

# NOTICE TO EMPLOYER

Please be advised that under Title 28, United States Code, Section 1875:

- A. No employer may discharge, threaten to discharge, intimidate, or coerce any permanent employee by reason of the employee's jury service, or the attendance or scheduled attendance in connection with the service, in any court of the United States.
- B. An employer who violates the provisions of this section:
  - ✓ Is liable for damages for any loss of wages or other benefits suffered by an employee by reason of the violation.
  - ✓ 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.
  - ✓ Is subject to a civil penalty of up to \$5,000 for each violation, and may be ordered to perform community service.

## Attendance Fees

Jurors are paid \$40.00 per day plus the current federal government mileage allowance & tolls. All U.S. government employees, except postal employees, will continue to receive their regular salary in lieu of an attendance fee. If you live more than 60 miles from the courthouse, a subsistence allowance will be paid to you if it becomes necessary for you to spend the night. Authorization for hotel accommodations must be obtained in advance from the Jury Specialist.

## Attendance Obligations

Title 28, United States Code, Section 1866(g) provides, "Any person summoned for jury service who fails to appear as directed shall be ordered by the district court to appear forthwith and show cause for his/her failure to comply with the summons. Any person who fails to comply with the summons may be fined not more than \$1,000, imprisoned not more than 3 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 Specialist at (850) 521-3532.

## Privacy

The personal information you provide on your juror questionnaire and during the jury selection process will be used during the jury selection process only. The information will not become part of the public record.

## Attire

You are expected to conduct yourself with reserve and courtesy, and when appearing at the courthouse, must dress appropriately to preserve the dignity of the Court. No jeans or T-shirts, flip-flops or shorts.

# FEDERAL JURY DUTY

U.S. District Court  
Northern District of Florida  
Arnow Building  
100 North Palafox Street  
Pensacola, FL 32501  
**(850) 521-3705 Jury**  
(866) 560-4756 Automated System  
(850) 521-3677 Fax  
E-mail: [jury\\_FLND@FLND.uscourts.gov](mailto:jury_FLND@FLND.uscourts.gov)



The following counties that serve the US District Court Northern District of Florida - Pensacola Division: Escambia, Santa Rosa, Okaloosa and Walton.

**Complete online at**  
[www.FLND.uscourts.gov/jurors](http://www.FLND.uscourts.gov/jurors)

## How Will I Know When to Report?

Begin calling the toll-free telephone number (1-866-560-4756, press one) the Friday before the first date indicated on the upper middle section of your summons after 4:30 PM. Please **DO NOT** report for jury duty until instructed to do so by the toll-free message. Please follow the reporting instructions for the duration of your term. Listen carefully to the recorded jury message. You will be given a specific time and day to report for jury selection. The message may also direct you to call the 866# again the day before your scheduled appearance to confirm that the trial will go forward as scheduled. The 866# is accessible throughout the United States. If you experience difficulty getting through to the 866#, please go to eJuror on our website to access your current status and reporting instructions at:  
[www.FLND.uscourts.gov/jurors](http://www.FLND.uscourts.gov/jurors).

## What If I've Moved Out Of The Area I Am Being Summoned To?

Complete the jury information form online or mail, list your new address (including your county of residence) on the juror information form and return it. This information may also be completed on-line at:  
[www.FLND.uscourts.gov/jurors](http://www.FLND.uscourts.gov/jurors).

## 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, followed by the viewing of an informational video. Afterward, you will 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 5:00 PM, as the trial may begin immediately after jury selection. Otherwise, you will be released for the day upon completion of the jury selection process. Generally the Court will be in session from 8:30 AM to 5:00 PM.

## How Do I Request An Excuse/Postpone/Partial Excuse?

The Court realizes that from time to time jurors may need to request an excuse for part of the period covered by a jury summons. The Court will make every effort to accommodate your request for a partial excuse. Please make all requests in writing by mail, fax or email to be excused within 5 days of receipt of the summons, or as early as possible. Once you have been instructed to report for jury service, you may not be excused unless there is an emergency or extenuating circumstances. If you know the dates you need to be excused, you should include them in a letter and return it along with the Juror Information Form.

You may also request a partial excuse by sending an e-mail to [jury\\_FLND@flnd.uscourts.gov](mailto:jury_FLND@flnd.uscourts.gov), or through the court's eJuror website  
[www.FLND.uscourts.gov/jurors](http://www.FLND.uscourts.gov/jurors).

## How Long Will My Term As A Juror Last?

You will be "on call" for a one month period, **beginning on the 1<sup>st</sup> Monday of the month** and ending on the last day of the month in which you were summoned. The most likely dates you will be required to report for jury selection are printed on your summons. If you are selected for a jury, you will be told at that time when the trial will take place and how long it will last. We will give you as much advance notice of your actual reporting date as possible, but we may not know until shortly before the scheduled reporting date. **Cases are sometimes added to or removed from the schedule, and emergencies cause changes in the schedule**, so it is impossible to know in advance when you will be required to serve.

The court has a one-day or one-trial term of jury service. This means that a juror appears for only one day of jury selection and, if chosen, for only one trial. Once you appear, you are released from being "on call" for the rest of the month. If you are serving on a trial that lasts beyond the end of the month, you will be required to serve until the trial ends. Most trials last 3-5 days, but trials can last several weeks depending on the case.

## What Should I Bring With Me?

- **Driver's license or another form of photo identification**
  - **A sweater or light jacket**
  - **Lunch (if you don't want to purchase it)**
  - **Jury summons**
  - **Confidential questionnaire**
- Please DO NOT bring your cellular phone, kindles, iPhones, pager, tablets, BlackBerry, PDA, or laptop computer. These items are not permitted in the courtroom or jury room and will be taken from you upon entry into the courthouse.**

## How Do I Get To The Courthouse?

**Directions to the courthouse and parking** can be found on our website under Juror Information at [www.FLND.uscourts.gov/jurors](http://www.FLND.uscourts.gov/jurors). **The court cannot assist you with parking tickets if you choose another place to park.**

## How Do I Submit My Juror Information On-Line?

If you have received a Federal Jury Summons, you can submit your answers using our on-line eJUROR system. If your juror information is completed on-line, you do not need to mail in your jury information form. Visit [www.FLND.uscourts.gov/jurors](http://www.FLND.uscourts.gov/jurors) and click on Jury Information, and then eJUROR.

This website will allow you to:

- Check your Current Status for reporting
- Update personal information
- Request an Excuse/Partial Excuse
- Update your contact information and address
- Check your reporting instructions

To log on to eJUROR, you'll need your nine digit participant number. This number is located to the right of your name and address on the summons (e.g. 100305779).