

FILED
NOV 25 1997
NOEL K. DESSAINT
CLERK SUPREME COURT
BY *[Signature]*

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In The Matter Of:)
)
A NEW JURY HANDBOOK)
FOR THE SUPERIOR)
COURT IN PINAL COUNTY)
)
_____)

Administrative Order
No. 97- 64

Pursuant to Rule 18.6(a), Rules of Criminal Procedure, Alma J. Haught, Clerk of the Superior Court in Pinal County, requests the Court's approval of a new jury handbook. The Court, having reviewed a draft of the handbook, finds that it is sufficient in form and content to fully and properly advise jurors of their conduct and duties, and the operations of the judicial system in which they will be serving.

Now, therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the handbook is approved for immediate use by the Superior Court in Pinal County in the form submitted hereto as Attachment A.

DATED this 25th day of November, 1997.

THOMAS A. ZLAKET
Chief Justice

COPY ATTACHMENT A

JURY HANDBOOK

PINAL COUNTY COURTS
STATE OF ARIZONA



This Handbook has been approved by the
Supreme Court of the State of Arizona
pursuant to the Rules of Criminal Procedure,
Rule 1B.6(a).

**JURY
HANDBOOK**



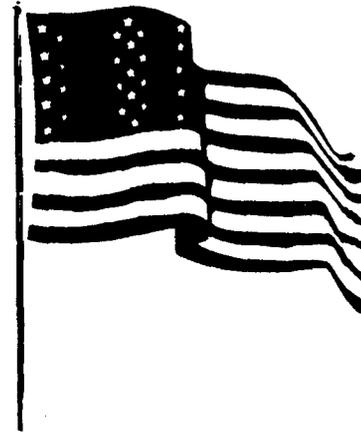
**Prepared by: Alma Jennings Haught
Clerk of the Superior Court**

1997 Edition

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JURORS HANDBOOK

**State of Arizona
Pinal County**

**THE MATTER IN THIS BOOKLET IS
GENERAL INFORMATION ONLY. THE
INSTRUCTIONS WHICH WILL BE GIVEN
TO YOU BY THE JUDGE IN EACH CASE
IN WHICH YOU SERVE AS A JUROR ARE
CONTROLLING AND MUST BE FOL-
LOWED BY YOU.**

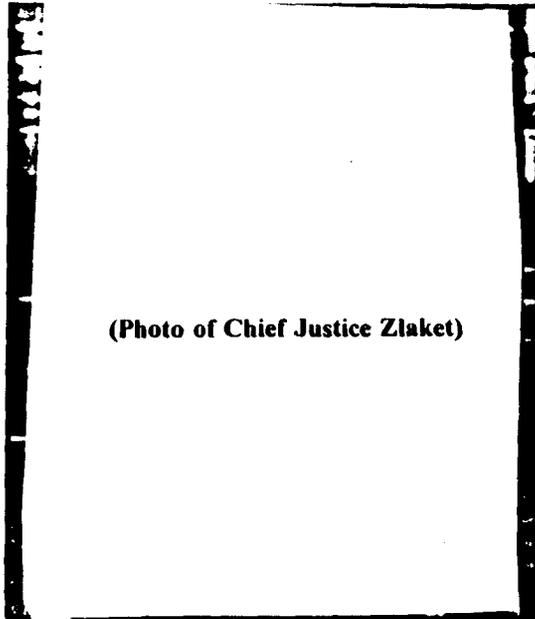
**JURY DUTY
IN
THE COURTS**

**PINAL COUNTY
STATE OF ARIZONA**

**SUPERIOR
JUSTICE OF THE PEACE
MUNICIPAL**

**STATE OF ARIZONA
JUDICIAL SUPERVISORY POWER**

The Supreme Court has administrative authority over all the Courts in the State. The Chief Justice, who is selected by the other Justices for a five year term, is responsible for exercising the Court's supervisory power.



(Photo of Chief Justice Zlaket)

**The Honorable
Thomas A. Zlaket
Arizona Supreme Court Chief Justice**

G r e e t i n g s

**TO: *The Jurors of Pinal County,
State of Arizona***

**FROM: *Thomas A. Zlaket
Chief Justice of the
Arizona Supreme Court***

On behalf of the courts, I want to thank you in advance for your service. I also want to take just a moment to explain the importance of your role in our system of justice.

Using juries to find the truth is neither a new nor unique concept. Juries have fulfilled this function since at least the time of ancient Greece. By the time the Colonies adopted the United States Constitution, the notion of trial by jury was already an essential part of Anglo-American law. Today, the American justice system is unique in that we rely on jury trials more than any other nation in the world.

The Constitution calls for "impartial" juries. Not only must the jury be impartial at the outset, but it must remain impartial throughout the trial. For this reason only those jurors are chosen who swear that they are able to base their decision solely on the evidence presented in court.

Impartial jurors protect the innocent from false accusations by setting aside their fears and prejudices and applying their common sense to find the truth. In this way, jurors like yourselves protect the rights of all Americans and ensure that justice is done.

Although both the United States and the Arizona Constitution preserve the rights of Arizona citizens to jury trials of both civil and criminal cases, finding qualified jurors who can arrange to take the time necessary away from their job and family responsibilities is not easy. Therefore, all Arizonans, as well as all Americans, should be thankful that we live in a land where people like you take time from your lives to help provide each litigant a right to a fair trial.

Again, on behalf of the courts, thank you for fulfilling this civic duty.

JUDGES OF PINAL COUNTY SUPERIOR COURT

The Honorable James E. Don

Division I

The Honorable Franklin D. Coxon

Division II

The Honorable William J. O'Neil

Division III

The Honorable Boyd T. Johnson

Division IV

The Honorable Kelly Marie Robertson

Division V

JUSTICES OF THE PEACE

The Honorable Phil Bain

Precinct #2, Casa Grande

The Honorable William Gastelum

Precinct #2, Casa Grande

The Honorable Marie "Toni" Lorona

Precinct #3, Eloy

The Honorable Joe Ruiz

Precinct #4, Mammoth/San Manuel

The Honorable Robert Kent

Precinct #5, Oracle

The Honorable Bruce Griffith

Precinct #6, Superior/Kearny

The Honorable Corwin R. Brundrett, Sr.

Precinct #7, Apache Junction

The Honorable Tomas Rodriquez

Precinct #8, Stanfield/Maricopa

The Pinal County Judicial System is comprised of five (5) Superior Court divisions, three (3) Juvenile Court Commissioners, one (1) Family Law Commissioner, one (1) Court Mediator, eight (8) Justice of the Peace Courts, and Municipal Courts for each incorporated city or town. Each court has a Clerk or a Chief Clerk who oversees or handles the clerical duties attendant to filing and processing cases in their respective courts.

MAGISTRATES

In order to assure statutory compliance, several magistrates have requested jury processing services as presently being provided for Justice of the Peace Courts. Cities may contract with the County for jury processing services, at a very minimal, cost effective fee, by contacting the Clerk of Superior Court Jury Service Department.

CITY and TOWN MAGISTRATES

City of Apache Junction - (602) 982-8250

City of Casa Grande - 421-8675

City of Coolidge - 723-5361, ext. 221

City of Eloy - 466-3913

Town of Florence - 868-5889

Town of Kearny - 363-7752

Town of Mammoth - 487-2331

Town of Superior - 689-5752



***The Honorable James E. Don
Presiding Judge
Division I***

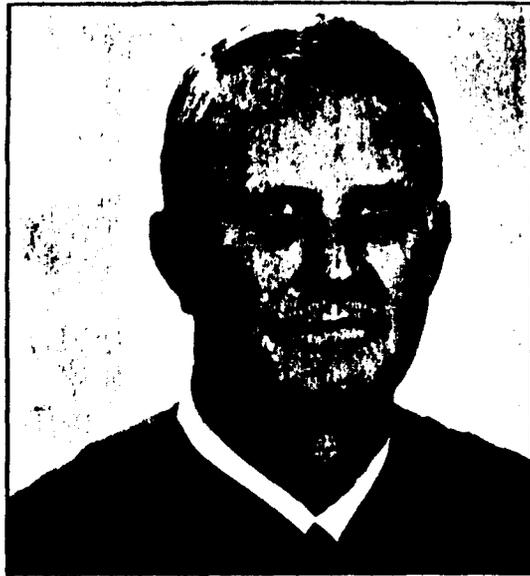
Born: Casa Grande, Arizona; Member of a pioneer family settled in the 1890's.

Residence: Casa Grande, Arizona.

Education: Casa Grande Public Schools; Arizona State University, Bachelor of Science Degree, Business Administration, 1956; Hastings Law School, 1959; University of Arizona Law School, Juris Doctorate Degree, 1963; Graduate of National Judicial College, 1979, Reno, Nevada.

Legal: Admitted to practice Arizona State Bar and United States District Court; appointed Pinal County Deputy County Attorney, 1965-1966; appointed Chief Deputy County Attorney, 1967-1975; served as Pinal County Attorney, 1975-1978; elected Pinal County Superior Court Judge Division Two, 1978 to present.

Activities: Selected State County Attorney of the Year, 1977; Past President, Arizona County Attorney's Association, 1977; Past Chairman, Arizona Prosecuting Attorney's Advisory Council, 1977-1978; Past Member, State Comprehensive Data Systems Policy Board, 1977-1978; Past President, Pinal County Bar Association, 1968; Former Member, Casa Grande Lions Club; Past Chairman, Pinal County March of Dimes; Member, Arizona Judges Association; Member, American Judicature Society.



***The Honorable
Franklin D. Coxon
Associate Presiding Judge
Division II***

Born: Phoenix, Arizona, September 16, 1933.

Education: Casa Grande Elementary School; Casa Grande High School; University of Arizona, Juris Doctorate Law Degree, 1957; United States Naval School of Justice, 1958.

Military: Served as legal officer in the United States Marine Corp., Quantico, Virginia and Camp Pendleton in California. Achieved the rank of Captain.

Legal: Admitted to private practice of law in 1957 before all trial and appellate courts of Arizona and before the United States District Court for the District of Arizona; Pinal County Special Deputy County Attorney, nine years; elected Pinal County Superior Court Judge 1986; Presiding Criminal Judge and Chief Settlement Conference Judge for Pinal County; served on the Arizona Supreme Court Victim's Rights Augmentation Committee which formulated and initiated victim's rights in the Arizona courts system.

Member: Delta Sigma Rho, Legal Fraternity; Pinal County Bar Association; State Bar of Arizona; United States Supreme Court Historical Society.

Community Activities: Past President, Casa Grande Chamber of Commerce; President, Casa Grande Kiwanas Club; Casa Grande Booster Club; Valley Industrial Park Director; Past President, Florence Rotary Club; Director of the Walter B. Davis Rotary Foundation Scholarship.

Family: Married 1960; five children; three grandchildren.



*The Honorable
William J. O'Neil
Judge
Division III*

Born: Casa Grande, Arizona, May 17, 1951.

Education: Casa Grande, Arizona, Public Schools; University of Arizona, Bachelor of Science Degree, Business Administration, 1974; Stetson University College of Law, Juris Doctorate Law Degree, 1977; Graduate of the Association of Trial Lawyer's of America Advocacy College, 1981.

Legal: Admitted to practice law in 1978 before all trial and appellate courts in the State of Arizona and the United States District Courts for the District of Arizona. Engaged in the private practice of law from 1978-1990. Appointed by then Presiding Judge of the Superior Court, E. D. McBryde, as Pinal County's first Family Law Referee, 1987, and first Family Law Commissioner in 1988-1990. Elected Pinal County Superior Court Judge, 1990 to present. Presiding Judge of the Juvenile Court, 1992 to present.

Former Member: Advisory Board of Directors for the United Bank of Arizona and Merabank; Past President, Pinal County Bar Association; Past Chairman, West Pinal Family Health Center; Past President, Casa Grande Rotary Club; Past Director, United Way of Pinal County; Past Director, Pinal County Heart Association; Past Director, Baptist State Children's Services; Past Director, Walter B. Davis Rotary Foundation; Past Director, Casa Grande Valley Historical Society; Past Lecturer and Instructor of law courses, Central Arizona College; State Bar of Arizona Disciplinary Committee; National Academy of Elder Law Attorneys; the Association of Trial Lawyers of America; Past Precinct Committeeman Democratic Party; Delegate to Arizona Town Hall; Delegate and Presenter, Casa Grande Town Hall; Delegate and Presenter - Pinal County Town Hall.

Present Member: Appointed by Chief Justice Stanley Feldman and reappointed by Chief Justice Thomas Zlaket as Chairman of the Supreme Court Committee on the Juvenile Court, and as the Court Liaison Representative to the Arizona State Legislature; Supreme Court Committee on the Superior Court; the Supreme Court Commission on Juvenile Justice; Capital Litigation Committee; appointed by the Governor of the State of Arizona to the Juvenile Justice and Delinquency Prevention Advisory Council; the Governor's Juvenile Justice Task Force; served as an Instructor of the Arizona Judicial College training other judges; Frequent lecturer and instructor on juvenile law; Planning member for the annual Judicial Conference and annual Domestic Relations Conference; member of the Arizona Probation Officer's College; member and Past Chair of the Judicial College Publication Committee; Founder and President of Friends of D.A.R.E.; Outstanding Young American 1987; Who's Who in American Law, 1990 and 1997; National Council of Juvenile and Family Law Judges; Christian Legal Society; Nation Lawyer's Association; Director of Central Arizona College Foundation; Director of Casa Grande Union High School Foundation; author of Pinal County Child Visitation Guidelines and the Arizona CASA State Guidelines; member of Rotary; Deacon of Trinity Southern Baptist Church.

Family: Married to Tammy O'Neil with four children, Christopher, Michael, Caitlin and Kevin.



*The Honorable
Boyd T. Johnson
Judge
Division IV*

Born: Phoenix, Arizona, November 11, 1947.

Education: Phoenix, Arizona, Public Schools; Arizona State University, Bachelor of Science Degree, Political Science, 1973; Arizona State University, College of Law, Juris Doctorate Law Degree, 1976.

Military: United States Army, 1965-1971; Service in Vietnam, Germany and Korea.

Legal: Admitted to practice law before all Arizona trial and appellate courts and the United States District Court of Arizona, 1976; Partner at Platt, Jenson & Johnson, Coolidge, Arizona, 1976-1984; Juvenile Court Referee, 1980-1984; Chief Deputy Pinal County Attorney and Deputy Pinal County Attorney, 1984-1992; Pinal County Public Defender, 1992-January, 1995; appointed as Superior Court Judge Pro Tempore, January 6, 1995 by Chief Justice Stanley G. Feldman, Supreme Court of Arizona; appointed as Superior Court Judge by Governor Symington to fill the vacancy left by Honorable Robert R. Bean, March, 1996; elected for first full four year term, beginning January 1997; appointed as Presiding Criminal Judge.

Member/Former Member: State Bar of Arizona; Board, Arizona Historical Society, Southern Arizona Division; Pinal County Historical Society; Coolidge Historical Society; Coolidge Hohokam Lions; Florence Rotary; American Legion; Veterans of Foreign Wars; First Infantry Division Association; In-Country Vietnam Veterans; Elks; Masons; Scottish Rite; Shrine; Supreme Court AD HOC Committee on Victim's Rights; State Bar Board of Governors; Arizona Bar Foundation; American Bar Association; Lecturer and Instructor, Paralegal Studies, Central Arizona College; Pinal-Gila Counties Legal Aid Society Board of Directors; Coolidge Schools Employee Benefits Trust Board; Pinal County Bar Association.

Family: Married 1968; three children; one grand child.

PHOTO OF JUDGE ROBERTSON

*The Honorable
Kelly Marie Robertson
Judge
Division V*

Born: Florence, Arizona, January 12, 1952, Member of an Arizona pioneer family that settled in 1870's.

Education: Florence Union High School; University of San Francisco, California, University of Arizona, B.A. in government, 1973; University of Arizona College of Law, J.D., 1976.

Legal: Legal Secretary and part-time translator for Pinal County Legal Aid, summers 1970-1975; Admitted to practice law in 1976 before all trial and appellate courts in the State of Arizona; Admitted to the United States District Court; Partner in private law firm of Robertson & Villarreal, 1976-1980; Served as Florence Town Attorney for five years; Served as Pinal County Family Law Commissioner 1990-1996; Served on the Arizona Supreme Court Committee for Child Support Guidelines; Elected to the Pinal County Superior Court bench in 1996 and presently serving as a Superior Court Judge.

Memberships, Past and Present: Arizona State Bar; Pinal County Bar Association; Business & Professional Women's Association; Veteran's of Foreign Wars Auxiliary; Rotary; Phi Delta Phi legal Fraternity; 4-H Youth Leader; Lady Elk; Arizona Women Judges Association; U of A Master gardener Volunteer; Nature Conservancy Member; Zonta.

Family: Mother of three children all of whom are attending Florence schools.

CLERK OF THE SUPERIOR COURT PINAL COUNTY, ARIZONA

Each county has a Superior Court Clerk who is elected by the electorate of the county. In addition to aiding the Presiding Judge in the overall administration and coordination of the court system, the Pinal County Superior Court Clerk provides and supervises the staff which handles the scheduling of clerical and courtroom duties attendant to filing and processing cases, oversees the assignment and control of cases and the day-to-day operations of the jury system which serves the Superior Court, Justice of the Peace Courts, and Municipal Courts. She is also the Probate Registrar for the Court and oversees court control of probate cases and is trustee of all court controlled monies. Child support collections and disbursements, and collection of fines, restitution and reimbursement are administered by Pinal County Superior Court Clerk. The Clerk is the administrator of numerous other functions not attendant to processing court cases.



*Alma Jennings Haught
Clerk of the Superior Court/
Jury Commissioner*

Born: Kanawa, Oklahoma. Resident of Arizona since age two.

Education: Safford Elementary School. Florence High School, Salutatorian. Northern Arizona University, 1946-1948. Arizona State University, 1948-1950. Lamson's Business College, 1951. Scottsdale School of Real Estate-Certified 1983. Graduate of the Supreme Court's Faculty Skills Development Program, 1987. Continuous Judicial Education, Training and Management expanding over a period of 31 years, and recipient of numerous special honors and awards.

Legal: Deputy Clerk Superior Court, Maricopa County, 1949. Deputy Clerk Superior Court, Pinal County, 1957-1961.

Elected to first four year term as Clerk of the Superior Court effective January 3, 1963 and re-elected each four years since. Jury Commissioner, 1963 continuous. Probate Registrar 1973 continuous. Public Fiduciary 1974-1977. Author of Pinal County Jury Handbook.

Present Member and Past President: Arizona Superior Court Clerk's Association and Arizona Association of Counties.

Member: National Association of Clerks, Recorders, Election Officers and Treasurers; American Judicature Society; Arizona Records Management Association; National Child Support and Enforcement Association; National Association for Court Management; Elks Women's Auxiliary; Various Democratic Women's Clubs; Arizona Association of Court Management; Pinal County Judicial Advisory Committee; Arizona Supreme Court Appellate Case Study Committee; Appellate Case Processing Implementation Task Force; Arizona Supreme Court Committee on Judicial Employee Code of Conduct; appointed by the legislature to the Domestic Relations Reform Committee; appointed by the Chief Justice of the Supreme Court to the Arizona Judicial Council.

Former Member: Northern Arizona University Honorary Society; Women's Bowling Associations; California Court Administrators and Jury Commissioners Association; Big Brother-Big Sister Board of Directors and Past Director of Association of

of Directors and Past Director of Association of Court Management; Arizona Supreme Court Child Support and Visitation Committee and Arizona Supreme Court Criminal Code Implementation Committee; and Arizona Supreme Court Victim's Rights Committee.



COURTS OF THE STATE OF ARIZONA IN AND FOR THE COUNTY OF PINAL

Greetings To Our New Jurors:

Thank you for responding to the Court's summons. Please be assured that we will make every effort to make your service as pleasant as possible.

If this is the first time you have been called for jury duty, you may be somewhat apprehensive and unfamiliar with the court system.

This handbook has been designed to serve as a guide for you during your term of service; helping you to understand the things that are happening around you; explaining your responsibilities; defining some of the terms used; and, in general, making you better prepared to do your part in administering ". . . justice for all."

We hope to make you feel that you are a valuable part of the system of judicial administration and to make this experience as meaningful to you as possible.

During your residency in Pinal County, you may be called to serve the Superior Court at the Courthouse in Florence, the Justice Court in your precinct, or Municipal Court in your city.

Thank you for your time and service!

*The Judges
Clerk of the Superior Court/
Jury Commissioner and Court Staff
of Pinal County*



INTRODUCTION

You have been summoned to serve as a juror in the Superior Court, Justice Court, or Municipal Court. Such service is not only your responsibility but is both a privilege and an honor and, when conscientiously performed, is a mark of good citizenship. We realize that many of you are here and present at great personal sacrifice, and a sacrifice to your business and personal affairs. Citizenship in this country bestows not only blessings but carries responsibilities. By your citizenship you acquire the right to life, liberty, pursuit of happiness, the right to worship God in your own way, the right of free speech and assembly, and the right to order your life as you please as long as you do not offend the laws passed for the protection of society of which you are a member.

The concept of trial by jury has prevailed in America over the past 200 years. People have made the system work because of their conscientious and "common sense" service.

We will be looking at the Pinal County Judicial System, the selection of a jury, the difference between the civil and criminal case, your responsibility as a juror and the terminology used in the court system. Remember, the right to trial by jury is one of the fundamental American principals guaranteed by the Constitution. Your participation in the administration of justice between individuals, and between government and individuals is essential and should be a rewarding experience.

**GUARANTEES OF THE RIGHT OF
TRIAL BY JURY IN THE
UNITED STATES CONSTITUTION
AND ARIZONA CONSTITUTION**



**ARTICLE III, THE JUDICIARY,
SECTION 2:**

“The Trial of all Crimes, except in Cases of Impeachment, shall be by Jury and such Trial shall be held in the State where the said Crimes shall have been committed; . . .”

**SIXTH AMENDMENT
(BILL OF RIGHTS):**

“In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and the cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor and to have the Assistance of Counsel for his defense.”

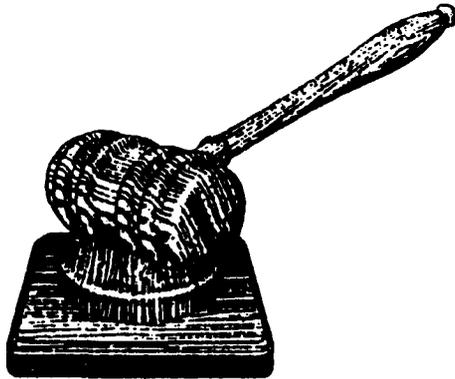
**SEVENTH AMENDMENT
(BILL OF RIGHTS):**

“In Suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury shall be otherwise re-examined in any Court of the United States than according to the rules of common law.”

**CONSTITUTION OF ARIZONA,
ARTICLE II, SECTION 23:**

“Trial by jury; . . .”

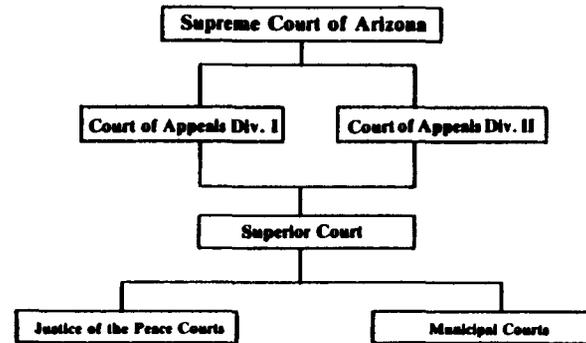
Section 23. The right of trial by jury shall remain inviolate . . .”



ARIZONA'S JUDICIAL SYSTEM

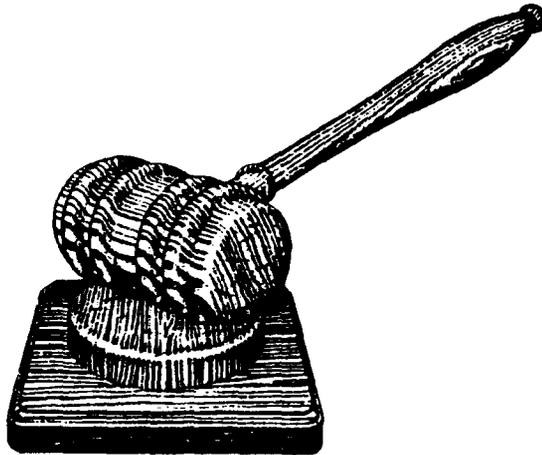
The Arizona State Court system is divided into three types of Courts based on jurisdictions.

1. **Courts of Appellate jurisdictions**
 - a) Arizona Supreme Court
 - b) Arizona Court of Appeals
2. **The Arizona Superior Court**
 - a) The Arizona constitution provides that all Superior Courts constitute a single court and is a Court of general jurisdiction.
3. **Courts of limited jurisdiction**
 - a) Justice of the Peace Court
 - b) Municipal Court



THE ARIZONA SUPREME COURT

JURISDICTION: The Arizona Supreme Court's Constitutional jurisdiction includes appellate reviews, issuance of extraordinary writs, criminal cases where sentences of life imprisonment or death have been imposed and the powers to make rules governing procedure in all courts. Criminal cases involving the death penalty are automatically appealed by the Superior Court Clerk, to the Supreme Court. Decisions of the Court of Appeals may be vacated at the discretion of the Supreme Court.



COURT OF APPEALS

JURISDICTION: The Court of Appeals has two divisions. Division One is located in Phoenix and Division Two is located in Tucson. The Court has appellate jurisdiction to determine all matters properly appealed from the Superior Court except from criminal cases where the sentence of death has actually been imposed.



SUPERIOR COURT

There are fifteen organized counties in the state and in each county there is a Superior Court.

JURISDICTION: The Superior Court is a trial court of general jurisdiction, having original jurisdiction of cases and proceedings in which exclusive jurisdiction is not vested by law in another court and is empowered to hear cases of equity and law involving title to or possession of real property; civil claims of \$5,000 or more, felony prosecutions, and misdemeanors not otherwise provided for by law; matters of probate; dissolutions and annulments of marriage; all special cases and proceedings not otherwise provided for by law; appellate jurisdiction in cases arising from Justice and Municipal courts; and, has exclusive original jurisdiction in all proceedings in matters affecting dependent, neglected, incorrigible or delinquent children.

JUDICIARY: In each county there is at least one judge of the Superior Court and one additional judge for each additional thirty-thousand inhabitants or major fraction thereof. Superior Court judges in counties having a population of less than two hundred-fifty thousand are elected by the electors of their county for a term of four years. Superior Court judges in counties having a population in excess of two hundred-fifty thousand are appointed for a term of four years. Electors in a county having a population less than two hundred-fifty thousand may choose to have Superior Court judges selected through appointment. Pinal County Superior Court judges are elected.

JURY TRIALS: All Superior Court jury trials are conducted at the courthouse in Florence, Arizona. Eight member juries are used in civil cases, with concurrence of six to render a verdict. Criminal cases (felonies and gross misdemeanors) utilize either eight or twelve jurors, depending on the maximum sentence of the alleged crime. Arizona constitution, Article II, Section 23, provides, in criminal cases in which a sentence of death or imprisonment for thirty years or more is authorized by law, juries shall consist of twelve persons. In all criminal cases, the unanimous consent of the jurors shall be necessary to render a verdict. There are no jury trials in juvenile cases.

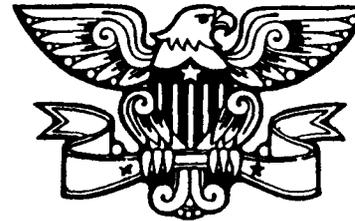
JUSTICE OF THE PEACE COURTS

JURISDICTION: The county Justice of the Peace Courts are courts of special jurisdiction handling Class 1, 2, and 3 misdemeanors punishable by fine not to exceed two thousand five hundred dollars or imprisonment in the county jail not to exceed six months; petty theft; assault, or battery (with restrictions); breach of peace, etc., and felonies, but only for the purpose of preliminary examination. The Justice of Peace Courts also have exclusive original civil jurisdiction over lawsuits involving less than \$5,000; concurrent jurisdiction in forcible entry and detainer where damages are \$5,000 or less; jurisdiction to try the right to possession of real property when title or ownership is not at issue; and exclusive original jurisdiction or traffic cases outside city limits.

JUDICIARY: In each justice precinct there is a judge, referred to as Justice of the Peace, elected by the electors of the precinct for a term of four years. Judges in one Justice Court have the authority to act in other precincts within the county or adjoining precincts, regardless of the county.

JURY TRIALS: Jury trials are conducted at the county building within the precinct where the Justice of the Peace Court is located. All juries are six member panels. Most jury cases in Justice of the Peace Courts involve crimes such as simple assault,

breach of peace, DUI (driving while under the influence), etc. Jurors for Justice Courts are provided by the Clerk of the Superior Court/Jury Commissioner, whose office is located at the county courthouse, Florence, Arizona.



MUNICIPAL COURTS

JURISDICTION: A Municipal Court has jurisdiction of all cases arising under the ordinances of the city or town, and has concurrent jurisdiction with the Justice of the Peace of the precinct in which the city or town is located, of violations of laws committed within the limits of the city or town.

JUDICIARY: There is one Municipal Court in each incorporated city or town in Pinal County. There is one judge or presiding officer for each court called a Municipal Magistrate who is selected in a manner provided by the charter or ordinance of the city or town. Municipalities may elect to contract judicial services with the local Justice of the Peace.

JURY TRIALS: All juries are six member panels, with the concurrence of all in criminal cases. By statute, the drawing and disposition of names of the impaneling of juries shall be accomplished in the same manner as in the Superior Court. Therefore, jurors are qualified and provided by the Clerk of the Superior Court/Jury Commissioner, to the Municipal Court, at a minimal cost, through an Inter-Governmental Agreement.

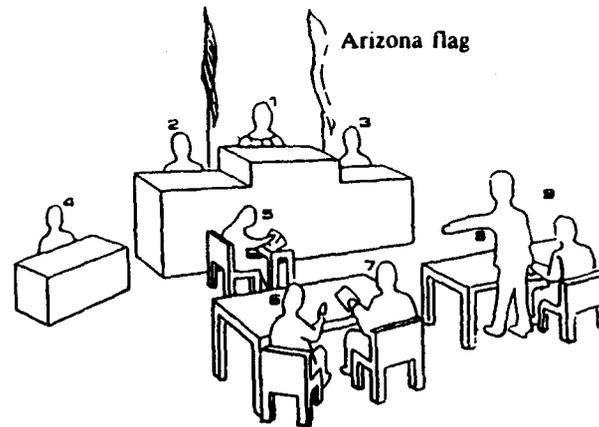


Diagram of trial court parties in their respective positions, identified by coordinating numbers on the following two pages.

TRIAL COURT PERSONNEL/PARTIES AND THEIR FUNCTIONS IN COURT

1. THE JUDGE: The judge has many duties in connection with a trial. The judge is an officer who is elected to preside and to administer the law and must see that the trial is conducted in an orderly manner according to prescribed rules and laws covering the selection of the jury, the presentation of evidence, the arguments of the lawyers, the instructions to the jury, and the rendering of the verdict. The judge must decide the propriety of the questions put to prospective jurors as to their qualifications, and on request to excuse jurors. The judge must also rule on objections and must tell the jurors what issues of fact they must decide, the laws which apply to the case, and what their responsibilities are. If there is no issue of fact for the jury, the judge must direct the jury to return the proper verdict or otherwise dispose of the case.

2. THE COURTROOM CLERK: The Judge is assisted in the selection of the jury by a courtroom clerk, who is appointed by the Clerk of Superior Court. The courtroom clerk sits to one side of the Judge. The courtroom clerk records a summary of what happens in a case, orders made by the Court during the trial, and the verdict at the end of the trial. The clerk also administers the oath to jurors and all witnesses before they testify; marks and maintains security of all exhibits received during the trial.

3. WITNESS: A person who gives testimony concerning the issue being tried.

4. THE BAILIFF: An officer of the court who attends to the needs of the judge, jurors, witnesses and court, and is charged with keeping order in the courtroom. The bailiff sits outside the jury room while the jury is deliberating on a verdict. Jurors should comply with requests of the bailiff while in his or her charge.

5. COURT REPORTER: The Court Reporter takes down, in shorthand or on a stenograph machine, everything that is said in the courtroom. These notes may be transcribed if necessary.

6. THE DEFENDANT/RESPONDENT: In a civil case, the Defendant is the person being sued; in a criminal case, the Defendant is the person charged with an offense.

7. LAWYER (ATTORNEY/COUNSEL): The legal representative of a party in a trial.

8. COUNTY ATTORNEY or ATTORNEY GENERAL: The prosecuting officer who represents the State in criminal cases.

9. THE PLAINTIFF/PETITIONER: The Plaintiff is the person who starts a lawsuit; in a criminal case, this would be the State of Arizona. If the Plaintiff is the State of Arizona, the person seated with the Prosecutor may be an investigating officer.

QUESTIONING OF JURORS AND SELECTION OF A TRIAL JURY

Our jury list includes names randomly selected from the driver's license list of licensed motor vehicle operators residing in Pinal County and Pinal County voter's registration files by means of random computer selection. From these source lists, a random selection is made to create a master jury list, and then from the master list, another random selection is made to create a master jury file. The number of jurors summoned is based on historical trends.

A questionnaire/summons is sent to each person on the panel list. The Associate Jury Commissioner reviews the returned questionnaires to determine the eligibility of each prospective juror. Arizona law does not provide for automatic exemption.

The court has adopted guidelines whereby persons who qualify for jury service may be excused or may have their jury service postponed by making a showing to the court of undue hardship, extreme inconvenience or public necessity.

In general, a juror must have the following qualifications:

1. Be 18 years of age or older.
2. Be a citizen of the United States.
3. Be a resident of Pinal County.
4. Not currently adjudicated incompetent or insane.
5. Never have been convicted of a felony unless jurors rights have been restored.

Those who are eligible comprise the qualified juror list.

When jurors arrive at the courthouse, they report to the jury department of the Clerk's office to sign in, pick up a jurors handbook and biographical information questionnaire. Jurors are called into the courtroom by the Bailiff for jury orientation. The Bailiff collects the biographical information and distributes copies to the parties by placing them on the counsels' tables. If jurors are needed for two or more trials, names are randomly selected by computer from the roll call list of jurors in attendance and the prospective jurors are sent to the designated courtrooms.

The required number of jurors are then randomly called forward, in the order their names appear on the list, to take their place in the jury box. They are then sworn to answer truthfully all questions as to their qualifications to sit as jurors in that particular case.

Once sworn, general questions regarding juror qualifications will be asked by the judge. Jurors should pay close attention to these questions even if they have not been called forward. When the judge finishes questioning the jurors, the lawyers are then permitted to ask questions. This is called the "voir dire" examination. Before the voir dire begins the judge addresses the jurors, informing them of the names of all litigants and their attorneys and stating the subject matter of the case.

If you have never before served as a juror, it may seem to you that some of the questions are very personal, but it is not intended that any question should embarrass or reflect upon a juror in any way. Proper questions must be asked to assist the attorneys in deciding which juror to select. If any attorney wishes to have a juror excused, he must "challenge" the juror. Challenges are of two kinds:

1. **For Cause:** There are many reasons why a person might not be considered a wholly fair and impartial juror in the case about to be tried. Sometimes it is found that someone might be closely related to one of the parties in the case, have a business relationship with one of the lawyers, or a personal interest in the case or has a prejudice or preconception that might wrongly influence him or her as a juror, in which case the lawyer might challenge the juror for cause. If the cause is sufficient, the judge will excuse that person from the jury and another person will be called to replace the excused. If a juror feels the need to be disqualified for any reason, whether or not the matter is brought out by questions directly asked, the juror should immediately bring this matter to the attention of the court.

2. **Peremptory:** The other type of challenge that may be exercised by the lawyer is the peremptory challenge which requires no reason for excusing a juror, and is exercised simply by an attorney striking the names of particular jurors. This process takes place during a short recess, after the lawfully required number of prospective jurors has been qualified for a particular case.

The fact that a juror is excused, does not imply a derogatory reflection, nor does it question his competence in any way. The attorney, by exercising these strikes, is merely reducing the number of persons on the panel to the required number he or she feels is best qualified to try the case. It sometimes occurs that a prospective juror will be excused in one case, or in a certain type of case, and yet be accepted happily in others.

The process of questioning and challenging continues until the required number of jurors is accepted. All jurors are then returned to the spectator section of the courtroom and the courtroom clerk is instructed to call the required number of jurors forward to the jury box, starting with the first unstricken name on the list.

All remaining jurors are excused unless otherwise directed by the court.

From this point on, the jurors chosen become an integral part of the judicial system and bear the important responsibility of rendering a decision upon questions of fact involved in the pending case. In them rests the faith they are qualified to decide impartially and intelligently the issue of fact. They are given an oath which is not to be taken lightly or soon forgotten. By taking the oath, you are giving your word that you will reach your verdict solely upon the evidence presented and allowed by the Court, and upon the Court's instructions as to the law. As a juror, your position is equally as important as that of the Judge in the administration of justice in the case at hand.



SIX MAIN STEPS OF A JURY TRIAL

1. SELECTION OF A JURY

- A. Challenges**
 - 1. Cause (excused by the judge)
 - 2. Peremptory (excused by the attorneys)
 - B. Completion of jury selection**
 - C. Oath**
-

2. JUDGE'S ADMONITION TO JURORS DURING TRIAL

- A. Admonition to jurors to refrain from discussing case among themselves or any other persons, or to express or form an opinion until the case is finally submitted to them.**
-

3. THE TRIAL

- A. Judge orientation rules.**
 - B. Opening statements by counsel (not evidence)**
 - C. Evidence**
 - 1. Testimony of witnesses
 - 2. Documents (exhibits)
 - D. Closing arguments by counsel (not evidence)**
-

4. JUDGE'S INSTRUCTION ON THE LAW

- A. Instructions to jurors on the law after completion of testimony and arguments**
-

5. DELIBERATIONS BY JURY

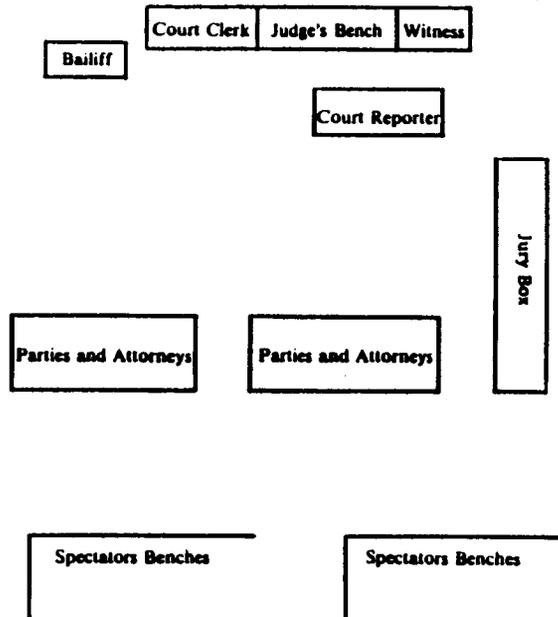
- A. Selects foreman**
 - B. Weighs evidence**
-

6. THE VERDICT

- A. Criminal-must be unanimous**
- B. Civil - three-fourths of the jurors may find and return a verdict**

THE COURTROOM

Most courtrooms are physically arranged along the following design:



THE TRIAL

After the jury has been sworn to try the case, the trial proceeds. Usually each trial consists of the following stages: *as follows*

1. The judge presents orientation rules. These rules pertain to evidence; rulings of the court; credibility of witnesses; expert witness; jury questions, and bench conferences.

2. An opening statement is made by lawyers for the plaintiff(s) (the party bringing the suit). The lawyers for the defendant(s) (the party against whom the suit is brought) may make an opening statement at this time or at the close of the plaintiff's evidence. An opening statement is an outline of what the lawyer thinks the evidence will be and is offered to help jurors understand and follow the evidence during the trial. An opening statement is not an argument, and what the lawyers say in their opening statements is not evidence.

3. The plaintiff offers evidence to prove the plaintiff's case.

4. The defendant offers evidence to disprove the plaintiff's case and establish defendant's case.

5. The plaintiff may offer evidence to rebut, which means answer, new matter presented by the defendant. If the plaintiff offers new matter in evidence at this time, then the defendant may rebut this matter.

(a)

EVIDENCE

Evidence may be in the form of a written document, an object such as a gun or an implement, a photograph, x-ray, or some other tangible thing. Any of the foregoing is called an exhibit. Normally, however, the greater part of the evidence is in the form of oral testimony.

Before testifying at the trial, each witness is sworn to tell the truth. Questions on direct examination and on cross-examination are asked by the lawyers for the purpose of developing the full truth and all of the pertinent facts.

The judge may also question the witnesses.

Pay close attention to each witness testifying, not only to hear what is being said, but also to note the witnesses manner and actions. If you cannot hear plainly, interrupt the proceedings by raising a hand.

(b) OBJECTIONS TO EVIDENCE

It sometimes happens during trials that the lawyers on one side will object to a question asked, or an exhibit offered by the other side. Under the rules of law governing the admission of evidence, a lawyer may object to the introduction of any evidence which is believed to be improper. At times the judge will hear arguments on these objections outside of the hearing of the jury. If the judge thinks the evidence objected to is not proper, then the objections will be sustained and the evidence excluded. If the judge thinks the lawyer is mistaken, then the objection will

be overruled and the evidence admitted. In either event, the matter to be decided is a legal question which the judge alone is competent to decide. Objections by the lawyers, or the ruling of the judge with regard to them, should not cause the jury to draw inferences for or against either side.

5. After all the evidence has been presented, lawyers on each side make their final arguments. Each attorney gives the reasons why their client should prevail. Where the testimony of witnesses has been conflicting, the attorneys may suggest reasons for believing the witnesses whose testimony has favored their side, rather than those who testified to the contrary. You should listen to these arguments carefully and consider them thoughtfully.

You are not to consider as evidence any statement of counsel unless such statement was made as an admission or stipulation conceding the existence of a fact or facts. Attorneys are advocates for their clients and are duty-bound to present the best case or defense that can be honestly and reasonably presented, and is entitled to present views, reasons and conclusions, but you are not bound by them. Of course, jurors should not make up their minds finally on any issue until they have heard all sides and the instructions of the judge and have discussed the case with each other, after having retired for that purpose.

JUDGE'S INSTRUCTIONS ON THE LAW

At the conclusion of the final argument by the lawyers, the next step, and most important one, is taken by the judge. The court will instruct you on the law that applies to the case, and you just apply that law to the facts as you find them in arriving at your verdict. You must give close attention to all instructions. Bear in mind constantly that you must be governed by the law as the judge states it to you. He is duty-bound to define it for you. Do not attempt to change or ignore the law, even if you disagree. Not even the judge may do that. You do not decide the law, but merely decide the facts and apply the law given, and you are duty-bound under oath to give full effect to the law of our state as the judge states it to you. **IF THE JUDGE SHOULD GIVE YOU AN INSTRUCTION THAT SEEMS TO CONFLICT WITH OR BE DIFFERENT FROM ANY STATEMENT IN THIS PAMPHLET, YOU SHOULD ACCEPT THE INSTRUCTION AS CORRECT AND BE GUIDED BY IT.**

DELIBERATIONS BY JURY

After the judge has instructed you on the law, the Clerk of the Court will administer an oath to the bailiff, who then will escort you to the jury room for your deliberation. Your first task is to choose a foreperson who will be responsible for monitoring your deliberations and for bringing the verdict into court. This may be done by ballot or by nominating someone directly. It is the foreperson's duty to see that discussion is carried on in a free and orderly manner, that the matters and issues submitted for your decision are fully and freely discussed, and that all jurors are given an opportunity to express themselves. All of these discussions, of course, must be based on the evidence in the case. If you have any questions during your deliberations, please ask the bailiff for assistance, and he will relay your questions to the judge. It is the foreperson's responsibility to make sure the jury is discussing the questions put to them by the judge. When it is time for the taking of a ballot, the foreperson will see that this is done.

Quite often in the jury room differences of opinion arise among the jurors. When this occurs, jurors should express their opinions and reasons therefore. By the process of careful and thorough reasoning, it is generally possible for them to reach a verdict. Jurors should not hesitate to change their minds where there is good reason for doing so, but

For most cases, this means a few hours spent in a jury deliberation room. Occasionally, a criminal jury may be sequestered overnight in a local motel if a verdict hasn't been reached.

If a jury cannot arrive at a verdict within a reasonable time, considering all of the factors in the case, including the length of time involved in presenting it, the judge can send the jury back for further deliberation or take whatever action the court feels is appropriate. It is highly desirable that a verdict be rendered, if that can be done with sincere and honest judgment of the required number of jurors.

When you reach your verdict, the foreperson will record it on the designated form. The bailiff will usher you back to the courtroom, and the judge will ask "Have you reached a verdict?" The foreperson will respond "We have, your honor." The court clerk will read the verdict and ask, "Is this your verdict?" after which the foreperson will reply, "It is." Sometimes one of the parties will ask that the jury be polled. This means the clerk will ask each juror, individually, if this is his or her verdict.

After the trial is over, the jury is not required to discuss the verdict or the jury deliberations with anyone except the judge who presided in the case. However, if you are willing to do so, you may answer questions asked by the lawyers.

YOUR DUTY AS A JUROR

After you have taken the oath as a juror, the judge will admonish you that it is your duty not to converse with or permit any other person, including a fellow juror, to address you on any subject of the trial until the case has been finally submitted to you for your deliberation. If you were to discuss the facts of the case or your impressions of it with your family or your friends, or with any person having any connection with the case, you would hear their ideas and thus expose your mind to influence from outside sources. If you believe that someone purposely has tried to engage you in conversation concerning the case while in progress, it is your duty to report the incident to the judge immediately.

The law requires the judge to repeat or to remind you of this admonition each time you leave the courtroom. Its repetition should serve to increase rather than decrease your understanding of its importance.

Your duty then is to listen carefully to the judge, witnesses and lawyers, so that you may later deliberate fully, calmly, and fairly; to decide intelligently and justly. Keep in mind at all times the oath you have taken and remember that you are discharging a vital duty to your country and to your fellow citizens.

COURTROOM CONDUCT

If you are called by name or panel number to be a member of a jury trial panel, you and other members of the panel or panels will be assigned to a courtroom.

No books, newspapers or knitting should be taken into the courtroom. Once inside the courtroom, you should follow instructions given to you by the bailiff or by the judge.

When there is more than one trial jury being selected and you are not selected as a member of the jury in the courtroom to which you have been assigned, you will be expected to return to the lobby or assembly room where you shall remain, subject to call of the bailiff, until all trial jurors for each particular case have been selected, unless otherwise excused by the judge.

If you have been selected to sit on a trial jury, generally, you will be permitted to return home at the close of the day's session in court. If you are unable to stay late due to your reliance on public transportation or a car pool, please notify the judge during the selection process. If an emergency arises while you are sitting as a juror, consult the judge about your problem. Should you need to get in touch with your family, the bailiff will be happy to assist you.

IMPORTANT THINGS TO REMEMBER DURING THE TRIAL

After you are sworn as a juror in a case, there are some rules of conduct which you should observe:

1. DO NOT BE LATE FOR COURT SESSIONS.

Because the trial cannot begin until you are present, tardiness can cause delays which lengthen the trial and waste the time of all involved. Also, you may be cited for contempt of court because of your delay or absence.

2. LISTEN TO EVERY QUESTION AND ANSWER.

Since you must base your verdict upon the evidence as presented, you should hear every question asked and every answer given. If, for any reason, you do not hear some of the evidence, you should raise your hand and inform the judge.

3. DO NOT BE AN "AMATEUR DETECTIVE."

Since the only evidence you can consider is that presented in court, you are not allowed to make an independent investigation or visit any of the places involved in the case. If it is necessary for the jury to visit a site, the judge will so order and send the jury as a group to see it. Do not perform experiments in an attempt to prove or disprove any theory of the case. All the evidence must be presented by the parties or litigants.

4. CONTROL YOUR EMOTIONS.

You should not indicate by exclamation, facial expression, or any other reaction, how any evidence or any incident or the trial has affected you.

5. DISCUSSION OF THE CASE.

During any trial in which you are a juror, there are certain things you must NOT do:

FIRST, do not talk to anyone about the facts or testimony in the case, including other jurors, before you begin your deliberations.

SECOND, do not talk to anyone or about anyone involved in the case, the parties, the witnesses or the lawyers.

THIRD, do not read any newspaper stories about the trial and do not watch or listen to any television or radio broadcasts about the trial.

6. NOTES.

Taking notes is acceptable and therefore encouraged.

INTEGRITY OF JURORS

In performing their duty, jurors must conduct themselves in such a way that no one can question their integrity. Any judicial officer, whether Judge, lawyer, or juror, who acts in such a way as to destroy public confidence in the judicial system, becomes unfit to perform his or her duty. Jurors should be watchful of their conduct and commit no act which may arouse the distrust of any individual. They should avoid alcohol consumption during the course of selection, trial and deliberation. They should accept no gifts or favors, no matter how insignificant or trivial, either directly or indirectly, from parties in the case or their lawyers. A juror should avoid all familiarity with everyone interested in the decision of the jury.

Each party in a case has spent considerable time preparing for the trial. They will present evidence and arguments to prove their side of the case. A juror must be careful not to form hasty conclusions or opinions until all the evidence and arguments have been heard and the instructions of the judge have been received. Do not form or express any opinion of a case until you go to the jury room to decide the case and you have had the opportunity to carefully and impartially discuss the evidence with your fellow jurors.

Justice will be done if jurors will base their verdicts solely upon the evidence and upon the judge's instructions as to the law, rather than upon their own notions of what the law is or ought to be.

If you have any question regarding juror conduct or the trial, consult the judge. The judge is always in charge during the course of the trial. He is ready and available to determine all questions of law pertaining to the case being tried.



WAITING SERVES A PURPOSE

There are occasions when prospective jurors will have time on their hands.

Sometimes, for example, the parties to a lawsuit will continue to negotiate and settle the matter after a jury panel has been assembled; or the judge may be hearing arguments on last minute points of law.

Occasionally, the lawyers may confer with the judge outside of the hearing of the jury, or the judge may excuse the jury from the courtroom so that a point of law or an objection may be argued.

Often, the reason for the delays may not be explained to you. Please remember that this time is always necessarily spent discussing and simplifying issues. Sometimes a case even reaches settlement during such conferences. While this may seem to be a waste of time, obviously a case that doesn't have to be tried saves time and tax dollars in the long run.

As jurors, you are, by your presence and readiness to sit in trial of a case, actively serving our system of justice. Cases are settled "on the courthouse steps" or during the course of the trial because negotiating litigants and their lawyers may feel that you, as jurors, might decide their dispute more harshly if they don't settle their differences. The jury panel becomes a silent persuader to those parties who settle voluntarily.

GLOSSARY

The explanations of the following legal terms are general in character and are intended only to help you become familiar with the language of the courts. They are not to be applied by you in the decision of particular cases, in each of which you will be given instructions by the trial judge in the law and technical terms involved. You will follow those instructions.

ACTION: (Also referred to as case, suit, lawsuit, or litigation). These words all have the same meaning. They all refer to a legal controversy brought into court for trial.

ACQUITTAL: A determination after a trial that a defendant in a criminal trial is not guilty of the crime charged.

ALLEGATION: The statement of a party to an action made in a pleading which states what the party expects to prove.

ANSWER: A written statement in which the defendant replies to the claim of the plaintiff.

ARGUMENT: After all the evidence on both sides of a lawsuit is in and both parties have rested, a lawyer from each side is permitted to tell the jury what they think the evidence proves and why they think their side should win.

BAR: This is a collective term for the attorneys who have been admitted to practice law.

COMPLAINT: A written statement under oath of the plaintiff setting forth their claim against the defendant.

COUNTERCLAIM: A claim presented by a defendant in opposition to the claim of the plaintiff.

CROSS EXAMINATION: The questions which a lawyer puts to the litigant or witness on the opposing side.

DEFENDANT: (Also called respondent). In a civil case, the individual, corporation or partnership against whom a suit is brought. In a criminal case, the person charged with an offense.

DEPOSITION: The testimony of a party to a suit or a witness, written out in question and answer form, given before trial, under oath, just as it would have been given in court.

DIRECT EXAMINATION: The questions which the lawyer asks their own client or their own witness.

EXHIBITS: Articles such as pictures, letters and documents received as evidence. Jurors may take these exhibits to the jury room while deliberating.

EXPERT WITNESS: A witness who has special scientific or professional training or experience relating to the particular subject matter about which they are called.

FELONY: A serious criminal offense punishable by imprisonment for more than one year.

GRAND JURY: A jury of inquiry who are summoned to each grand jury session of the criminal courts, and whose duty is to receive complaints and accusations in criminal cases, hear the evidence adduced on the part of the state, and find bills of indictment in cases where they are satisfied a trial ought to be had. This is called a "grand jury" because it comprises a greater number of jurors than an ordinary trial jury or "petit jury".

HEARSAY EVIDENCE: For the most part, testimony which consists of a narration of matter and events by one person told to him by someone else.

INDICTMENT: A grand jury's written accusation charging that a person or business allegedly committed a crime.

INSTRUCTIONS TO JURY: Sometimes called jury charges. Directions given by a judge to the jury concerning the law of the case.

ISSUE: A disputed question is referred to as an "issue". It is sometimes spoken of as one of the "questions" which the jury must answer in order to reach a verdict.

JUROR: Any qualified citizen who is summoned and not excused from jury service.

JURY PANEL: The whole number of prospective jurors from which the trial jury is chosen.

JURY VENIRE: The list of jurors summoned to serve as jurors for a particular term.

MISDEMEANOR: A criminal offense punishable by fine or imprisonment for not more than one (1) year.

MOTION: An application made to the judge by an attorney for one of the parties, orally or in writing, to obtain an order, ruling or direction.

OATH: A pledge made with a sense of responsibility to God.

OBJECTION OVERRULED: When an attorney objects to a question or the form of a question, the judge may say "objection overruled." This means that, in the judge's opinion, the attorney's objection is not well taken under the law. The judge's ruling is not subject to question by the jurors.

OBJECTION SUSTAINED: When an attorney objects to a question, or the form of a question, the judge may say "objection sustained." This means that, in the judge's opinion, the attorney's objection was well taken. The judge's ruling is not subject to questions by the jurors.

OPENING STATEMENT: Each attorney will discuss the merits of the case, as pertaining to their client. They outline what they will show during the trial. Opening statements are not evidence.

PARTIES: The plaintiff and the defendant in the case. They are also sometimes called the "litigants."

PETIT JURY: The ordinary jury for the trial of a civil or criminal action; so called to distinguish it from the grand jury.

PEREMPTORY CHALLENGE: In all cases, the law provides that the attorney on either side may demand that a set number of prospective jurors be excused, without being required to give a reason for the demand. The judge must excuse the juror designated.

PLAINTIFF: (Also called petitioner). The person who starts a lawsuit.

PROOF: The perfection of evidence, any fact or circumstance which leads to the affirmation or negative persuasion of the minds of the judge or jury.

PROSECUTOR: The attorney who leads the case and serves as the trial lawyer for the state.

RECORD: This refers to the pleadings, the exhibits, and the word-for-word record made by the court reporter/electronic recorder of all the proceedings of the trial.

REST: This is the legal term which means that the attorney does not wish to present further evidence at that stage of the trial.

SETTLEMENT: An agreement by which the parties, having disputed matters between them, reach an agreement which resolves the dispute.

SEQUESTER: The process of isolating a jury to prohibit outside influence during the time of deliberation and sometimes during the trial.

STIPULATION: An agreement by the attorneys as to certain undisputed facts or issues, which then need not be proved.

STRIKING TESTIMONY: Occasionally, the judge will order certain evidence stricken from the record and will direct the jury to disregard it totally.

SUBPOENA: The notice to a witness that he/she is to appear and testify.

SUMMONS: The notice to the defendant that an action has been taken against him/her and requiring him/her to appear in court. Also the document by which a juror is called to jury service.

VOIR DIRE: Examination "To speak the Truth." The preliminary questioning of the prospective jurors to establish their qualifications to try the case through the use of challenge for cause and/or peremptory challenge.

VERDICT: The final decision made by a judge or jury.

WITNESS: A person who testifies under oath as to what he/she has seen, heard or otherwise observed and whose statement is received as part of the evidence in the case.

GENERAL INFORMATION

Absence from Employment for Jury Duty

A. An employer shall not refuse to permit an employee to take a leave of absence from employment for the purpose of serving as a juror. No employer may dismiss or in any way penalize any employee because he or she serves as a grand or trial juror, provided, however, that an employer shall not be required to compensate an employee when the employee is absent from employment because of jury service. Any absence from employment shall not affect vacation rights which employees otherwise have.

B. An employee shall not lose seniority or precedence while absent from employment due to serving as a member of a grand or trial jury. Upon return to employment the employee shall be returned to their previous position, or to a higher position commensurate with their ability and experience as seniority or precedence would ordinarily entitle them.

C. A person who violates any provision of this section is guilty of a class 3 misdemeanor. (ARS 21-236)

Period of Service

Pinal County courts have adopted a "one day/one trial" term of service. This means that if selected, you will serve the duration of one trial. If you are not selected, you will be excused. Your name will not be available for selection again for at least two (2) years. If your name is selected within the next 2 years, you may serve again if you wish, or you may be excused upon request and verification of service.

Work Verification

Many employers require proof that you were summoned to serve as a juror and the amount of per diem paid.

If verification of jury service is needed, please advise the jury department for official signature and court seal.

Parking

Parking is available in the paved lots between buildings in the County Complex. Handicapped spaces are located near all entrances to the courthouse. Additional parking is available in the marked lot at the corner of Florence Street and 12th Street.

Attire

While formal attire is not required, court proceedings are quite formal in nature. Since jurors are officers of the court, you are required to dress appropriately. We request that you not wear shorts, tank tops, or revealing attire.

Vacation/Change of Address

You should notify the court during voir dire if you have a vacation or any other urgent commitments to commence within the scheduled dates of this trial. You must also give notice of any change of address or telephone number.

Payment

You will be paid mileage only, in an amount equal to that paid to state officers and employees, for each mile traveled from residence to court and back if you are not selected to serve as a juror.

Trial jurors selected will be paid mileage and per diem. The Clerk of the Superior Court/Jury Commissioner handles payment of these expenses.

Everyone, including trial jurors, will receive a mileage check on the first day of attendance. Please pick up your check at the jury section of the Clerk's office before you leave. Trial jurors will receive their checks by mail upon completion of the trial.

Badges

Jurors serving on a case will be required to wear badges. This badge will identify you as a juror and possibly will prevent you from overhearing conversations pertaining to your case. **PLEASE DO NOT FORGET YOUR BADGE.**

Jury Trial Scheduling

Generally, no cases are scheduled to begin on Monday or Friday. An average jury trial does not exceed three (3) days. Some cases, however, may last more than one week. These are rare instances.

Smoking Area

The courthouse is a smoke-free building. You must step outside on the patio, if you wish to smoke.

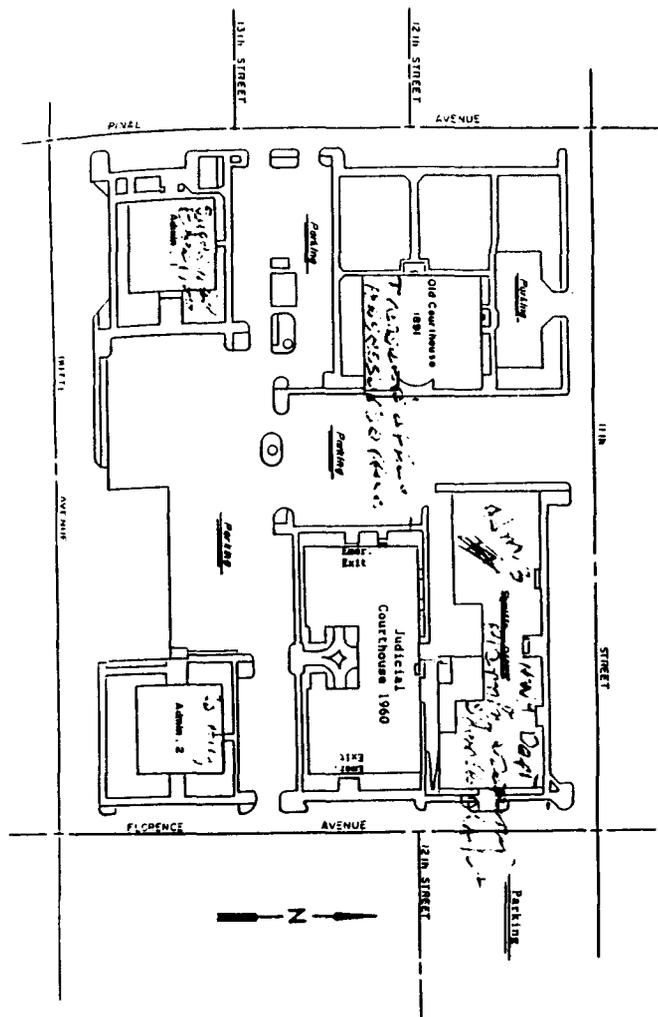
Telephones

There are pay phones in the lobby for public use. While serving as a prospective or trial juror, you are permitted to use the telephones in the jury department to contact your employer, spouse, children, etc.

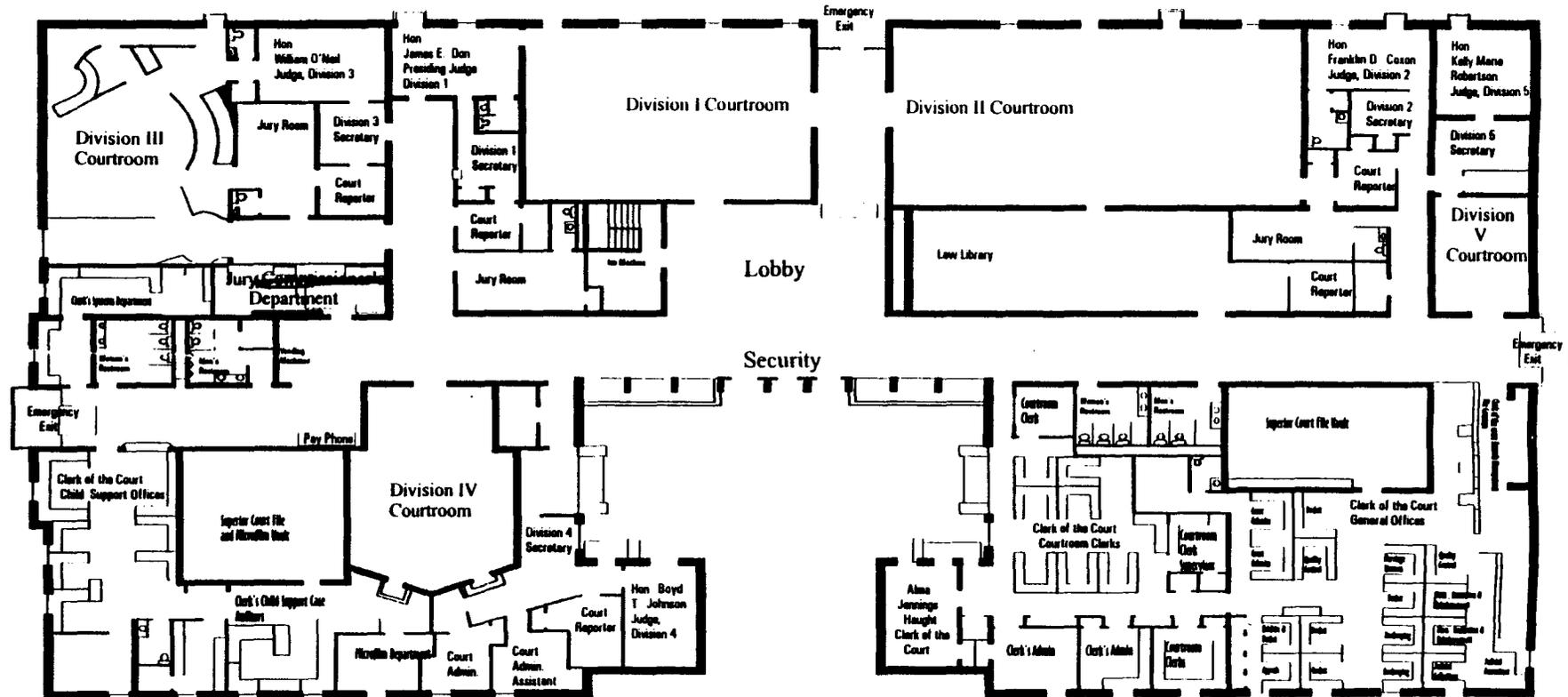
Security

There is a security system set up in the courthouse. Every time you leave and re-enter the courthouse you will be required to go through the scanner and all purses will be checked. There is only one entrance into the courthouse. If you try to exit on the east and west ends of the courthouse the alarms will go off. This is for the safety of everyone.

COUNTY COMPLEXES

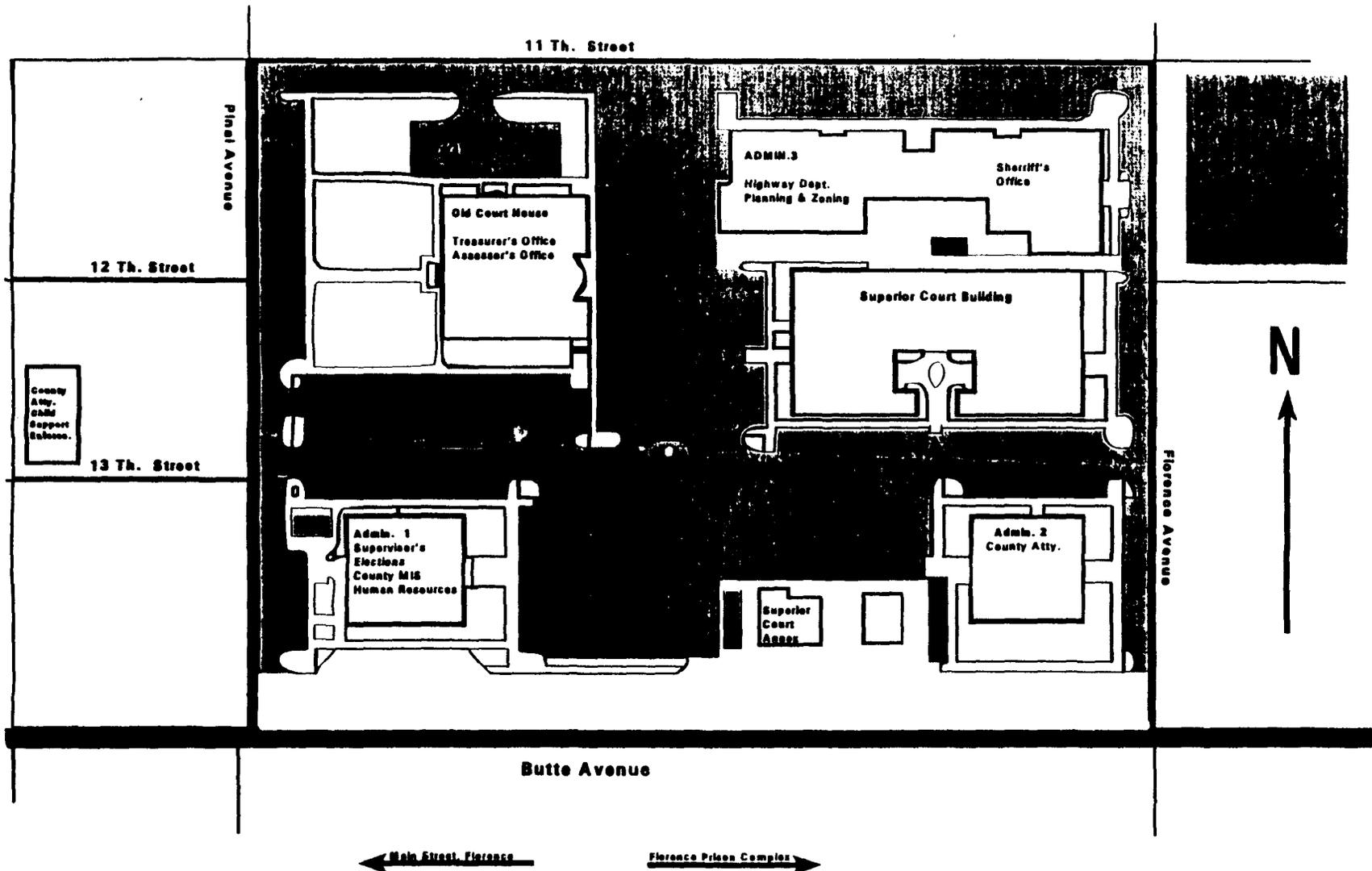


Pinal County Superior Court Building

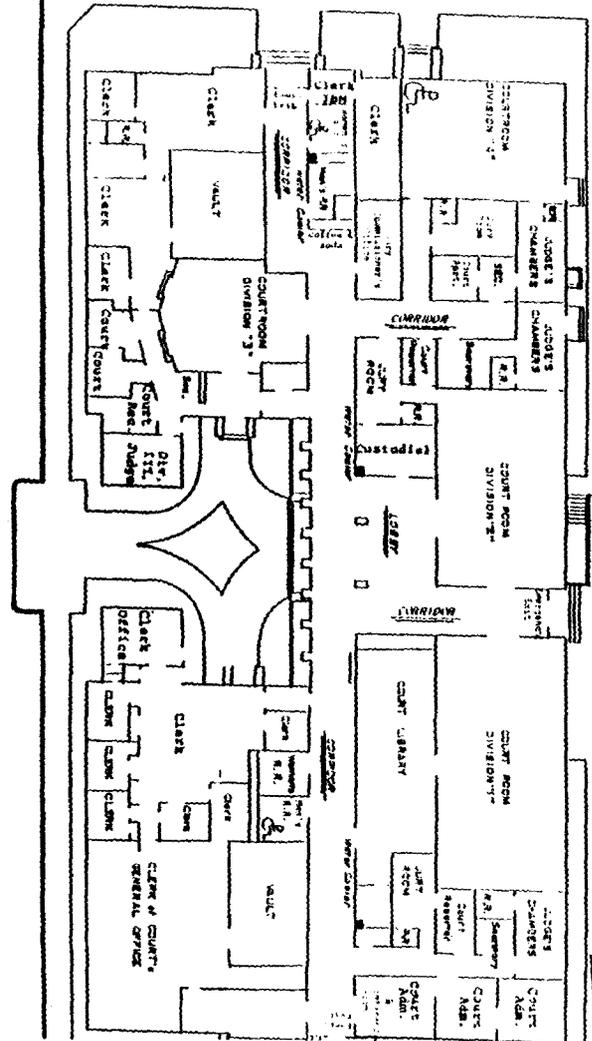


Main Entry

Pinal County Government Complex



JUDICIAL BUILDING



IMPORTANT TELEPHONE NUMBERS

NAME	AREA CODE (520)	TELEPHONE
PINAL COUNTY COURTHOUSE		868-6000
Superior Court, Division I		868-6332
Superior Court, Division II		868-6290
Superior Court, Division III		868-6319
Superior Court, Division IV		868-6525
Superior Court, Division V		868-6327
Administrative Director		868-6317
Clerk of the Superior Court		868-6296
Jury Office Information		868-6304
Marriage License Information		868-6296
Probate, Dissolution of Marriage, Criminal and Civil Records Information		868-6296
County Attorney's Office		868-6271
Juvenile Court Services		868-6469
Adult Probation Office		868-7000
Sheriff's Office		868-6800

JUSTICES OF THE PEACE

PRECINCT/LOCATION	AREA CODE (520)	TELEPHONE
Precinct No. 1, 94 W. Butte Avenue		
Florence 85232		868-6578
Precinct No. 2, 820 E. Cottonwood Lane-B		
Casa Grande 85222		836-7429
Precinct No. 3, 801 N. Main		
Eloy 85231		466-9221
Precinct No. 4, 116 Catalina		
Mammoth 85618		487-2262
Precinct No. 5, 1470 Justice Dr.		
Oracle 85623		896-9250
Precinct No. 6, 60 E. Main Street		
Superior 85273		689-5871
Precinct No. 7, 575 N. Idaho Rd.		
Apache Junction 85219		(602) 982-2921
Precinct No. 8, 44625 W. Garvey		
Maricopa 85239		568-2451

MAGISTRATES

NOTES

LOCATION	AREA CODE (520)	TELEPHONE
City of Apache Junction, 1011 N. Idaho Rd. Apache Junction, 85219		(602) 982-8250
City of Casa Grande, 300 E. 4th Street Casa Grande 85222.....		421-8675
City of Coolidge, 345 W. Central Avenue Coolidge 85228.....		723-5361
City of Eloy, 628 N. Main Eloy 85231.....		466-3913
Town of Florence, 133 N. Main Street Florence 85232.....		868-5889
Town of Kearny, 912-C Tilbury Rd. Kearny 85237.....		363-7752
Town of Mammoth, 125 N. Clark Street Mammoth 85618.....		487-2331
Town of Superior, 734 Main Street Superior 85273.....		689-5752