

Automated Reminder Messages

If you provided the Court with a telephone number, text, or email address, you will receive automated reminder messages for reporting instructions.

Security

A Photo ID is required to enter the courthouse. You are NOT allowed to bring cell phones, laptops, electronic devices, iPads, e-books, recording devices, cameras, e-cigarettes, lighters, matches, or any objects that may activate the metal detectors into the courthouse. Lockers are provided. There is no fee for the locker.

Amenities

The following items are available to jurors: Vending machine, coffee and tea, refrigerator, microwave, restrooms, telephone, private office for nursing mothers, and local restaurant menus.

Smoking is **NOT** permitted in the courthouse.

Dress Code

You are expected to conduct yourself with reserve and courtesy. When appearing at the courthouse you **must** dress appropriately to preserve the dignity of the Court. **No ripped/stained jeans, shorts, flip flops, tank tops or beach attire are allowed.**

Employment Protection

Federal jurors are protected against discharge or coercion by employers because of being called for jury service. Check with your employer to see if they have a jury policy. Letters from employers are **NOT** considered.

Checklist for Jurors

- ✓ **Call the Friday** before the first possible report date for further court instructions after 4:30pm at (866) 560-4756, press option 1
- ✓ **Bring** a valid photo ID to show when entering the courthouse
- ✓ **Bring** a sweater or light jacket.
- ✓ **Lunch** (if you do not want to purchase it)
- ✓ **Confidential Questionnaire** with barcode if you did not mail in
- ✓ **All** individuals entering the courthouse are required to proceed through a security checkpoint and have any bags, packages, purses, etc. examined through an x-ray machine.
- ✓ **Electronic devices** including cellular phones, laptop computers, iPad/tablets, sound/recording equipment, and photographic/broadcasting equipment **are prohibited** past security checkpoint. Lockers are provided when entering the building. There is no fee for the locker.

The United States District Court holds civil, criminal, and grand jury cases. For most people, the opportunity to serve in Federal Court comes but once in a lifetime. We look forward to working with you on this important civic function and hope that you find your service to be a rewarding experience.

UNITED STATES DISTRICT COURT

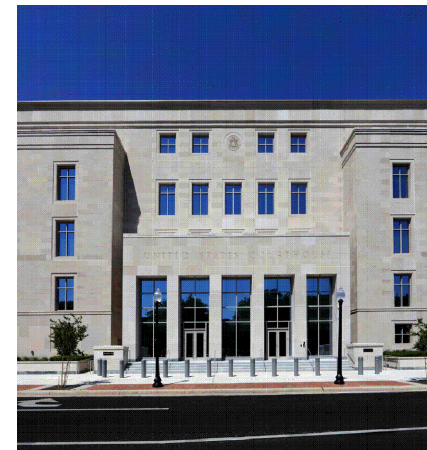
Northern District of Florida

1 N. Palafox Street
Pensacola, FL 32502

(850) 521-3705 Jury
(866) 560-4756 Automated System
(850) 521-3677 Jury Fax

Jury Email:

jury_FLND@FLND.uscourts.gov



Welcome to Federal Jury Service

The Pensacola federal court has jurisdiction over the counties of **Escambia, Santa Rosa, Okaloosa, and Walton**. Your previously completed and returned juror qualification questionnaire qualified you to serve as a juror in this federal court.

This is NOT County Jury Service.

Length of Service

Petit (trial) Jurors: **You are "on call" for 4 weeks** and must call the jury hotline on the date and time indicated on your summons to receive updated reporting instructions. If you are **NOT** scheduled for your first week, you will remain on call until your term of service ends. If you ARE selected as a juror, your service will be completed upon the trial's conclusion.

Checking Status/ Confirming Reporting Instructions

Check your status (excused or postponed) online by clicking **Check Your Status** or by calling the jury hotline at 1(866)560-4756, press option 1.

NOT ALL JURORS will be instructed to report.

You must have your 9-digit participant number available to check your status. This number appears next to your name on the front of your summons. If you lose your summons, please call the Court. **If you report erroneously, you are NOT entitled to any compensation.**

Penalties

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 failure to comply with the summons. Any person who fails to show good cause of noncompliance with a summons may be fined not more than \$1000 or imprisoned not more than three days or ordered to perform community service or any combination thereof.

****GO PAPERLESS WITH eJUROR****

To use eJuror, visit <https://www.FLND.uscourts.gov/jury-home>
You will need your participant number and birth date to use the eJuror system.

USING eJUROR, you can:

- Update your name/address
- Submit your jury information form
- Request to be Deferred/Excused/Partial

Requesting an Excuse or Postponement

If you request to excuse or postpone your jury service, you must place your request in writing at least **seven (7) days prior to the summons date**. You must include your completed Jury Information Form when submitting a request.

All requests must be made through one of the following methods:

1. **U.S. Mail** – postpaid envelope provided in the jury packet
2. **Fax:** (850)521-3677
3. **E-mail:** jury_FLND@FLND.uscourts.gov
4. <https://www.FLND.uscourts.gov/jury-home> - **click on the right side:**



The Court **will NOT** accept letters from your employer. Any request must be submitted by you, the actual juror. The Jury Office **will NOT** discuss excuses over the phone.

DO NOT wait until the day of your required appearance to submit your request.

If you are 70 years of age or older and do not wish to serve, please complete the juror information form with your request in writing, and you will be excused from jury service.

You are responsible for checking your status at least 7-10 business days after submitting your request.

Parking and Decals

Jurors: From I-10 take I-110 to downtown Pensacola. From I-110 take the Gregory Street exit that loops around the Civic Center. Palafox Street is the third light from the exit. Parking is available downtown Pensacola – utilize 2-Hour street parking spots on North Palafox Street and Garden Street that are close to the court building. **Parking Decals will be mailed or via email as we get closer to the reporting date.**

The US District Court is to the north of Gregory Street on the West side of Palafox Street.

NOTE: Expenses associated with vehicle towing and the issuance of tickets for illegal parking will not be reimbursed by the court

Disabled Parking

If you are disabled, please contact the court. A disabled hangtag or license plate must be displayed. (850)521-3705

Compensation

If you are instructed to report for jury service, you are entitled to a \$50.00 attendance fee and the current round-trip mileage rate. Federal employees (except postal employees) are **NOT** paid the attendance fee but are reimbursed for other expenses.

In addition to regular jury compensation, if your residence is 60 miles or more (one-way) from the courthouse, a per diem allowance will be paid to you for an overnight stay. **Authorization for hotel accommodations must be obtained in advance from the Jury Office at least two weeks prior to the possible reporting date.**