

PETIT JUROR GUIDE
United States District Court for the Western District of Pennsylvania
Erie Division (Crawford, Elk, Erie, Forest, McKean, Venango and Warren Counties)

GENERAL INFORMATION/TELEPHONE NUMBER

Jury Administration: Clerks' Office Room A150 – phone: (814) 464-9600

WELCOME

Welcome to the United States District Court for the Western District of Pennsylvania. Your term of jury service is determined by the court. During your term of service, we ask that you use good judgment in attire (no shorts or tank tops) and observe the rules of etiquette in the courtroom.

REPORTING INSTRUCTIONS/STATUS

Please review the enclosed summons, complete the juror information form, and return it to this office in the enclosed, self-addressed envelope. You can also complete your form on-line at our Court's website, www.pawd.uscourts.gov, by clicking on the "Jury Info" tab to access the eJUROR system. You will need your 9-digit participant number, which is located on your summons, and to answer a few identifying questions to access the system. Completing your form on-line is safe and secure and no Social Security number is required.

To obtain your reporting instructions or to hear your status, please call the Automated Juror Information System (AJIS) at 1-866-498-8562 (toll free) and enter the 9-digit participant number on your summons. You can also obtain this information by visiting our website above to log-in to the eJUROR system.

IF YOU HAVE A QUESTION ABOUT YOUR JURY SERVICE, PLEASE READ THROUGH ALL THE DOCUMENTS ENCLOSED BEFORE CONTACTING THE CLERK'S OFFICE. You may find answers to your questions by clicking on the "JURY FAQ" link under the "Jury Info" tab on our website, www.pawd.uscourts.gov.

HOURS

The Clerk's Office hours are 8:30 AM to 5:00 PM. Generally, your duty hours will be between 9:00 AM and 4:30 PM, Monday thru Friday. However, the jury clerk or a judge will inform you daily as to the time to report for jury service the next day. You will normally be released by a jury clerk or a courtroom deputy at the close of the day. You are not to leave until officially dismissed. Your lunch break will be announced by a jury clerk or a courtroom deputy.

JUROR PAY

Jurors receive \$50.00 for each day in attendance. Jurors also receive compensation for travel as measured in round trip miles from their residence to the courthouse at the current government rate. Parking fees will be reimbursed up to \$10.00 per day upon submission of a validated receipt. Jurors staying in hotels due to a lengthy commuting distance (**60 miles or more**), will receive a subsistence payment of \$153.00 per day. Jurors who stay with friends or relatives will receive a reduced subsistence payment of \$56.00 per day. Please see the jury clerk if you have any questions about your pay. Checks for jurors are prepared and mailed at least twice each month.

You can print an attendance verification yourself through eJUROR by visiting our web site at www.pawd.uscourts.gov and clicking on the jury link, then eJUROR. If you need other information for your employer, see the jury clerk at the end of your jury service. The attendance fee that a juror receives (\$50.00 per day) is taxable income and must be reported to the Internal Revenue Service.

If you are a Federal employee, please let the jury clerk know this information at the time you report. Federal employees (not including U.S. Postal Service employees) do not receive attendance fees.

PROTECTION OF JUROR'S EMPLOYMENT **U.S. CODE 28 USC 1875 SECTION (a)**

“No employer shall discharge, threaten to discharge, intimidate, or coerce any permanent employee by reason of such employee’s jury service or attendance in connection with such service, in any court of the United States.”

JURY ASSEMBLY ROOM (Room A170)

A small refrigerator is available in the jury assembly room if you would like to bring your lunch or cold drinks. Complimentary coffee and tea are also available. Smoking is prohibited. Restrooms are located in the jury room and jurors are not permitted to leave the room without the consent of a jury clerk.

Should a personal problem arise which you feel might impair your service as a juror, please bring this information to the immediate attention of the jury clerk. Should an emergency arise during the evening, or while you are on your way to the courthouse in the morning, please call (814) 464-9600 after 8:00AM. If you are serving on a jury panel, be sure to mention this.

The Clerk’s office is not responsible for any items lost or stolen.

Although your summons states a specific number of days in length, this does not mean that you will be serving every day for that period of time. What it DOES mean is that you are ON CALL to report when needed for that period of time. Please advise your employer of this fact. After jury selection is completed for a particular trial, only those people selected will report each day until completion of that particular trial. Those people that are not selected will be excused until jury selection is scheduled for any further cases. You will not be paid for the days that you are excused. **You should follow the instructions included with your summons.**

PARKING

Two city parking ramps/lots are located closely to the courthouse as follows:

Between W. 7th St. and W. 8th St. on Peach St.

Between W. 8th St. and W. 9th St. and Peach and Sassafras Streets

DO NOT PARK AT A PARKING METER! YOU WILL BE REIMBURSED FOR PARKING EXPENSES, BUT NOT FOR PARKING VIOLATIONS. PLEASE BRING YOUR PARKING "TICKET" (you will receive this in the morning when you park in a ramp) INTO THE COURTHOUSE WITH YOU TO BE STAMPED SO THAT YOU CAN RECEIVE A DISCOUNT.

HOTEL/MOTEL STAYS

The Clerk's Office is unable to arrange for accommodations for you for overnight stays. Therefore, you should personally contact a hotel or motel for a reservation. **Be certain to state** that you are a **federal juror** in order to obtain the best government rate. BE SURE TO CHECK THE CURRENT PRICE WHEN YOU CALL FOR A RESERVATION.

If you are travelling to the Courthouse from over 60 miles, you may want to be prepared to stay overnight since the trial will begin immediately after the jury has been selected.

There are many hotels/motels in the area. Below is a list of some of the hotels in the area. In no way is the following an endorsement of any of the hotels:

(Wingate by Wyndham, *Avalon Hotel & Conference Center, TownePlace Suites by Marriott, Quality Inn & Suites, Comfort Inn Presque Isle, Americas Best Value Inn, *Sheraton Erie Bayfront Hotel, *Marriott Courtyard Erie Bayfront, Hampton Inn by Hilton, Microtel Inn & Suites, Homewood Suites by Hilton, Fairfield Inn by Marriott, SpringHill Suites by Marriott, *Cobblestone Inn & Suites)

* - Indicates that this hotel is less than, or approximately, one (1) mile from the Courthouse.

REQUESTS FOR EXCUSE/DEFERMENT

In all instances the completed juror information form must be returned or completed on line before any request can be considered. We cannot accept excuse requests by phone.

Requests must be made in writing and can be submitted:

- 1) By mail to Clerk's Office, 17 South Park Row, Room A-150, Erie, PA 16501;
- 2) By email (attachments should be scanned in with the email & the email should be signed by typing your full name) to Ejuror1@pawd.uscourts.gov. or;
- 3) By fax, with all related attachments, to 814-464-9607.

Requests for a medical excuse should be submitted immediately and be accompanied by either a statement from a doctor or a completed "Physician's Statement for Medical Excuse" form, located on our website.

Requests for a business or family hardship must be received in this office no later than 5 working days prior to the scheduled appearance date.

If you have prearranged travel plans, please request an excuse for the time of the vacation and send reservation confirmation as well. To find out if your request was granted, call our Automated Juror Information System at 1-866-498-8562 **approximately 10 days after** submitting your request. You will need your 9-digit participant number to hear the status of your request.

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