



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF PENNSYLVANIA  
UNITED STATES COURTHOUSE  
601 MARKET STREET  
PHILADELPHIA, PA 19106  
267.299.7299  
[www.paed.uscourts.gov](http://www.paed.uscourts.gov)

Welcome to Grand Jury service in the United States District Court for the Eastern District of Pennsylvania. Your participation in the jury system is vital to the American system of justice and is one of the most important privileges of being a U.S. citizen. The Court is grateful for your willingness to serve and trust that you will find your experience rewarding. Please read the following information carefully. However, if after reading them completely, you have any questions, please feel free to contact us at 267.299.7299 from 8:30 a.m. to 5:00 p.m.

**REPORTING INFORMATION** Your reporting date and time are stated on the enclosed *Summons For Jury Service*. You are to report to the United States Courthouse at 601 Market Street in Philadelphia, to the Ceremonial Courtroom, on the 1<sup>st</sup> Floor. Please have your summons and valid photo identification when you report for entry to the U.S. Courthouse.

**PLEASE NOTE THAT YOU ARE REQUIRED TO REPORT ON THE DATE AND TIME INDICATED ON THE SUMMONS. YOU DO NOT NEED TO CALL THE COURTHOUSE FOR REPORTING INSTRUCTIONS.**

**GRAND JURY** A grand jury is presented with evidence from the United States Attorney, the prosecutor in federal criminal cases. The function of a federal grand jury is to determine whether there is probable cause to believe that a federal crime was committed and that a specific person or persons committed it. If the grand jury finds probable cause, it will return a written statement of the charges called an indictment, and the case will then proceed in the court.

**SELECTION** Prospective grand jurors are selected randomly from voter registration lists from the nine (9) counties within the Eastern District of Pennsylvania. Those counties include: Berks, Bucks, Chester, Delaware, Lancaster, Lehigh, Montgomery, Northampton and Philadelphia.

**REQUESTING AN EXCUSE OR POSTPONEMENT?** The Court realizes that from time to time jurors may need to request an excuse or postponement for the period covered by a jury summons. The Court will make every effort to accommodate your request for an excuse or postponement. Please email all requests to be excused to [ejuror@paed.uscourts.gov](mailto:ejuror@paed.uscourts.gov), or in writing, within 5 days of receipt of the summons, or as early as possible. Requests to be excused will not be accepted by telephone. Requests to be excused for work-related reasons must be from the juror, not an employer. If you are requesting an excuse due to a medical condition, the court requires a current letter from your doctor advising that jury service would pose a medical threat to your health and well-being. Without a doctor's letter, your request to be excused for medical reasons will not be considered. Once you have been instructed to report for jury service, unless there is an emergency or extenuating circumstances, you may not be excused.

**SUBMITTING JUROR INFORMATION ELECTRONICALLY** You may submit your responses using our on-line system. Please visit [www.paed.uscourts.gov](http://www.paed.uscourts.gov) and click on the eJuror icon. To log onto eJuror, you will need your nine (9) digit participant number, which is located to the right of your name and address on the summons. This website will allow you to provide your personal information, check your current status for reporting and update your contact information.

**EMPLOYER POLICY** Prior to arriving for jury service, please speak to your employer and determine what their policy is with respect to jury service, i.e., whether you will be paid during jury service, and if so, for how many days of service will you be paid.

**JUROR FEES** Jurors are paid an attendance fee of \$50.00 per day as well as round trip mileage for travel to and from the U.S. Courthouse. Jurors will also be reimbursed for any parking and toll expenses incurred upon presentation of validated receipts. Jurors parking at a meter or parking facility which does not issue a receipt can be reimbursed up to \$5.00 with a *Certification Form* available at juror orientation.

Please email all receipts for reimbursement to [fiscal@paed.uscourts.gov](mailto:fiscal@paed.uscourts.gov) and include your name and Participant # in the subject line. If you do not have access to email, a self-addressed stamped envelope will be provided at orientation to mail your receipts.

Jurors residing 30 or more miles from the U. S. Courthouse may stay overnight, either prior to, or after being selected as a juror. The Court pays a per diem allowance (to cover meals and lodging) in addition to your daily attendance fee. You are required to submit a paid hotel receipt to receive the per diem allowance. If you are staying at a hotel, you may ask for the Government Rate. Hotels are not required to give a Government Rate, but many of the hotels will do so. The Court is unable to arrange hotel accommodations for you. Therefore, you should personally contact a hotel of your choice for reservations. Please contact the Jury Selection Office if you are unsure that you meet the 30-mile requirement. Some of the closest hotels to the U.S. Courthouse are:

**HOTELS** (This is not meant to be an endorsement since there are many other quality hotels in the area)

Hampton Inn	1301 Race Street	215.665.9100
Holiday Inn Express - Midtown	1305 Walnut Street	215.735.9300
Holiday Inn Express - Penn=s Landing	100 N. Columbus Boulevard	215.627.7900
Kimpton Hotel Monaco	433 Chestnut Street	215.925.2111
Warwick Hotel - Rittenhouse Square	220 South 17 <sup>th</sup> Street	215.735.6000
Renaissance Philadelphia Downtown	401 Chestnut Street	215.925.0000
Wyndham Historic District	400 Arch Street	215.923.8660

Please note that jurors should not reserve any hotel rooms which include a NON-REFUNDABLE rate. The Court is unable to reimburse jurors for these charges in the event you are not required to report for jury service.

**TRANSPORTATION**

Amtrak	2955 Market Street	800-USA-RAIL
Greyhound/Trailways	1001 Filbert Street	215-931-4075
SEPTA	1234 Market Street	215-580-7800

**ATTENDANCE OBLIGATIONS** Title 28, U.S.C. Section 1866(g) provides the following: AAny person summoned for jury service who fails to appear as directed may be ordered by the District Court to appear forthwith and show cause for failure to comply with the summons. Any person who fails to show good cause for noncompliance with a summons may be fined not more than \$1,000, imprisoned for not more than 3 days, ordered to perform community service, or any combination thereof.

**EMPLOYMENT PROTECTION** Title 28 U.S.C. 1875 provides the following:

ANo employer shall discharge, threaten to discharge, intimidate or coerce any permanent employee by reason of such employee's jury service, or the attendance or scheduled attendance in connection with such service, in any court of the United States. An employer who violates the provisions of this section: (a) is liable for damages for any loss of wages or other benefits suffered by an employee by reason of the violation; (b) may be enjoined from a further violation and ordered to provide other appropriate relief, including but not limited to the reinstatement of any employee discharged by reason of jury service and; (c) is subject to a civil penalty of up to \$5,000 for each violation and may be ordered to perform community service.

**GENERAL INFORMATION** Appropriate dress code, such as business casual attire, is required. Tank tops, sweat pants and flip flops are not considered appropriate. You may wish to bring a light sweater or jacket as temperatures can vary in the courtrooms. Cellular phones, cameras and all other electronic devices must be turned OFF at all times while in the courtroom. Weapons, or anything that may be construed as a weapon (scissors, knitting needles, mace or pepper spray) is prohibited. The U.S. Courthouse is a smoke-free building.

**EXTREME WEATHER** In the event of snow, or other inclement weather conditions, it is urged that you call the *Jury Information System* at 800.829.0189, for an updated message prior to leaving your office or residence to attend Court.