



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

Welcome to 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, time, location and term of service are printed on the enclosed *Summons for Jury Service*. You are to report to the United States Courthouse at 601 Market Street in Philadelphia. Please have your summons and valid photo identification with you when you report for entry to the U.S. Courthouse and juror check-in.

**YOU MUST CALL THE *JURY INFORMATION SYSTEM* AFTER 5:00 P.M. AT 800.829.0189 THE DAY BEFORE YOU ARE TO REPORT FOR FINAL REPORTING INSTRUCTIONS OR CHANGES. YOU WILL NEED YOUR 9-DIGIT PARTICIPANT NUMBER, LOCATED ON YOUR SUMMONS TO THE RIGHT OF YOUR NAME AND ADDRESS, TO ACCESS YOUR FINAL REPORTING INSTRUCTIONS. IF YOU ARE SUMMONED FOR A MONDAY, YOU CAN CALL THE *JURY INFORMATION SYSTEM* AFTER 5:00 P.M. ON FRIDAY. YOU CAN ALSO CALL THE *JURY INFORMATION SYSTEM* TO CHECK ON THE STATUS OF YOUR REQUEST FOR DEFERMENT OR EXCUSE.**

**WHAT IF I'VE MOVED OUT OF THE AREA I AM BEING SUMMONED TO?** Complete the Juror Information Form on the bottom of the summons and list your new address, including county of residence, and return it to the Court. Jurors are selected randomly from the voter registration lists of the following nine counties within the Eastern District of Pennsylvania: Berks, Bucks, Chester, Delaware, Lancaster, Lehigh, Montgomery, Northampton and Philadelphia.

**FULL-TIME COLLEGE STUDENTS** You may request a deferment if you will be taking college classes full-time during the period covered by the summons. A parent may complete the form on your behalf, with a letter stating why you are unable to appear.

**WHAT CAN I EXPECT TO HAPPEN WHEN I REPORT FOR JURY SELECTION?** When you arrive, you will first be checked in by the jury staff. An orientation will be provided, including the viewing of an orientation video. You will then proceed to the courtroom for jury selection. If you are selected as a juror, please expect to remain until 4:30 p.m. as the trial may begin immediately following jury selection. Otherwise, you will be released for the day upon completion of the jury selection process with reporting instructions for the following day. Generally, the Court will be in session from 9:00 a.m. until 4:30 p.m.

**HOW DO I REQUEST 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.

**HOW LONG WILL MY TERM AS A JUROR LAST?** Most of the jury trials here in U.S. District Court for the Eastern District of Pennsylvania last three or four days. However, some trials are longer and some are shorter. When you arrive at the courtroom for jury selection, the Judge and trial attorney will give you an idea as to how long the trial is expected to last. If you are selected as a juror, you will be required to serve until the trial ends.

**WHAT SHOULD I BRING WITH ME?** Driver's license or another form of valid photo identification and your entire summons for entry to the U.S. Courthouse. Cell phones are permitted in the courthouse but must be in the off mode while in the courtroom. Cameras and weapons, or anything that can be construed as a weapon, are not permitted in the courthouse.

**SUBMITTING JUROR INFORMATION ON-LINE** You may submit your responses using our on-line system. Visit [www.paed.uscourts.gov](http://www.paed.uscourts.gov) and click on the eJuror icon, or you can scan the QR Code from a mobile device, located at the upper right corner of your summons. 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 and update your contact information.

**EMPLOYMENT PROTECTION** Title 28 U.S.C. § 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 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.

**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 50 or more miles from any of the U. S. District Courthouses may stay overnight, either prior to, or after being selected as a juror. The Court pays a per diem allowance (to cover meals, parking and lodging) in addition to your daily attendance fee. You are required to submit a paid hotel bill to the Court in order 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 50-mile requirement. Some of the closest hotels to the Philadelphia 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
Radisson Blu Warwick	220 South 17 <sup>th</sup> Street	215.735.6000
The Franklin Hotel at Independence Park	401 Chestnut Street	215.925.0000
Wyndham Historic District	400 Arch Street	215.923.8660

**PLEASE NOTE** If you have checked into a hotel and are informed, via the *Jury Information System*, that you are not to report for jury service, please report to the Jury Selection Office, Room 2208 on the 2<sup>nd</sup> floor of the U.S. Courthouse at 8:45 a.m. the morning following your stay in a hotel. You are not authorized, nor will you be reimbursed, for any additional nights at a hotel without first speaking to jury staff. Additionally, 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.

**ATTENDANCE OBLIGATIONS** Title 28, United States Code, Section 1866(g) provides the following:

“Any 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 three days, ordered to perform community service, or any combination thereof.”

**DRESS CODE** 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.

**NOTICE REGARDING IDENTITY THEFT** If you are contacted by anyone claiming to be a United States District Court employee, do not disclose any personal information over the telephone. If you have questions regarding a phone call you receive, please call the Jury Selection Office at 267.299.7299, which can also be used for any questions or emergencies.

**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. An updated message will be recorded by 6:00 AM on the day you are scheduled to report on whether trials have been canceled or if the U.S. Courthouse is closed for that day. If there is no updated message by 7:00 AM on the day you are scheduled to report, it should be assumed that Court will be in session and that jurors should report as scheduled.

### IMPORTANT REMINDERS

- You must call the *Jury Information System* after 5:00 p.m. at 800.829.0189 the day before you are to report for final reporting instructions or changes. You will need your 9-digit participant number, located on your summons to the right of your name and address to access the system. If you are summoned for a Monday, you can call the *Jury Information System* after 5:00 p.m. on Friday. If you do not call the *Jury Information System* and you report for jury service and are not needed for that particular day, the court cannot pay you, nor certify to your employer that you were here for jury service.
- Those jurors who have stayed in a hotel, and are informed on the *Jury Information System* that you are not required to report for jury service, you must report to the Jury Selection Office (Room 2208 on the 2<sup>nd</sup> floor of the U.S. Courthouse) at 8:45 a.m. the following day (the day for which you were summoned) for further reporting instructions. You are not authorized, nor will you be reimbursed, for any additional nights at a hotel without first speaking to jury staff.
- Please email all parking, toll and hotel receipts to [fiscal@paed.uscourts.gov](mailto:fiscal@paed.uscourts.gov) for reimbursement. Include your name and Participant # in the subject line.