

Court – Frequently Asked Questions

Jury Service

How does the court get my name for jury duty?

As a registered voter and resident of our court's jurisdiction (Beachwood, Hunting Valley, Pepper Pike, Shaker Heights, and University Heights), your name was randomly drawn via computer selection from the Cuyahoga County Board of Elections.

Where is the court located? Where do I go? Is there free parking?

We are located near the corner of Lee Road and Van Aken Boulevard (across from City Hall). The address is 3355 Lee Rd., Shaker Heights, Ohio, 44120. The court is in the same building as the Shaker Heights Police Department.

Parking is free. As you enter the driveway, please park to the left, unless you require handicap parking spaces which are located to the right near the building.

Enter through the front of the building, turn to your left, and proceed through the glass doors into the court lobby. A bailiff will instruct you where to go from there.

How should I dress?

Business casual is recommended.

How long is jury service? Are the trials always held on Thursdays and Fridays?

Jury service in our court, for the most part, lasts one to two days. We recommend you plan on being here from 9:00 AM to 5:00 PM both days. If you are not selected as a member of the jury panel, you will be excused by lunch time Thursday morning, and you will not be required to return on Friday.

Jury trials in the Shaker Heights Municipal Court are only held on Thursdays and Fridays.

Can I bring reading materials or work with me while I wait?

Yes, of course. You may be doing a bit of waiting, so please feel free to bring something to help you pass the time!

What do I do about lunch?

Jurors are welcome to bring their lunches if they choose, but this is not required, as you will be permitted to leave the building during the lunch hour.

Am I permitted to make phone calls?

Jurors may only use their phone during a break from trial.

Will I be paid for my jury service?

All jurors will be paid \$20.00 for each day of service.

I would like a postponement. What do I need to do?

If you have a conflict with the dates, you have been assigned, please call (216) 491-1326

I have already served on a jury trial within the past year (either downtown or in the municipal court), what do I do?

Once you have performed jury service, you cannot be called to serve again for at least one year. Should you receive a summons from the Shaker Heights Municipal Court less than 12 months after your last scheduled jury service, please call (216) 491-1326. You will be required to show proof of this service by submitting a copy of a certificate of jury service or a letter from that court showing the dates of your last service.