

Excusal from Jury Service

The Circuit Court's judicial assistants handle requests for excusal from jury service.

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

Hanover Circuit Court
Attention: Jury Service Excusal
P.O. Box 505
Hanover, VA 23069

Include a day time telephone number.

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.

Common 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, submit a letter requesting excusal.

Age: If you 70 years of age or older and do not wish to serve as a juror, 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, submit a written explanation.

Business Travel: If you have a previously planned out of town business trip, 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.), 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.), 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, submit a letter requesting to be excused for the date of your appointment.

Law Enforcement, Correctional/Jail Officer: If you are a sworn law enforcement or correctional/jail officer, submit a letter requesting to be excused. *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, furnish a statement from your doctor requesting that you be excused from jury service and explaining the nature of your infirmity. Doctors may fax their statements to the Court at (804) 365-6899.

Non-resident: If you are no longer a resident of Hanover County, submit a letter informing the court of your updated address.

Student: If you are a student, attending school out of town, 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, 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, submit a letter explaining your situation or call a judicial assistant at (804) 365-3205 for further information.