PETIT JUROR GUIDE

05/2009

WELCOME TO JURY SERVICE WITH THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA. YOU ARE BEING CALLED FOR A THREE DAY/ONE TRIAL TERM OF JURY SERVICE AT THE JAMES A. BYRNE COURTHOUSE, 601 MARKET STREET, PHILADELPHIA, PA 19106, ROOM 2710, 2ND FLOOR. **JURORS ARE TO ENTER THE COURTHOUSE ON THE 6TH STREET ENTRANCE BETWEEN MARKET AND ARCH STREETS (76 N. 6TH STREET). THIS ENTRANCE OPENS AT 8:00 A. M.** JURY ORIENTATION WILL BEGIN PROMPTLY AT 8:45 A.M. ON THE DATE INDICATED ON THE ATTACHED SUMMONS. PLEASE BRING THE SUMMONS FOR JURY SERVICE WITH YOU ON THE FIRST DAY OF JURY SERVICE.

COMPLETE THE JUROR INFORMATION FORM ATTACHED TO YOUR SUMMONS AND RETURN IN THE ENCLOSED BUSINESS REPLY ENVELOPE. IF THE JURY SERVICE FOR WHICH YOU ARE SUMMONED WILL RESULT IN UNDUE HARDSHIP OR EXTREME INCONVENIENCE BECAUSE OF A GRAVE ILLNESS IN YOUR FAMILY OR A SIMILAR SERIOUS PROBLEM, AND YOU WANT TO ASK FOR A TEMPORARY EXCUSE, YOU MUST NOTIFY THE CLERK OF COURT, **IMMEDIATELY** IN WRITING UPON RECEIPT OF THIS SUMMONS. INCLUDE YOUR LETTER TOGETHER WITH THE INFORMATION FORM; OR **IMMEDIATELY** UPON LEARNING OF ANY SUCH SERIOUS PROBLEM WHICH ARISES LATER.

A REQUEST FOR TEMPORARY EXCUSE MUST BE MADE IN WRITING TO THE ADDRESS ON THE ENCLOSED ENVELOPE. INCLUDE A STATEMENT OF THE FACTS RELATING TO THE HARDSHIP AND THE EARLIEST DATE IN THE NEAR FUTURE WHEN YOU CAN SERVE. IF YOU FAIL TO NOTIFY THE COURT IMMEDIATELY OF A HARDSHIP AND ASK FOR A TEMPORARY HARDSHIP EXCUSE WHEN YOU REPORT FOR JURY DUTY, YOU WILL NOT BE PAID FOR ATTENDANCE FEE OR TRAVEL ALLOWANCE OR SUBSISTENCE ALLOWANCE IF YOU ARE EXCUSED.

SELECTION PROSPECTIVE JURORS ARE SELECTED RANDOMLY FROM VOTER REGISTRATION LISTS FROM THE NINE COUNTIES WITHIN THE EASTERN DISTRICT OF PENNSYLVANIA (28 U.S.C. 1861, **ET SEQ.**) COUNTIES INCLUDE BERKS, BUCKS, CHESTER, DELAWARE, LANCASTER, LEHIGH, MONTGOMERY, NORTHAMPTON AND PHILADELPHIA.

TERM OF SERVICE YOU ARE BEING CALLED FOR A THREE DAY/ONE TRIAL TERM OF JURY SERVICE. THIS MEANS THAT IF YOU ARE SELECTED FOR A CASE DURING THESE THREE DAYS, YOU WILL BE REQUIRED TO SERVE UNTIL COMPLETION OF THE TRIAL. JURORS WHO REPORT FOR JURY SERVICE AND WHO ARE NOT SELECTED TO HEAR A TRIAL ON ANY OF THESE DAYS ARE EXCUSED AT THE END OF THE THIRD DAY AND THEIR OBLIGATIONS TO SERVE AS FEDERAL JURORS ARE FULFILLED FOR TWO YEARS.

CODE-A-PHONE ALL JURORS ARE REQUESTED, VIA THE JURY SUMMONS, TO CALL OUR **CODE-A-PHONE** NETWORK 1-800-829-0189 AFTER 5:00 P.M. ON THE BUSINESS DAY BEFORE THEIR SCHEDULED JURY SERVICE. FOR A RECORDED MESSAGE. YOU MUST LISTEN TO THE ENTIRE MESSAGE. THIS PROCEDURE IS FOLLOWED IN ORDER TO MINIMIZE THE INCONVENIENCE CAUSED PROSPECTIVE JURORS DUE TO THE LAST MINUTE TRIAL CANCELLATIONS. IF YOU DO NOT CALL THE CODE-A-PHONE AND YOU REPORT FOR JURY SERVICE AND NO ONE IS NEEDED FOR THAT PARTICULAR DAY, WE CANNOT PAY YOU, NOR CAN WE CERTIFY TO YOUR EMPLOYER YOU WERE HERE FOR JURY SERVICE. IF YOU ARE NOT REQUIRED TO REPORT FOR JURY SERVICE IN ACCORDANCE WITH THIS SUMMONS, YOU WILL BE POSTPONED FOR UP TO TWELVE MONTHS.

TRIAL LOCATION THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA HOLDS COURT IN PHILADELPHIA, READING, ALLENTOWN, EASTON. MOST TRIALS WILL OCCUR IN PHILADELPHIA AND YOU ARE EXPECTED TO REPORT FIRST TO THE PHILADELPHIA COURTHOUSE. AT THE TIME OF SELECTION FOR A TRIAL, YOU WILL BE NOTIFIED AS TO WHICH LOCATION YOUR TRIAL WILL BE HELD AND WILL BE GIVEN FURTHER INFORMATION REGARDING JURY SERVICE IN READING, ALLENTOWN OR EASTON.

HOURS GENERALLY, JURY DUTY HOURS WILL RUN FROM 9:00 A.M. TO 4:40 P.M., WITH ONE HOUR FOR LUNCH. WHEN ASSIGNED TO SERVE ON A TRIAL, HOURS WILL BE DETERMINED BY THE JUDGE HEARING THE TRIAL. YOU WILL NOTIFIED AS TO THESE SPECIFIC HOURS BY THE JUDGE OR THE COURTROOM DEPUTY CLERK.

PAYMENT YOU WILL BE PAID BY CHECK WITHIN APPROXIMATELY THREE WEEKS AFTER YOUR LAST DATE OF SERVICE. ONE CHECK WILL BE ISSUED.

DAILY JURY FEE	JURORS RECEIVE $40.00 FOR EACH DAY IN ATTENDANCE. THE COURT CANNOT PAY AN ATTENDANCE FEE FOR DAYS YOU ARE NOT *REQUIRED* TO REPORT TO COURT.
MILEAGE FEE	JURORS ALSO RECEIVE A MILEAGE FEE AS MEASURED FROM YOUR RESIDENCE TO THE COURTHOUSE AND FROM THE COURTHOUSE BACK TO YOUR RESIDENCE. THE COURT WILL DO THE COMPUTATION OF THE MILEAGE.
SUBSISTENCE ALLOWANCE	IF A JUROR LIVES MORE THAN **50** MILES FROM ANY OF THE COURTHOUSES AND REMAINS OVERNIGHT, THE JUROR WILL RECEIVE A SUBSISTENCE ALLOWANCE. IF A JUROR IS MORE THAN **50** MILES FROM THE PHILADELPHIA COURTHOUSE, THE JUROR IS PERMITTED TO STAY AT THE HOTEL THE NIGHT BEFORE JURY SERVICE COMMENCES. **ASK FOR THE "GOVERNMENT" RATE.** SOME OF THE HOTELS IN THE AREA GIVE THE JURORS A GOVERNMENT RATE, BUT ARE NOT REQUIRED TO DO SO. THE LIST ON THE LAST PAGE SHOWS HOTELS AND RESTAURANTS IN THE IMMEDIATE VICINITY OF THE COURTHOUSE. THIS IS NOT MEANT TO BE AN ENDORSEMENT SINCE THERE ARE MANY OTHER QUALITY HOTELS AND RESTAURANTS IN THE AREA. THE COURT REQUIRES THE ORIGINAL ITEMIZED HOTEL RECEIPT IN ORDER TO PAY YOU THE SUBSISTENCE ALLOWANCE. ***PARKING FEES ARE INCLUDED IN THE SUBSISTENCE ALLOWANCE***
PARKING	PARKING FEES WILL BE INCLUDED IN YOUR CHECK FOR JURY SERVICE. IN ORDER TO REIMBURSE THE JUROR FOR PARKING FEES, THE COURT WILL NEED A VALIDATED PARKING RECEIPT. ON THE BACK OF THE RECEIPT, YOU WILL PUT YOUR NAME AND FIRST DATE OF SERVICE. YOU WILL TAKE A POSTAGE PAID ENVELOPE AND MAIL THE PARKING RECEIPTS TO THE COURT.
TOLL CHARGES	JURORS WILL BE REIMBURSED FOR ALL TOLL CHARGES INCURRED IN COMING TO THE COURTHOUSE. THE COURT REQUIRES RECEIPTS FOR THE TOLLS.

INTERNAL REVENUE SERVICE

EACH JUROR RECEIVING MORE THAN $600.00 IN *JURY ATTENDANCE FEES ONLY* (NOT INCLUDING MILEAGE AND SUBSISTENCE) WILL BE ISSUED AN IRS FORM 1099 IN JANUARY OF THE FOLLOWING YEAR. THE $40.00 ATTENDANCE FEE IS CONSIDERED BY THE IRS AS TAXABLE INCOME; YOU WILL NEED TO REPORT IT WHEN YOU FILE YOUR TAXES. YOU MUST KEEP A RECORD OF THE PAYMENTS MADE, SINCE NO W-2 FORMS ARE PROVIDED NOR ARE TAXES WITHHELD.

EMPLOYMENT PROTECTION

THE JURY SYSTEM IMPROVEMENT ACT, ENACTED BY THE UNITED STATES CONGRESS IN 1978, FURNISHES EMPLOYMENT PROTECTION FOR PERSONS SUMMONED FOR FEDERAL JURY SERVICE. TITLE 28 U.S.C. SECTION 1875 PROVIDES THE FOLLOWING:

"NO EMPLOYER SHALL DISCHARGE, THREATEN TO DISCHARGE, INTIMIDATE OR COERCE ANY PERMANENT EMPLOYEE BY REASON OF SUCH EMPLOYEE'S JURY SERVICE, OR THE ATTENDANCE IN CONNECTION WITH SUCH SERVICE, IN ANY COURT OF THE UNITED STATES."

A COPY OF THE ACT IS AVAILABLE TO YOU UPON REQUEST. THE ACT AFFORDS A JUROR A RIGHT OF ACTION IN THIS COURT AGAINST ANY OFFENDING EMPLOYER AND PROVIDES FOR APPOINTMENT OF COUNSEL FOR THE JUROR AT GOVERNMENT EXPENSE. THE ACT ALSO PROVIDES THAT WHEN A JUROR RETAINS PRIVATE COUNSEL AND PREVAILS IN THE LAWSUIT, COUNSEL FEES MAY BE AWARDED.

EXTREME WEATHER

IN CASE OF SNOW OR OTHER **EXTREME** WEATHER CONDITIONS, IT IS REQUESTED THAT YOU CALL THE COURT'S **CODE-A-PHONE** NETWORK, WHICH WILL BE A RECORDING, FOR A SPECIAL ANNOUNCEMENT BEFORE LEAVING YOUR HOME TO ATTEND COURT. A MESSAGE WILL BE RECORDED *BY 5:30 A.M.* ON TELEPHONE NUMBER 1-800-829-0189. IF YOU HAVE NOT HEARD AN ANNOUNCEMENT BY 6:00 A.M. AND THERE IS NO MESSAGE ON THE CODE-A-PHONE THAT TRIALS HAVE BEEN CANCELLED, YOU SHOULD ASSUME THAT COURT WILL BE IN SESSION AND YOU ARE TO REPORT FOR JURY SERVICE AS SCHEDULED. IN ADDITION, THE RADIO AND TELEVISION STATIONS IN *YOUR AREA* WILL BROADCAST AN ANNOUNCEMENT IF JURY TRIALS HAVE BEEN CANCELLED FOR THAT DAY. IN PHILADELPHIA, THERE WILL BE AN ANNOUNCEMENT ON KYW TV AND RADIO.

EMERGENCIES

SHOULD AN EMERGENCY ARISE OR YOU NEED FURTHER INFORMATION, PLEASE CALL 267-299-7299 BETWEEN 8:30 A.M. AND 5:00 P.M. MONDAY THROUGH FRIDAY.

JURY ASSEMBLY ROOM (ROOM 2710 ON THE SECOND FLOOR)

THE UNITED STATES DISTRICT COURT CONTINUOUSLY STRIVES TO MAKE YOUR WAIT IN THE JURY ASSEMBLY ROOM AS COMFORTABLE AS POSSIBLE. BOOKS, MAGAZINES, GAMES AND A TELEVISION ARE AVAILABLE TO YOU FOR USE WHILE YOU ARE IN THE COURTHOUSE. A SNACK BAR IS LOCATED DIRECTLY DOWN THE HALL FROM THE JURY ASSEMBLY ROOM. RESTROOMS ARE LOCATED AT BOTH ENDS OF THE JURY ASSEMBLY ROOM. **SMOKING IS PROHIBITED. THIS IS A SMOKE FREE BUILDING.**

SHOULD AN EMERGENCY ARISE IN THE JURY ASSEMBLY ROOM, IMMEDIATELY NOTIFY ONE OF THE DEPUTY CLERKS IN THE JURY SELECTION OFFICE (ROOM 2208).

THE CLERK'S OFFICE CANNOT BE RESPONSIBLE FOR ITEMS LOST OR STOLEN WHILE YOU ARE ON JURY SERVICE.

VOIR DIRE JURY SELECTION MAY TAKE PLACE IN THE JURY ASSEMBLY ROOM. WE ASK THAT YOU PLEASE KEEP THE NOISE TO A MINIMUM DURING THE VOIR DIRE. A VOIR DIRE NORMALLY TAKES PLACE IN THE COURTROOM.

GENERAL INFORMATION NO READING MATERIAL IS PERMITTED IN THE COURTROOM. ADDITIONALLY, CAMERAS AND *WEAPONS* ARE **NOT** PERMITTED IN THE COURTHOUSE

THE COURT TRUSTS THAT YOUR SERVICE WILL BE PLEASANT, REWARDING AND MEMORABLE.

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA
U. S. COURTHOUSE
INDEPENDENCE MALL WEST
601 MARKET STREET, *ROOM 2208*
PHILADELPHIA, PA 19106-1797

VISIT US AT OUR WEB SITE: **WWW.PAED.USCOURTS.GOV**

TRANSPORTATION

GREYHOUND BUS STATION - 1001 FILBERT STREET, PHILADELPHIA, 215-931-4075
OR 1-800-231-2222
PETER PAN/TRAILWAYS 1-800-343-9999
MARKET EAST TRAIN STATION - 11TH AND MARKET STREETS
SUBURBAN TRAIN STATION - 17TH AND MARKET STREETS
SEPTA INFORMATION - 1234 MARKET STREET- 215-580-7800
AMTRAK - 30TH AND MARKET STREETS 1-800-USA-RAIL

HOTELS

SHERATON SOCIETY HILL - 2ND AND WALNUT STREETS , 215-238-6000
HOLIDAY INN - 4TH AND ARCH STREETS, 215-923-8660
HOLIDAY INN - 1311 WALNUT STREET, 215-735-9300
COMFORT INN - 100 N. DELAWARE AVENUE, 1-800-228-5150
BEST WESTERN - INDEPENDENCE PARK INN - 235 CHESTNUT ST., 1-800-624-2988
PHILADELPHIA MARRIOTT - 1201 MARKET STREET, 215-625-2900
PHILADELPHIA CROWNE PLAZA - 18TH AND MARKET STREETS, 215-561-7500
COURTYARD @ MARRIOTT - 21 N. JUNIPER STREET @ CITY HALL, 215-496-3200
OMNI HOTEL AT INDEPENDENCE PARK - 401 CHESTNUT STREET, 215-925-000

RESTAURANTS

FEDERAL CAFETERIA - FEDERAL BUILDING - 600 ARCH STREET, 2ND FL.
BOURSE BUILDING - 5TH AND MARKETS STREETS
CHINATOWN- BETWEEN RACE AND ARCH STREETS AND 8TH AND 11TH STREETS
GALLERY FOOD HALL **-** LOWER LEVEL OF MALL, BETWEEN 9TH AND 11TH STREETS
MELLON INDEPENDENCE CENTER - LOWER LEVEL, BETWEEN 7TH & 8TH STREETS
READING TERMINAL MARKET - 12TH AND ARCH STREETS