

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA
JUROR INFORMATION GUIDE**

Website: www.pawd.uscourts.gov Email: ejuror3@pawd.uscourts.gov

Welcome to jury service in the United States District Court for the Western 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 trusts that you will find your experience rewarding. **Please read the following information carefully.** If after reading you have any questions, please feel free to contact us at 814-533-4504.

RESPONDING TO YOUR SUMMONS: All jurors are required to complete and return the **Jury Information Form** located on the bottom of the summons. This can be done online through eJuror, or by emailing a photo of the completed form to ejuror3@pawd.uscourts.gov, or by fax to 814-533-4519, or by U.S. Mail. The Court requires this form even if you are requesting an excusal or postponement. The Court recommends electronic submission to save time and postage, and to make your response easier to process.

SUBMITTING YOUR JUROR INFORMATION ONLINE: You may submit your response using our on-line system, eJuror. Visit www.pawd.uscourts.gov and click on the eJuror link to the left side of the screen. You can also scan the QR Code, located at the upper right corner of your summons, from a mobile device. To log into eJuror, you will need your nine (9) digit participant number, which is located to the right of your name and address on the summons. eJuror will allow you to provide your personal information, check your status, and update your contact information.

REPORTING INFORMATION: Your reporting date, time, location, and term of service are printed on the enclosed summons. You are to report to the United States Courthouse at the Penn Traffic Building, 319 Washington Street in Johnstown. Please have your summons and a valid government issued photo ID with you when you report for entry to the U.S. Courthouse and juror check-in.

YOU MUST CALL THE AUTOMATED JURY INFORMATION SYSTEM (AJIS) AFTER 4:00 P.M. AT 1-866-498-8562 THE FRIDAY BEFORE YOU ARE SCHEDULED TO REPORT FOR YOUR REPORTING INSTRUCTIONS. YOU WILL NEED YOUR 9-DIGIT PARTICIPANT NUMBER, LOCATED ON YOUR SUMMONS TO THE RIGHT OF YOUR NAME AND ADDRESS, TO HEAR THOSE INSTRUCTIONS. YOU CAN ALSO CALL THE AUTOMATED JURY INFORMATION SYSTEM TO CHECK ON THE STATUS OF YOUR REQUEST FOR DEFERMENT OR EXCUSE.

Being summoned for a four-week trial term does not mean that you necessarily will be serving every day for that period of time. You will be **ON CALL** to report when needed during that period of time, using our Automated Jury Information System. 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 trial. Those people not selected will be given instructions as to what to do for the remainder of the term. You will not be paid for those days you are not in attendance at the courthouse. If you appear when not instructed to do so, you will not be authorized to collect any juror fees.

HOW LONG WILL MY TERM AS A JUROR LAST? Most of the jury trials in the U.S. District Court for the Western 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 counsel 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.

HOW DO I REQUEST AN EXCUSAL OR POSTPONEMENT? The Court realizes that jurors may need to request an excusal or postponement, and it makes every effort to accommodate such requests. First, respond to your summons as noted above. Then you can submit a request online through eJuror, or by emailing ejuror3@pawd.uscourts.gov, or through U.S. Mail, no later than 10 days before the reporting date on your summons. **All requests require a written statement from the juror. No requests will be accepted by telephone. Requests must be written and submitted by the juror, not someone else on the juror's behalf (like a parent, doctor, or employer).** Requests due to a medical condition also require a current letter from your medical provider advising that jury service would pose a medical threat to your health and well-being. **"For Medical Reasons" will not be accepted as a valid explanation.** Medical-based requests will not be considered without a doctor's letter.

Please note that eJuror does accept attachments. If your request includes supporting documents – like a doctor's letter, proof of school enrollment, proof of travel plans, etc., you can upload the document in eJuror. You can also send an email to ejuror3@pawd.uscourts.gov with the documents attached. eJuror is also known to have character limits with some browsers. The Court recommends using email if eJuror cuts your statement short.

Once you have been instructed to report for jury service, you may not be excused unless there is an emergency or extenuating circumstances.

FULL-TIME COLLEGE STUDENTS: You may request a postponement if you will be taking college classes full-time during the period covered by the summons. Proof of enrollment (e.g. a copy of your schedule, a photo of your school ID) is required and can be emailed to ejuror3@pawd.uscourts.gov.

WHAT SHOULD I BRING WITH ME? Jurors are encouraged to bring a book, magazine, etc. to help pass the time spent in the jury assembly room. You cannot take these items with you into the courtroom. However, the jury assembly room is locked and secured while you are in the courtroom. Personal items can be left there and retrieved later. No one except jurors will be permitted in the jury assembly room at any

time. Relatives can wait in the Court lobby. Coffee, tea, and soda pop are provided in the jury assembly room. Food and drink are not permitted in the courtroom. Cameras, radios, laptop computers, cellular phones, firearms, mace, pocketknives, etc. are not permitted in the courthouse.

DRESS CODE: Appropriate dress code, such as business attire, is requested. Tank tops, sweatpants and flip-flops are not considered appropriate. You may wish to bring a light sweater or jacket as temperatures can vary in the courtroom.

JUROR FEES: Jurors are paid an attendance fee of \$50.00 for each day they are in attendance as well as round trip mileage for travel to and from the Penn Traffic Building. Jurors will also be reimbursed for parking costs up to \$10.00 per day upon presentation of valid receipts. Please email all receipts for reimbursement to ejuror3@pawd.uscourts.gov and include your name and participant number in the subject line. If you do not have access to email, a self-addressed envelope can be provided upon request to mail in your receipts.

PARKING: DO NOT park at meters on the street. Street meters have a two (2) hour maximum. You will not be able to leave the courthouse to put in more money. The Court will not reimburse any parking ticket fees. The closest parking garage is Main Street West/UPMC Lee Regional Parking Garage, which has an entrance located on Walnut Street and Main Street. There are additional parking garages located on Vine Street and Locust Street.

OVERNIGHT STAYS: Jurors residing 60 or more miles, one way, from the Courthouse where you are asked to report may stay overnight, either prior to, or after, jury selection. In addition to your daily attendance fee on your date of travel, the Court will reimburse for any hotel stay at the current government rate, along with a per diem allowance to cover meals and incidental expenses. These applicable rates can be found by visiting www.gsa.gov/travel/plan-book/per-diem-rates. Hotel reservations are the responsibility of the juror. The Holiday Inn and Econo Lodge are located in downtown Johnstown and are within walking distance of the Courthouse. The Holiday Inn is the nearest and has agreed to provide federal jurors overnight accommodations at the government rate subject to availability. When making reservations at the Holiday Inn, you must indicate that you are a federal juror in order to obtain the government rate. The Court has no agreements with any other hotels; however, they may offer discounts as well. There are also numerous hotels in the Richland/Galleria Mall area. Below is a list of some hotels and their phone numbers.

In downtown Johnstown:

Holiday Inn - 250 Market Street - (814) 535-7777

Econo Lodge - 430 Napoleon Street - (814) 536-5414

Richland/Galleria Mall Area:

Sleep Inn - 453 Theatre Drive - (814) 262-9292

Quality Inn & Suites - 455 Theatre Drive - (814) 266-3678

Super 8 Motel - 627 Solomon Run Road - (814) 535-5600

Murphy Inn - 132 Pen Mar Lane - (814) 266-4800

Hampton Inn - 129 Commerce Court - (814) 262-7700

Holiday Inn Express - 1440 Scalp Avenue - (814) 266-8789

*** All rates subject to change

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 in connection with such service, in any court of the United States." An employer who violates the provision 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.

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. **The jury office will never ask for your Social Security number or bank information.** If you have any questions regarding a phone call you receive, please call the Jury Office at 814-533-4504, which can also be used for any questions or emergencies.

EXTREME WEATHER: In the event of snow or inclement weather conditions, you can call the Court's Emergency Message Center at 1-866-602-3219 for an updated message prior to leaving your residence to report. An updated message will be posted by 6:00 AM on the day you are scheduled to report as to whether the Courthouse is closed for that day.

MORE INFORMATION: Please visit www.pawd.uscourts.gov/court-info/faq/JURY to view frequently asked questions about jury service in our court.

THANK YOU FOR YOUR SERVICE TO OUR COURT.