



## You've been summoned for jury service. Now what?

- The first step in your jury service is to complete the Jury Information Form through eJuror ([www.flmd.uscourts.gov/ejuror](http://www.flmd.uscourts.gov/ejuror)) or mail the paper Jury Information Form on the lower half of your summons.
- You have been summoned for jury service, but you do not currently have a reporting date. Instead, you are “on call” for the jury trial term listed on your summons. So, before coming to the courthouse, it is important that you confirm that your attendance is required by checking eJuror or calling (866) 313-2350 for reporting instructions as directed on your summons.
- If you are scheduled to report to the courthouse, the reporting instructions on eJuror and the jury phone line will state a time and date to appear. If you are not scheduled to report, the reporting instructions will state your next call-in date. When checking for reporting instructions, you will need your Participant Number from the summons. The court will also send reminder messages by phone, text, and/or email about your reporting date, but please do not rely solely on this communication.



## Need to request an excuse or postponement?

- For information about requesting an excuse or a postponement of your jury service, see the instructions and form on the back of your summons.

## What to expect on your first day of jury service.

- You may bring a cell phone inside the courthouse, but you will be required to store it in a locker. You will not be permitted to bring your phone into a courtroom. Cameras, laptops, iPads, smart watches, and other electronics are not allowed in the courthouse.
- **Bring your license or other photo ID with you.** You must show a valid photo ID at the security entrance.
- After going through security, you will be directed to the jury assembly room where you will be greeted by a staffer, fill out forms, watch an orientation video, and take an oath.
- From the jury assembly room, you will be directed to a courtroom for jury selection. Depending on the case, jury selection can last anywhere from one hour to the whole day. At the end of jury selection, you will find out whether you have been selected to serve on the jury.

## Jury Scam

- Court officials will never ask for payment or personal information over the phone. Please stay vigilant and protect yourself from fraud.

## Americans with Disabilities Act Notice

- If you have a disability and need special accommodations to serve, contact the Jury Department at (904) 549-6001.

## Other Important Information

- **Lost summons.** Call the Jury Department if you lose your summons.
- **Attire.** Jurors are expected to dress in a manner reflective of the formality of court proceedings. Proper attire does not include jeans, shorts, or flip flops. Because the courthouse can be cold, you may want to bring a blazer, cardigan, or other appropriate outer layer.
- **Compensation.** Summoned jurors are generally paid an attendance fee of \$50/day and round-trip mileage at the current government rate. Jurors are reimbursed for tolls, but not for taxis or ridesharing services.
- **Overnight stays.** Jurors who live 60 miles or more from the courthouse may be reimbursed for lodging in a hotel near the courthouse. Call the Jury Department for more information.
- **Food.** The courthouse does not have a cafeteria, but jurors can bring food and beverages into the building. A snack machine, water dispenser, refrigerator, and microwave are available for jurors to use. Several restaurants are within walking distance of the courthouse.
- **Employment protection.** Under federal law, an employer must allow time off for jury service. An employee cannot be punished for serving as a juror. But an employer has discretion to determine whether absence for jury service is with or without pay.
- **Penalties.** Failure to appear for jury service as directed may result in a \$1,000 fine, up to three days in jail, and community service.



## PARKING INFORMATION

- Park in the Library Parking Garage located at 33 W. Duval St. in downtown Jacksonville.
- Bring your parking ticket with you to the courthouse. Jury staff will validate your parking.
- For disabled parking information, call the Jury Department at (904) 549-6001.

## DIRECTIONS TO THE PARKING GARAGE

- The parking garage is at the corner of Main St. and Duval St., two blocks away from the courthouse. Do not park in the Ed Ball garage.
- If traveling east on I-10, proceed to I-95 north, take exit 353B for Union St. Follow Union to Main St. Turn right on Main St. and then right on Duval St. The garage entrance will be on your right.
- If traveling north on I-95, take exit 348 for Atlantic Blvd. toward Downtown. Continue onto the I-95 Service Rd. Take the Main St. Bridge exit and follow Ocean St. to Duval St. Turn left onto Duval. The parking garage will be on your right.
- If traveling south on I-95, take exit 353B for Union St. Follow Union to Main St. Turn right on Main St., and then right on Duval St. The garage will be on your right.

## WHERE TO REPORT FOR JURY DUTY

Bryan Simpson U.S. Courthouse  
300 N. Hogan Street, Ste 1-100  
Jacksonville, FL 32202

## WALK FROM GARAGE TO COURTHOUSE



United States District Court  
Middle District of Florida  
Jacksonville Division

## Information for Jurors

Questions?  
Contact the Jury Department at  
(904) 549-6001

Or visit the Court's website at  
[www.flmd.uscourts.gov/jurors](http://www.flmd.uscourts.gov/jurors)

