

### Automated Reminder Messages

If you provided the Court with a telephone number or email address, you will receive automated reminder messages for reporting instructions.

### Security

A Photo ID is required to enter the courthouse. You are NOT allowed to bring cell phones, laptops, electronic devices, iPads, e-books, recording devices, cameras, e-cigarettes, lighters, matches, or any objects that may activate the metal detectors into the courthouse.

### Amenities

The following items are available to jurors: Vending machine, free coffee and tea, validated parking, refrigerator, microwave, water cooler work carrels, magazines, restrooms, telephone, private office for nursing mothers, and local restaurant menus.

Smoking is **NOT** permitted in the courthouse.

### Dress Code

You are expected to conduct yourself with reserve and courtesy. When appearing at the courthouse you **must** dress appropriately to preserve the dignity of the Court. **No ripped/stained jeans, shorts, flip flops, tank tops or beach attire are allowed.**

### Employment Protection

Federal jurors are protected against discharge or coercion by employers because 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.

## 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.
- ✓ **Electronic devices** including cellular phones, laptop computers, iPad/tablets, sound/recording equipment, and photographic/broadcasting equipment **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.**
- ✓ **Review** downtown Tampa construction updates at:

<http://www.tampagov.net/sites/default/files/public-affairs/files/orangecassconnectormotmap.pdf>

### **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.

UNITED STATES DISTRICT COURT  
Sam M. Gibbons U.S. Courthouse  
801 N. Florida Avenue  
Tampa, Florida 33602  
(813)301-5475 or (813)301-5349  
8:00 a.m. - 5:00 p.m.  
[www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)



**Welcome to Federal Jury Service.**

The Tampa federal court has jurisdiction over the counties of **Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk and Sarasota**. 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.

### Length of Service

Petit (trial) Jurors: **You are “on call” for 3 weeks** and must call the jury hotline on the date and time indicated on your summons to receive updated reporting instructions. **Jury selections are held on Mondays, and in rare instances on Tuesdays.** If you are **NOT** scheduled for your first week, you will remain on call until your term of service ends. If you **ARE** selected as a juror, your service will be completed upon the trial’s conclusion.

Grand Jurors: You will receive detailed instructions on the day of selection.

### 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.

**NOT ALL JURORS** will be instructed to report.

You must have your 9-digit participant number available 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, visit [www.flmd.uscourts.gov/eJuror](http://www.flmd.uscourts.gov/eJuror)  
You will need your participant number and birth date to use the eJuror system.

USING eJUROR, you can:

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

### Requesting an Excuse or Postponement

If you request to excuse or postpone your jury service, you must place your request in writing at least **seven (7) days prior to the summons date.** You must include your completed Jury Information Form when submitting a request.

**All requests must be made through one of the following methods:**

1. **U.S. Mail**
2. **Online:** [www.flmd.uscourts.gov/eJuror](http://www.flmd.uscourts.gov/eJuror)
3. **Fax:** (813)301-5433
4. **E-mail:** TPA\_Jury@flmd.uscourts.gov

The Court **will NOT** accept letters from your employer, and most employment hardship requests are denied. Any request must be submitted by you, the actual juror. The Jury Office **will NOT** discuss excuses over the phone.

**DO NOT** wait until the day of your required appearance to submit your request. You are **NOT** entitled to any compensation if you **DO NOT** participate in the jury selection process.

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.

**You are responsible for checking your status at least 5-7 business days after submitting your request.**

### Parking [Refer to map on back of summons]

The Federal Courthouse is located at the intersection of N. Florida Avenue and Polk Street, easily accessible from Interstate 275 and the Lee Roy Selmon Expressway (also called the Crosstown Expressway). You must park in the William F. Poe Garage, **(P1 on the map- closest garage to the courthouse)** located at 800 North Ashley Dr. (at Cass St.), or the Twiggs Street Garage located at 901 East Twiggs St. **(P2 on the map).** **Bring your parking ticket from the garage with you for validation.**

If your vehicle exceeds a height of 8'6", you must obtain a parking permit and ticket from the Jackson Street Parking Lot, located at 420 E. Jackson St. **(#23 on the map).** The cashier will provide parking instructions. **Bring your parking ticket from the lot with you for validation.**

### Disabled Parking

If you are disabled, you may park at the city meters for four hours of free parking. A disabled hangtag or license plate must be displayed, and you must press the disabled option at the meter machine.

### Compensation

If you are instructed to report for jury service, you are entitled to a \$50.00 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.

In addition to regular jury compensation, 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. If you choose to stay at a hotel the night before jury selection, contact the Court for the current per diem allowance and a list of hotels.