



# UNITED STATES FEDERAL JURY SERVICE



## **REPORTING DATE**

- You **MUST** call 1-866-313-2350 on the date and time indicated on the front of your summons OR go online to “jury info”. Click on “Check Your Status”.
- When calling the toll-free recorded message to receive your reporting instructions or going online, you must have your 9-digit participant number available in order to access the system. This number appears above your name on the front of your summons.
- The recorded instructions will tell you **if** you are scheduled to report for jury duty on the next working day or **when you should call** the recording again.

### **\*PENALTIES\***

Jurors who fail to report to court when instructed to do so may be served by the United States Marshals Service with an order to show cause why they should not be held in contempt of court for not appearing as instructed. Upon a finding of contempt, the Court could impose statutory penalties.

## **LENGTH OF SERVICE**

- You are **“on call”** for **two weeks** beginning on the date that appears on the front of your summons.
- You are **ONLY** required to travel to the courthouse when specifically instructed to do so via the recorded message.

## **TO REQUEST AN EXCUSE**

- All requests must be **IN WRITING** via U.S. Mail, Fax or by using the electronic excuse form on the Court’s website ([www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)). **NO oral excuses will be taken over the phone.**
- All requests **MUST** be submitted to the Jury Staff in the division where your jury service is to take place, no later than 5 days prior to your reporting date.
- DO NOT wait until your first day of jury service to request an excuse.** If you do and are excused, the Court will not pay you or give you credit for that day’s attendance.
- All letters must be written by you, the prospective juror, and **may not** come from your employer.
- It is the juror’s responsibility to verify that an excuse has been granted.
- To check the status of a pending request for excuse, deferral or postponement (please allow 6-8 business days after submitting your request), call the automated jury information system at 1-866-313-2350 or go online under “Check Your Status”(you must have your 9 digit participant number in order to use this system.)

### **\*\*GO PAPERLESS WITH EJUROR\*\***

- To use eJuror, simply go to our website, click on Jury Info and then eJuror. You will need your participant number and birth date to use the eJuror system.  
**USING EJUROR**, you can:
  - Submit your information card
  - Request to be Deferred/Excused

## **ATTENDANCE FEES, MILEAGE & SUBSISTENCE**

- Jurors (except non-postal federal employees) are paid \$40.00 per day plus the current federal government mileage allowance and tolls.
- If you live 60 miles or more from the courthouse, a subsistence allowance will be paid to you if it becomes necessary for you to spend the night.

## **ATTIRE**

- You are expected to conduct yourself with reserve and courtesy, and when appearing at the courthouse, **must** dress appropriately to preserve the dignity of the Court. Proper attire includes **coat and tie for men and similarly appropriate attire for women. No jeans, polo shirts or sneakers.**

## **FOOD**

- There is no food service in the building. However soda & snack machines, a refrigerator, and a microwave are located in the jury assembly room for your convenience. For those wishing to go to lunch, local restaurant menus are available.

## **QUESTIONS**

- Direct questions (call collect if necessary) to Jury Staff at 407-835-4330.

## **PARKING**

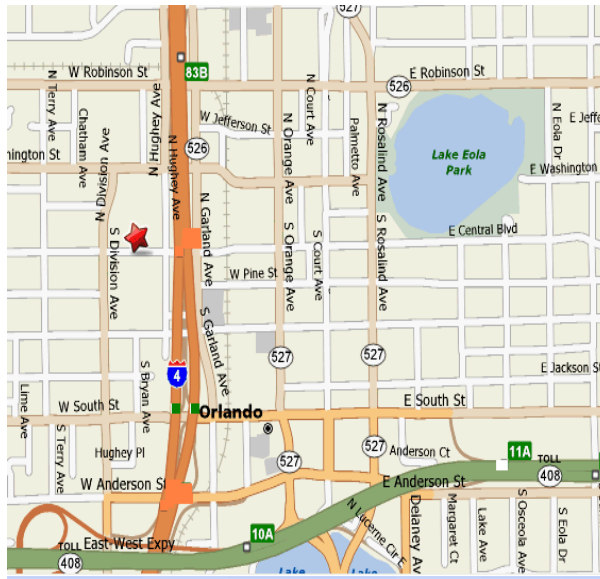
- Parking is available at the City of Orlando's **Church Street Parking Garage** located at 150 S. Hughey Avenue. (If using mapquest, use this address.)
- The entrance of the Church St. Parking Garage is located on Hughey and Bob Snow Lane (blinking light). The garage is on the right next to Orlando Police Headquarters on Hughey Avenue. It's one block **after** the federal courthouse.
- **DO NOT park at the Centroplex garage.** Centroplex is for County jurors only.

## **DISABLED PARKING**

- Disabled jurors may also check the Court's website ([www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)) or contact the Jury Staff for additional information on disabled parking in Orlando.

## **CHECKLIST**

- ✓ Electronic devices including cellular phones, laptop computers, sound/recording equipment, photographic/broadcasting equipment are prohibited. **You will not be permitted to bring them into the building.**
- ✓ All individuals entering the building are required to proceed through a security checkpoint and have any bags, packages, purses, etc. examined through an x-ray machine.
- ✓ A valid photo ID must be shown when entering the courthouse.
- ✓ REMEMBER to bring your parking ticket with you to the Jury Assembly Room (1st floor) for validation.



## **DRIVING DIRECTIONS**

**If traveling east on I-4**, take Exit 82B (South St.), continue straight from end of ramp. The street becomes Garland St. Turn left on Pine St. Turn left on Hughey Ave. The entrance to the Church St. Garage will be on your right.

**If traveling west on I-4**, take exit 84, (Colonial Drive). Proceed straight over Colonial Drive onto N. Hughey Ave. On Hughey Avenue, drive approximately 1 mile to the Church St. Garage. The entrance to Church St. Garage is on the right **after** the Orlando Police Hqtrs.

**If traveling from the east**, take 408-W, to exit 11A (Rosalind Ave). Turn left on South St. Turn right on Garland Ave. Turn left on Pine St. Turn left on Hughey Ave. The entrance to the Church St. Garage will be on your right.

**If traveling from the west**, take 408-E to the Exit 10B (I4 East- Daytona Beach). Exit on 83A, (Amelia St.). Turn left on Amelia. Turn left on Hughey Ave. Continue straight. The entrance to Church St. Garage is on the right **after** the Orlando Police Hqtrs.

**After exiting garage**, walk past Orlando Police Hqtrs. Turn left on Central Blvd. The entrance to the court is located at the corner of Division St. and W. Central Blvd.

## **United States Federal Court**

*George C. Young U.S. Courthouse  
& Federal Building (Courthouse Annex)*

401 W. Central Blvd, Suite 1100  
Orlando, Florida 32801-0100  
407-835-4330

[www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)



**Welcome to Federal Jury Service.**

The Orlando Division serves the following counties: Brevard, Orange, Osceola, Seminole and Volusia.

This is **NOT** Orange County Jury Service.

Enclosed you will find **IMPORTANT** information.  
*Please read through it carefully.*