

Juror Reporting Procedures

PLEASE READ CAREFULLY

1. On The face of the summons next to your name is a **Juror Number**. This number will remain important for the duration of your term. Your “term” is for 14 days, unless your trial runs longer than 14 days.
2. Your first reporting date is also on the summons. It is possible for this to change. Below are the instructions for you to confirm your reporting date. This is when you will need to know your **Juror Number** before you call the number below for reporting instructions.

First Day:

After 5:00 PM the evening before any day you are to report for the first time, call one of the numbers below. If a jury is needed a recorded message will indicate by a range of Juror Numbers and give instructions to those jurors who are needed to report. If you are not needed on the first day, the message will leave instructions on when to report again.

Numbers to call: 676-6779 from city dialing exchanges, or 398-1310, ext 56779 (*dial extension as soon as recording starts*), from county exchanges.

Always:

After 5:00 PM the evening before any day you are to report call one of the numbers indicated above. The message will indicate by a range of juror numbers who is needed and where they are to report, and will indicate the next reporting date for those who are not needed.

If you are selected to hear a trial, the Judge will convey your daily reporting instructions to you.

Jurors with disabilities: If you have special service, access or sensory needs, please contact the Jury Coordinator as soon as possible, so that the courts may have sufficient time to meet your needs. People with hearing loss or speech impairment may call the Jury Coordinator on the county’s TDD line (360) 738-4555.

PLEASE REMEMBER TO:

Fill out your questionnaire completely and return it **immediately** to:

**Whatcom County Jury Coordinator
Whatcom County Courthouse, 4th Floor
311 Grand Avenue
Bellingham, Washington 98225**

(Please mark “**JUROR**” on the outside of the envelope.)

Remember your **Juror Number** (necessary for understanding all reporting instructions).

After 5:00 PM the day before you are to report, call 676-6779 or 398-1310, ext. 56779 (*dial extension as soon as recording starts*).

Juror Parking Instructions

ALWAYS DISPLAY YOUR PARKING PASS

County Parking Lot: Located between Grand Avenue and Prospect Street, directly across the street from the former location of the Employment Security Department. Park in **WHITE**-lined spaces numbered between 1 and 70. **Do not park in the YELLOW-lined parking spaces, or you will be towed.** If the white spaces are full, you will need to park in a 2-hour metered space on the street. You must display your parking pass on the dash of your vehicle or you will be ticketed. For wheel chair access, please use the entrance on the south side of the Courthouse.

Bellingham Municipal Court: Located across the street from the Municipal Court building on Girard Street. Park in any space. Put your pass on your dash.

[Insert map]