 days after the day of adjournment of such session and (ii) during the period beginning seven days prior to the day any reconvened or special session commences and ending seven days after the day of adjournment of such session. **Action:** Send a letter, email, or fax on letterhead from supervisor stating facts in relevant section.

15. Any general registrar, member of a local **electoral board**, or person appointed or employed by either the **general registrar** or the local electoral board, except **officers of election** appointed pursuant to Article 5 (§ [24.2-115](#) et seq.) of Chapter 1 of Title 24.2; however, this exemption shall apply only to jury service starting (i) during the period beginning 90 days prior to any election and continuing through election day, (ii) during the period to ascertain the results of the election and continuing for 10 days after the local electoral board certifies the results of the election under § [24.2-671](#) or the State Board of Elections certifies the results of the election under § [24.2-679](#), or (iii) during the period of an election recount or contested election pursuant to Chapter 8 (§ [24.2-800](#) et seq.) of Title 24.2. Any officer of election shall be exempt from jury service only on election day and during the periods set forth in clauses (ii) and (iii).

Action: Send a letter, email, or fax on letterhead from supervisor stating facts in relevant section.

16. Any member of the armed services of the United States or the diplomatic service of the United States appointed under the Foreign Service Act (22 U.S.C. § 3901 et seq.) who will be serving outside of the United States at the time of such jury service.

(Code 1970, § 8-208.6:1; 1977, c. 458; 1987, c. 256; 1997, c. [693](#); 1999, c. [153](#); 2004, c. [106](#); 2005, c. [195](#); 2011, cc. [389](#), [708](#); 2012, c. [98](#).)

§ 8.01-341.2. DEFERRAL OR LIMITATION OF JURY SERVICE FOR PARTICULAR OCCUPATIONAL INCONVENIENCE

The court on its own motion may exempt any person from jury service for a particular term of court or limit that person's service to particular dates of that term if serving on a jury during that term or certain dates of that term of court would cause such person a particular occupational

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inconvenience. Any such person who is selected for jury service and who is exempted under the provisions of this section shall not be discharged from his obligation to serve on a jury but such obligation shall only be deferred until the term of court next after such particular occupational inconvenience shall end.

(1981 c. 108; 1987 c. 155.)

Action: If juror is out of area for the majority of the month (would miss three or more days of service), send email, letter or fax stating the reason and what months (do not list the next month) juror would be available for rescheduling. The same action should be taken for a student attending school outside of the area.

If juror would miss one or two days of service, send e-mail, letter or fax stating the reasons. Clerk will consider excusing juror for the one or two days of service.

Note: Clerk confers with Chief Judge on decisions to excuse jurors.

OTHER SITUATIONS

Long- term medical issues

Action: A letter mailed or faxed from the physician with the relevant facts of why juror should be excused.

Juror believes he or she cannot speak and/or understand English.

Action: Everyone selected is a U.S. citizen. Juror will have to report for jury duty. The Court will determine if a person should be excused.

If you experience a last minute, emergency situation, call the Jury Clerk at 703-792-6047 or send an email to circuitcourt@pwcgov.org.

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