

United States District Court

Sam M. Gibbons U.S. Courthouse

Jury Services

801 N. Florida Avenue, #327

Tampa, FL 33602

(813) 301-5452 or (813) 301-5475

Monday- Friday (excluding federal holidays)

8:00 a.m.- 5:00 p.m.

www.flmd.uscourts.gov



Welcome to Federal Jury Service.

The Tampa Division serves the following counties: **Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk and Sarasota**

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

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

REPORTING DATE

- ▶ You **MUST** call the automated Jury line at 1-866-313-2350 on the date and time indicated on the front of your summons or go to the court's website. Click "**Jury Info/eJuror**" then click "**Check Your Status**".
- ▶ You must have your 9-digit participant number available in order to access the Jury line. This number appears next to your name on the front of your summons.
- ▶ The recorded instructions will tell you **if** you are scheduled to report for jury duty **when you should call** the recording again.
- ▶ **Failure to call the jury line before you report for jury service may result in non-payment of fees.**

FAILURE TO APPEAR FOR JURY SERVICE

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

- ▶ **Petit (trial) Jurors** are "on call" for three weeks beginning on the date that appears on your summons.
- ▶ **Grand Jurors** will receive additional instructions on the day of impanelment.

REQUEST AN EXCUSE

- ▶ All requests must be **IN WRITING** and submitted to the Jury Staff through U.S. mail, faxed to (813) 301-5433, or electronically through eJuror.
ORAL REQUESTS WILL NOT BE ACCEPTED.
- ▶ All written letters or electronic excuses should be received no later than five (5) days prior to your reporting date.
- ▶ All letters must be written by you, the prospective juror. Letters from employers are not considered.
- ▶ **Do not wait until your first day of jury service to request an excuse.** If you appear for jury duty only to request an excuse, you will not be paid any fees.

****GO PAPERLESS WITH eJUROR****

To use eJuror, simply go to our website, click on "**Jury Info/eJuror**". You will need your participant number and birth date to use the eJuror system.

Using eJuror, you can:

- **Submit your Jury Information Form**
 - **Request an Excuse/Postponement**
 - **Update your name or address**
- ▶ **It is the juror's responsibility to verify that an excuse has been granted.** To check the status of a pending request (please allow 5-7 business days after submitting your request), call the automated Jury line or go online under "**Check Your Status**".
 - ▶ If you are 70 years of age or older and do not wish to serve, put that information in writing and you will be excused from jury service.

PARKING [Refer to map on back of summons]

- ▶ Jurors must park in the William F. Poe Garage, (P1 on the map) located at 802 North Ashley, or the Twiggs Street Garage located at 900 East Twiggs Street (P2 on the map). **Bring your parking ticket with you for validation.**
- ▶ If your **vehicle exceeds a height of 6'8"**, you must obtain a parking permit and ticket from the Jackson Street Parking Cashier, located at 420 E. Jackson St. (#23 on the map). The cashier will provide parking instructions. **Bring your parking ticket with you for validation.**

DISABLED PARKING

- ▶ Disabled jurors must contact the Jury Staff for additional information on disabled parking in Tampa.

COMPENSATION

- ▶ 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. The amount varies depending on season.
- ▶ Hotel lodging require a receipt or a relative/friend lodging require a written statement, which must be provided to the Jury staff on the reporting date.

FOOD & AMENITIES

- ▶ There is no food service in the building; however, soda & snack machines, water dispenser, a refrigerator, and a microwave are located in the Jury Lounge for your convenience.
- ▶ Local restaurant menus are available.
- ▶ Restroom facilities and phones are available in the Jury Assembly Room for your convenience.
- ▶ Smoking is permitted only outdoors.

ATTIRE & DRESS CODE

- ▶ 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, shorts, sneaker, flip flops or beach attire.**

RESTRICTED ITEMS

- ▶ **DO NOT** bring electronic equipment or weapons, including, cell phones, blackberries, PDAs, pagers, laptops, sound/recording devices, photographic/broadcasting devices, mace or pepper spray, and the like to the courthouse.

QUESTIONS

- ▶ **Frequently Asked Questions** are located on the Court's website.

Checklist for Jurors

- ✓ **Bring** your map and/or directions.
- ✓ **Bring** a valid photo ID to show when entering the courthouse.
- ✓ **Bring** your parking ticket for validation.
- ✓ **Bring** a sweater or light jacket.
- ✓ All individuals entering the courthouse are required to proceed through a security checkpoint and have any bags, packages, purses, etc. examined through an x-ray machine.

Finally, a word of thanks!

The United States District Court holds civil, criminal, and grand jury cases. For most people, the opportunity to serve in Federal Court comes but once in a lifetime. We look forward to working with you on this important civic function and hope that you find your service to be a rewarding experience.

DOWNTOWN TAMPA & CHANNEL DISTRICT



MAP LEGEND

- One Way Streets
- Major Parking Lots / Garages
- Visitor Information
- Hospitals
- Taxi Stands

Sam M. Gibbons U.S. Courthouse
 801 North Florida Ave.
 Tampa, Florida 33602

The Federal Courthouse is located at the intersection of Florida Avenue and Polk Street, easily accessible from Interstate 275 and the Lee Roy Selmon Expwy (also called the Crosstown Expwy). Jurors must park in the William F. Poe Garage (P1), at 800 North Ashley, or at the Twiggs St. Garage (P2) at 900 East Twiggs Street. Bring your parking ticket with you for validation.

STREETCAR TECO SYSTEM

Route & Stops

MON-WED	11 am - 10pm
THU	11 am - 11pm
FRI	11 am - 2 am
SAT	9 am - 2 am
SUN	Noon - 8pm

Service every 15-20 min
 Except 9-11 am and 1-2 am
 Service every 30 min
 Exact Fare or FareCard Required
 Check hartline.org for Holiday Hours

In-Town Trolley Downtown

Route 96 Stops

MON-THU	6 am - 9pm
FRI	6 am - 10pm

Service every 15 min
 Route - Service only
 MON-FRI 6am-6pm
 50¢ Exact Fare or FareCard Required
 Check hartline.org for Holiday Hours

In-Town Trolley Hyde Park

Route 98 Stops

MON-THU	11:30am - 6pm
	Service every 15 min
	6pm - 9pm
	Service every 30 min
FRI & SAT	11:30am - 9pm
	Service every 15 min
	9pm - 11pm
	Service every 30 min
SUN	Noon - 8:30pm
	Service every 30 min

SAT & SUN Service
 Look for Sign in Front Windshield
 Hyde Park Loop
 TBPAC Loop
 (Tampa Bay Performing Arts Center)
 50¢ Exact Fare or FareCard Required
 Check hartline.org for Holiday Hours

Map Courtesy of Discover In-Town Guide & Map

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