

## Excusal from Jury Service

The Circuit Court's Jury Coordinator handles requests for excusal from jury service. Excusals will not be granted within 48 hours of a trial, except in the case of an emergency.

Requests to be excused must be made in writing as soon as you receive your summons and sent to:

Hanover Circuit Court  
Attention: Jury Coordinator  
P.O. Box 39  
Hanover, VA 23069

Include a telephone number where you may be reached during the day.

Send your request for excusal prior to the beginning date of your jury term.

You will be notified of the action on your request by mail or by telephone.

### Exemptions from jury duty:

**Active Military:** If you are on active duty with the armed forces of the United States or the Commonwealth of Virginia, please submit a letter requesting excusal.

**Age:** If you 70 years of age or older and do not wish to serve as a juror, please submit a letter requesting excusal.

**Business or Agricultural Enterprise:** If you are the only person performing services for a business or agricultural enterprise and your services are so essential to the operations of the business or enterprise that it must *close or cease to function* if you are required to serve a juror, please submit a written explanation.

**Business Travel:** If you have a previously planned out of town business trip, please submit a letter requesting to be excused the dates you will be out of town. Please provide confirmation of travel, if available.

**Care of Child/Children:** If you have *legal custody* and are responsible for a child or children 16 years of age or under requiring continuous care by you during normal court hours (8:00 a.m. to 4:30 p.m.), please submit a written explanation.

**Care of Family:** If you are responsible for a person having a physical or mental impairment requiring continuous care by you during normal court hours (8:00 a.m. to 4:30 p.m.), please provide a written explanation along with a statement from the person's doctor.

**Doctor's Appointment:** If you have an appointment scheduled with your doctor, please submit a letter requesting to be excused for the date of your appointment.

**Law Enforcement, Correctional/ Jail Officer:** If you are sworn law enforcement or a correctional/ jail officer, please submit a letter for excusal.  
*Note: Retired officers and family of current or retired officers are not eligible for excusal from jury service for this reason.*

**Medical- Physical or Mental Infirmary:** If you have a physical or mental infirmity impairing your ability to serve as a juror, please furnish a statement from your doctor requesting you be excused from jury service and explaining the nature of your infirmity. Doctors may fax their statements to the Court at 804-365-6278.

**Non-resident:** If you are no longer a resident of Hanover County, please submit a letter informing the court of your updated address. Please include proof of residency.

**Student:** If you are a student, attending school out of town, please submit a letter requesting excusal. Include a copy of your schedule or proof of enrollment.

**Vacation:** If you have a previously planned out of town vacation, please submit a letter requesting to be excused the dates you will be out of town. Please provide confirmation of travel, if available.

If you have a circumstance that does not fit into the above reasons for possible excusal from jury service, please submit a letter explaining your situation or call the Jury Coordinator at 804-365-6493 for further information.