

## LENGTH OF SERVICE

**Petit (trial) Jurors** are "**on call**" for a **three (3) week term of service** beginning on the date that appears on your summons.

**Grand Jurors** will receive additional information on the day of empanelment.

You are **ONLY** required to travel to the courthouse when specifically instructed to within the three (3) week term via the Jury Reporting Hotline.

If you provided the Court with a telephone number, you will receive an automated call reminding you to call for updated 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**

## **\*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, visit [www.flmd.uscourts.gov/eJuror](http://www.flmd.uscourts.gov/eJuror). You will need your participant number, first three letters of your last name and birth date to use the eJUROR system.**

Using eJUROR you can:

- Update your name/address
- Submit your information card
- Request to be Deferred/Excused

## TO REQUEST AN EXCUSE OR POSTPONEMENT

**NO** excuses will be accepted 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:

- U.S. Mail
- Online: [www.flmd.uscourts.gov/eJuror](http://www.flmd.uscourts.gov/eJuror)
- Fax: (904) 301-6876
- E-mail: [jax\\_jury@flmd.uscourts.gov](mailto:jax_jury@flmd.uscourts.gov)

**\*Request using only ONE method\***

**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 or denied.

If you are 70 years of age or older and do not wish to serve, send us that information in writing and you will be excused from jury service.

## COMPENSATION

If you are instructed to report for jury service, you are entitled to a \$50 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.

If your residence is 60 miles or more (one way) from the courthouse, a per diem allowance will be paid to you for an overnight stay. Contact the Court for the current per diem allowance and a list of hotels.

## 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.

## AMENITIES

There is no food service in the building; however, snack machines, water dispenser, refrigerator, and a microwave are located in the building. Restaurants are also in the area for your convenience. Restrooms and telephones are available in the jury lounge.

## 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 does not include jeans, shorts, sneakers, flip flops or beach attire.**

Please be advised that the temperature in the courthouse may be cold to some. Please plan accordingly.

## PARKING

Parking is available at the City of Jacksonville's **Public Library Parking Garage** located at 33 West Duval Street. **Bring your parking ticket with you for validation.**

### **NO MOTORCYCLES PLEASE.**

The entrance of the Public Library Parking Garage is located at the corner of Main Street and Duval Street. The garage is across the street from the Downtown Jacksonville Library, next to City Hall. This garage opens at 7:00 a.m.

## DISABLED PARKING

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

## QUESTIONS

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

## ADDITIONAL INFORMATION

Electronic devices including cellular phones, laptop computers, iPad/tablets, sound/recording equipment, photographic/broadcasting equipment and e-cigarettes **are prohibited**. 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** must be shown when entering the courthouse.



## DRIVING DIRECTIONS

The Federal Courthouse is located at the corner of Monroe Street and Hogan Street close to Hemming Plaza and City Hall.

**If traveling east on I-10**, proceed East on I-10 to I-95 North, exiting on Union Street (353B). Follow Union to Main St. Turning right on Main, proceed to Duval St. Turn right on Duval, entrance to the garage is immediately on the right

**If traveling north on I-95**, follow 95 to Main St. Bridge exit. Go across the blue bridge and follow Ocean to Duval. Turn left onto Duval. The parking garage will be on your right after crossing Main St.

**If traveling south on I-95**, proceed to Union Street exit (353B). Follow Union to Main St. Turning right on Main, proceed to Duval. Turn right on Duval, entrance to the garage is on the right.

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

## **United States District Court**

*Bryan Simpson U.S. Courthouse*

300 N. Hogan Street, Ste 1-100  
Jacksonville, FL 32202  
(904) 549-6001

Monday- Friday (excluding federal holidays)  
8:00AM - 5:00PM  
[www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)



## **Welcome to Federal Jury Service.**

The Jacksonville Division has jurisdiction over the counties of **Baker, Bradford, Clay, Columbia, Duval, Flagler, Hamilton, Nassau, Putnam, St. Johns, Suwannee and Union**. 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** county/state court jury service.