



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.

**JUROR INFORMATION:** You have been summoned for a **THREE DAY/1 TRIAL** term of jury service. You are to report to the United States Courthouse at 601 Market Street in Philadelphia to Room 2710, the Jury Assembly Room, on the 2<sup>nd</sup> Floor, at 8:30 a.m.

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 and list your new address, including county of residence, on the form and return it. 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. A brief orientation will be provided, including the viewing of a video by the Chief Judge of this Court. You will then proceed to the courtroom for jury selection. Jury selection typically lasts one to three hours. 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 make all requests to be excused **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. **Please note that all requests to be excused must be from the juror, not an employer.** 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 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, your entire summons, a sweater or light jacket, lunch (if you don't want to purchase it). Cell phones are permitted in the courthouse, but must be in the off mode while in the courtroom. Cameras and weapons 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. 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. **Please note that requests for postponements or excusals will not be accepted by e-mail.** All such requests must be made in writing, signed by the prospective juror and mailed to the U.S. Courthouse in the enclosed business reply envelope.

**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 \$40.00 per day as well as round trip mileage at the rate approved by the Administrative Office of the U. S. Courts. 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 \$1.00 with a Certification Form available at the orientation.

Jurors residing more than 50 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 and lodging) in addition to your daily attendance fee. If you are staying at a hotel, please ask for the “Government Rate.” Hotels are not required to give a Government Rate, but most 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 check with the Jury Selection Office for more information. 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)

Comfort Inn	100 N. Delaware Avenue	800.228.5150
Hampton Inn	1301 Race Street	215.665.9100
Hilton Garden Inn	1100 Arch Street	215.923.0100
Holiday Inn Express	1311 Walnut Street	215.735.9300
Omni Hotel	401 Chestnut Street	215.925.0000
Philadelphia Downtown Marriott	1201 Market Street	215.625.2900
Radisson Blu Warwick	220 South 17 <sup>th</sup> Street	215.735.6000
Sheraton Society Hill	2 <sup>nd</sup> & Walnut Streets	215.238.6000
The Independence Park Inn	235 Chestnut Street	800.624.2988
Wyndham Historic District	4 <sup>th</sup> & Arch Streets	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 Courthouse at 8:45 a.m. the morning following your stay in a hotel. You are not authorized to stay at a hotel for an additional night without first speaking to a Jury Clerk. 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.”

**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 6:00 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.



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ADDITIONAL INFORMATION

ALL JURORS: 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. THIS MESSAGE WILL BE MORE UPDATED THAN THE eJUROR WEBSITE INSTRUCTIONS.

PLEASE NOTE: 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 TO STAY AT THE HOTEL FOR ANOTHER NIGHT WITHOUT SPEAKING TO A JURY CLERK.

\*\*\*\*\*PLEASE HAVE YOUR SUMMONS WITH YOU WHEN YOU REPORT FOR ENTRY TO THE U.S. COURTHOUSE AND FOR JUROR CHECK-IN.