

**PLEASE CALL RECORDED MESSAGE
AFTER 5:00 P.M. THE DAY BEFORE
YOUR COURT APPEARANCE*
1-866-363-8154 or 609-989-2374**

**UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY
50 Walnut St., P.O. Box 419
Newark, NJ 07101
(973)645-4567**

**NO CELL PHONES
PERMITTED IN
COURTHOUSE
See below****

District Court Web Site: pacer.njd.uscourts.gov

INFORMATION AND INSTRUCTIONS FOR FEDERAL PETIT JURORS

FAILURE TO OBEY THIS SUMMONS MAY BE PUNISHABLE BY FINE AND /OR IMPRISONMENT

****FOR PUBLIC SAFETY : ALL PERSONS WILL BE SCREENED UPON ENTERING THE COURTHOUSE. CELL PHONES, LAPTOP COMPUTERS, CAMERAS, RECORDING DEVICES, KNIVES, SCISSORS AND SIMILAR ITEMS ARE PROHIBITED. PLEASE DO NOT HAVE THESE OBJECTS IN YOUR POSSESSION UPON ARRIVAL.**

You have been selected as a **PROSPECTIVE JUROR** for service in the United States District Court, Newark, New Jersey. This **FEDERAL COURT** has jurisdiction over eight counties (**Bergen, Union, Morris, Hudson, Essex, Middlesex, Sussex and Passaic**) in Northern New Jersey. ALL counties must be represented for our jury selections. In order to make your jury service as convenient as possible, **kindly review the following information regarding your service. If after reviewing the information you have any questions, please contact the jury department at 973-645-3306 or 973-645-3499.**

*****PLEASE COMPLETE, DETACH AND RETURN THE INFORMATION CARD AT THE BOTTOM OF YOUR SUMMONS AND RETURN WITHIN 5 DAYS. Please remember to sign the form and PLEASE INCLUDE YOUR CURRENT HOME TELEPHONE NUMBER, THIS WILL BE USED WITH THE AUTOMATED JURY SYSTEM FOR NOTIFICATIONS OF SCHEDULE CHANGES. If your telephone number is blocked, please indicate "blocked" next to your phone number. Please retain the top part of the summons and bring it with you when you report. **You may access the automated juror information system at any time by calling 1-866-363-8154 or outside NJ 609-989-2374 and using your 9 digit participant number to access your personalized instruction.****

HARDSHIP EXCUSE: Any request to be excused from service must be IN WRITING and submitted with your information card. Any excuse request for medical reasons must be accompanied by a DOCTOR'S NOTE. We will not contact a physician for this information. Hardship requests by phone are not accepted. **We do not entertain requests from employers. You may access the response to your request using the automated system directions below**.**

****TO CHECK THE STATUS OF A HARDSHIP REQUEST (please allow 7 To 10 Business days after mailing your request) **please call 1-866-363-8154.** The automated jury system will direct you to enter your **9 digit participant number.** **The automated jury system will then give your current juror status.** YOU MUST HAVE YOUR 9 DIGIT PARTICIPANT NUMBER (LOCATED ABOVE YOUR NAME ON THE SUMMONS) TO ACCESS THE SYSTEM. .**

IMPORTANT - RECORDED MESSAGE: You MUST call and listen to the **RECORDED MESSAGE (1-866-363-8154; or outside of New Jersey 609-989-2374) after 5:00 P.M. on **THE BUSINESS DAY PRIOR TO YOUR SCHEDULED DATE OF SERVICE.** THE AUTOMATED SYSTEM WILL PROMPT YOU TO ENTER YOUR 9 DIGIT PARTICIPANT NUMBER LOCATED ABOVE YOUR NAME ON THE TOP PART OF THE SUMMONS. The recorded message, ACCESSIBLE 24 HOURS DAILY, will give instructions regarding the date and time of your appearance for jury duty. **You will not be paid if you appear when you were instructed not to appear.** Should the number be busy, please call at a later time as receiving the message is important. You may be directed not to appear on the date indicated on your summons and be instructed to call the recorded message again at a later date for further instructions.**

ATTENDANCE FEE: You will be paid an attendance fee of \$40.00 per day, plus a mileage reimbursement of .36 ½ cents per mile, along with any tolls with a receipt (this includes E-Z Pass users). **You will not be paid if you appear when you were instructed not to appear.**

THE PERIOD OF JURY SERVICE IS 4 WEEKS. Although you are "on call" to be available during this period, you generally will not have to appear every day. YOU ARE REQUIRED TO CALL THE RECORDED MESSAGE AS DIRECTED DURING THIS PERIOD. PLEASE DO NOT APPEAR WITHOUT CALLING.

PARKING - The United States District Court at Newark, N.J. provides **free parking by permit only to all federal jurors. **You will not be reimbursed for parking at any other location.** The enclosed map diagrams the parking lot located on **MULBERRY ST.** The lot is maintained and operated by Plaza Parking Systems, Inc. To properly identify you as a legally parked federal juror, your summons must be shown to the attendant upon entering the lot **ON YOUR FIRST DAY.** On all other attending days thereafter, a **PARKING PERMIT** will be given to you in the jury room. This permit must be prominently displayed on your dashboard. **Please be advised that the U.S. Government and the Parking Authority disclaim responsibility for any damage, loss by fire, theft or any other cause whatsoever.** When possible, the parking attendant will allow you to lock your car and take your keys with you. However, at times you may be asked to leave your keys in your car. Nothing of value should be left in your vehicle in either instance. Any questions dealing with treatment of your car, should be directed to the owner of the parking lot, Steven Lenter at 973-623-2277.**

EMPLOYMENT STATUTE: Federal Law (28 U.S.C. § 1875) provides for the protection of juror's employment. A discharge from employment, a threat of discharge, intimidation or coercion of any permanent employee, by reason of such employee's jury service or the attendance or the scheduled attendance in connection with such service should be promptly called to the attention of the Court.

Jury Term:

WILLIAM T. WALSH, CLERK, U.S.D.C.

