



## 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, smart glasses (including prescription smart glasses), and other electronic devices 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 (813) 301-5452.

## 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 ripped or stained jeans, shorts, flip flops, tank tops, or beach attire. 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 also 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 micro-market, 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 William F. Poe Garage located at 800 N. Ashley Dr. The daily rate to park in the garage is \$18.00, which you must pre-pay by using a pay station in the garage. The parking fee will be reimbursed.
- You can also park at the Twigg Street Garage located at 901 E. Twigg St. Bring your parking ticket with you to the courthouse for validation by jury staff.

For disabled parking information, call the Jury Department at (813) 301-5452.

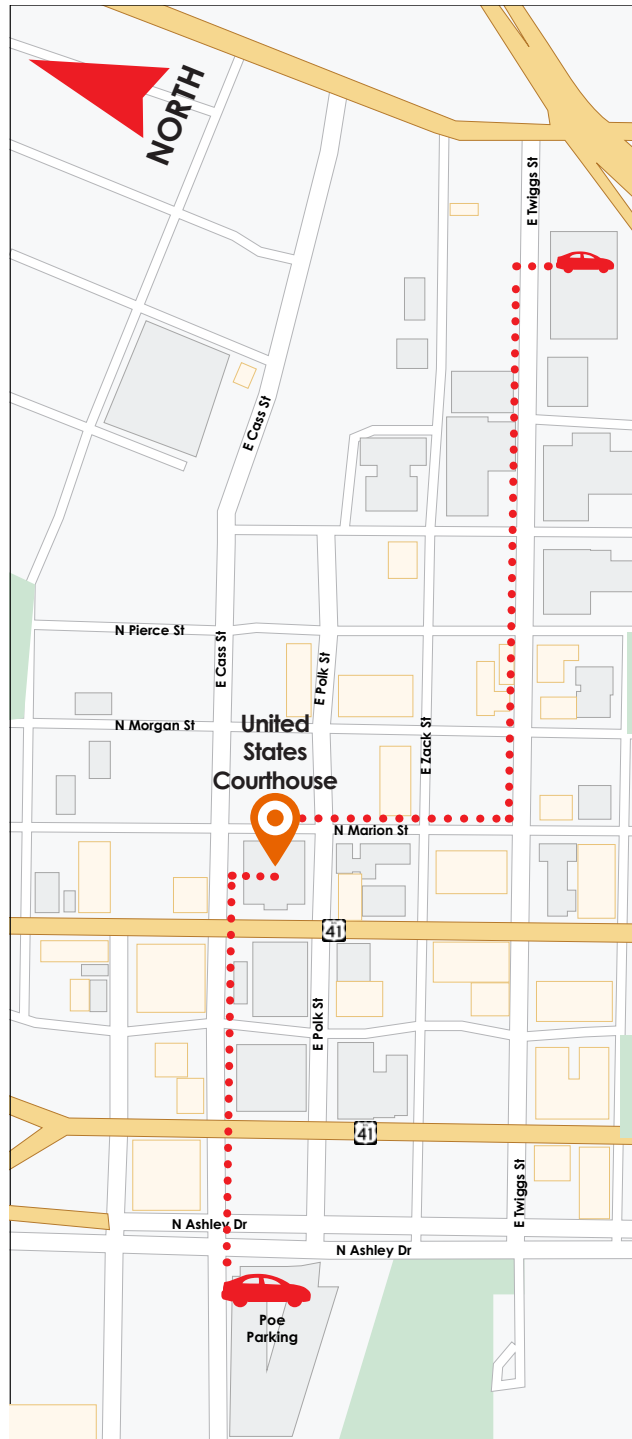
## DIRECTIONS TO THE PARKING GARAGE

- From I-275 South, take exit 45A toward Downtown East. Keep left, follow signs for Ashley Dr. Merge onto N. Ashley Dr. The Poe Garage will be on your right. For the Twigg Street Garage, continue on N. Ashley Dr. to turn left onto Twigg St. The Twigg Street Garage will be on your right.
- From I-275 North, take exit 44 toward Downtown West. Keep right, follow signs for Ashley Dr. Merge onto N. Ashley Dr. The Poe Garage will be on your right. For the Twigg Street Garage, continue on N. Ashley Dr. to turn left onto Twigg St. The Twigg Street Garage will be on your right.
- From the East (Brandon), take FL-618 Toll/Selmon Expressway toward Tampa. For the William F. Poe Garage, take exit 7 toward Downtown-West. Turn right onto S Morgan St., left onto E. Whiting St., then right onto N. Ashley Dr. The garage will be on your left. For the Twigg Street Garage, take exit 8 toward Downtown-East, then stay straight to go onto John F. Kennedy Blvd. Turn right onto Jefferson St., and then turn right onto Twigg St. The garage will be on your right.

## WHERE TO REPORT FOR JURY DUTY

Sam M. Gibbons U.S. Courthouse  
801 N. Florida Avenue  
Tampa, Florida 33602

## WALK FROM GARAGE TO COURTHOUSE



United States District Court  
Middle District of Florida  
Tampa Division

## Information for Jurors

Questions?  
Contact the Jury Department at  
(813) 301-5452

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

