

## EXCUSE REQUEST INFORMATION

### **All requests to be excused from jury service must be submitted in writing.**

Submitting a request to be excused does not mean it will be granted. It is the juror's responsibility to confirm their reporting status by calling the automated phone system or logging on to the website as indicated on the summons.

You can submit a request to be excused at the time you complete your questionnaire. If additional documentation is required or you have already submitted your questionnaire, please fax or e-mail your information to the appropriate office below:

Phoenix Jurors	602-322-7275 ejurorphx@azd.uscourts.gov
Prescott Jurors	602-322-7275 ejurorpct@azd.uscourts.gov
Tucson jurors	520-205-4293 ejurortuc@azd.uscourts.gov

### **Over 70 years of age**

This excuse is for those individuals who will be at least 70 by the date of their service. If you turn 70 after your date of service, you cannot claim this excuse.

### **Prior Jury Service**

This excuse is for those individuals who have actually heard testimony and rendered a verdict in a trial within the last two years. If you participated in the jury selection process but were not selected as a trial juror, you cannot claim this excuse. Please provide dates of service, type of case and verdict rendered.

### **Students**

Students are not automatically excused from jury service in the Federal Court. They may request a postponement that will be convenient to their breaks in school. Please keep in mind that the court will only grant two deferrals.

If you are attending a school that does not give breaks, please provide written documentation from the institution regarding the school schedule.

If you attend school outside the Court's jurisdiction, please provide your primary address while at school and when you will return to the location where you received your summons.

### **Physical or Mental Disability / Medical Issues**

Requests to be excused for medical reasons **will not** be granted unless you fax a doctor's note to the jury office.

**Child Care / Care of a Dependent**

Please provide a detailed explanation of your work arrangements and specific hours that you work. Include the ages of those for whom you care and the specific time period during which you provide care.

**Transportation / Distance**

If you are claiming a hardship regarding transportation or the distance of travel from your home to the Courthouse, you must explain your hardship and why reimbursement of your mileage would not relieve that hardship.

If public transportation is available in your area, you will not be excused due to lack of transportation.

**Financial / Business / Employment Hardship**

Most claims of this nature must be addressed in the courtroom before the judge and counsel. You can request a deferral to a time in the next 4-6 months to assist you in planning for your jury service.

## **POSTPONEMENT INFORMATION**

You may postpone your jury service two times within one year from your initial report date.

You will have an opportunity to request a postponement when you complete your online questionnaire. If the date you select is not available, the jury office will randomly assign you to another date. Make sure you have provided a contact phone number on your questionnaire.

If you have already submitted your questionnaire, you can fax your request to the office below or submit your request online using the Postponement / Excuse Request option.

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Tucson jurors	520-205-4293