

LENGTH OF SERVICE

- You are **“on call”** for **one month** beginning on the date that appears on the front of your summons.
- You are **ONLY** required to travel to the courthouse when specifically instructed via the recorded message.
- It is unlikely that you will be sequestered (kept overnight) during your service.
- If you provided the Court with a telephone number or email address, *you will receive an automated reminder message for reporting instructions from our Tampa server/caller ID.*

CHECKING STATUS/CONFIRMING REPORTING INSTRUCTIONS

- Check your status (excused or postponed) online by clicking **CHECK YOUR STATUS** or by calling the jury hotline at 1-866-313-2350.
- You must have your 9-digit participant number available in order to check your status. This number appears next to your name on the front of your summons. If you lose your summons, please call the Court. **If you report erroneously, you are NOT entitled to any compensation.**

PENALTIES

Any person summoned for jury service who fails to appear as directed shall be ordered by the District Court to appear forthwith and show cause for his failure to comply with the summons. Any person who fails to show good cause of noncompliance with a summons may be fined not more than \$1000, or imprisoned not more than three days or ordered to perform community service or any combination thereof.

****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:

- Update name/address
- Request to be Deferred/Excused (Two step process. First complete response, then log back in to request the excuse.)

If you submit your response on-line, you do not need to mail in your response card.

TO REQUEST AN EXCUSE

NO oral excuses will be taken over the phone. All requests must be **IN WRITING** via the following methods **no later than 7 days prior to your reporting date.** [You must include your completed jury information form when submitting a request]:

1. **U.S. Mail**
2. **Online:** www.flmd.uscourts.gov/jury
3. **Fax:** 352-629-8701
4. **Email:** OCA_Jury@flmd.uscourts.gov

Use only ONE method to submit your request

- **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.
- **If you submit a request to be excused:** **To check the status of a pending request** (please allow **6-8 business days** after submitting your request), call the automated jury information system at 1-866-313-2350 or online under “Check Your Status.”
- **It is the juror's responsibility to verify that a**

request has been granted or denied.

(You must have your 9 digit participant number in order to use this system.)

- If you are 70 years of age or older, care for small children, care for elderly or infirm persons and do not wish to serve, send us that information in writing and you will be excused from jury service.

EMPLOYMENT PROTECTION

- Federal jurors are protected against discharge or coercion by employers as a result of being called for jury service. Check with your employer to see if they have a jury policy and whether they pay their employees' wages or salaries while serving. Letters from employers are **NOT** considered.

COMPENSATION

- If you are instructed to report for jury service, you are entitled to a \$40 attendance fee and the current round-trip mileage rate. Federal employees (except postal employees) are **NOT** paid the attendance fee, but are reimbursed for other expenses.
- For jurors whose residence is 60 miles (one way) from the courthouse: In addition to regular jury compensation, if you choose to stay at a hotel the night before jury selection, a per diem allowance will be paid to you. Contact the Court for the current per diem allowance and list of hotels.

AMENITIES

- There is no food service in the building. However soda and vending machines are located on the first floor. For those wishing to go to lunch, local restaurant menus are available.

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.

QUESTIONS

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

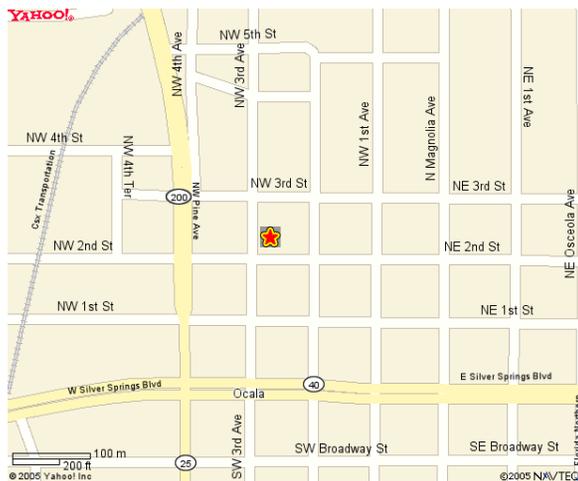
CHECKLIST

✓ You are **NOT** allowed to bring cell phones, laptops, electronic devices, iPads/tablets, e-books, sound/recording devices, photographic/broadcasting equipment, e-cigarettes, lighters, matches, or any objects that may activate the metal detectors into the courthouse. Wearable technology such as smart glasses, watches or bracelets with internet, cellular or Bluetooth capability are **also 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** is required to enter the courthouse.

THANK YOU for your participation in the Judicial process of this court.



DRIVING DIRECTIONS TO PUBLIC PARKING IN FRONT OF COURTHOUSE:

From I-75 (exit 352) (S.R. 40/Silver Springs Blvd):

- Head east - 3 miles to U.S. Hwy 441/301/27(Pine Avenue).
- Make left (heading north) onto 441, go to the next light which is NW 2nd Street and make right.
- We are the second building on the left and parking is just past the building on the left.

PARKING

- Jurors may park in the parking lot located on the east side of the U.S. Courthouse at the corner of NW 2nd Street and NW 2nd Avenue or in the covered parking lot located at the corner of 441 and NW 2nd Street.

DISABLED PARKING

- Disabled jurors may check the Court's website (www.flmd.uscourts.gov) or contact the Jury Staff for additional information on disabled parking in Ocala.

United States District Court *Golden-Collum Memorial Federal Building and U.S. Courthouse*

207 Northwest Second Street
Ocala, Florida 34475
352-369-4865

www.flmd.uscourts.gov/jury



Welcome to Federal Jury Service.

The Ocala Division has jurisdiction over the counties of **Citrus, Lake, Marion and Sumter**. Your previously completed and returned juror qualification questionnaire qualified you to serve as a juror in this federal court. Your jury service **cannot** be transferred to a superior or county court.

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