



**UNITED STATES DISTRICT COURT
JUROR INFORMATION LETTER
PRESCOTT DIVISION**

Direct correspondence to:
U.S. District Court, Jury Administrator
401 W. Washington St., SPC 2
Phoenix, AZ 85003-2118

You are on call as a juror in Federal Court. Please refer to your summons to determine the month for which you are on call. This letter explains reporting instructions and other important information. Please read it carefully and keep it until the end of your jury service. For your convenience, the Juror Qualification Questionnaire can be completed online by going to www.azd.uscourts.gov and clicking on "Juror Information."

Courthouse Location: 401 W. Washington Street, Suite 100, Phoenix, Arizona. Enter the building from the East side and the jury assembly room is located on the 1st floor. The building opens at 8:00 a.m. **BE PREPARED TO SHOW PICTURE ID.**

Parking: Juror parking is available at 305 W. Washington Street, with entrance to the garage at 4th Avenue and Washington. This is directly to the east of the Courthouse. Please note that Washington is a one-way street heading west and 4th Avenue begins a one-way street at Washington heading south. Bring your parking ticket with you for validation.

Term of Jury Service: You are on call for a one month period or one appearance. If selected as a trial juror, your service will conclude at the completion of the trial. District Court jurors for the Prescott Division are selected from Apache, Coconino, Mohave, Navajo and Yavapai counties.

Reporting instructions: Call toll free **1-877-785-1415** on the date shown on your summons, and each weekend thereafter until you have been excused. Enter your 9-digit participant number (found above your name and address on your summons) and listen for your reporting instructions for the following week. You may call the recording anytime after 5:00 p.m. on Friday, or over the weekend. **Do not report on the date shown on your summons**, this is the date you begin calling for instructions. After returning your questionnaire, please wait until the week prior to your reporting date to check your status.

Your reporting status is available on our website at www.azd.uscourts.gov under **Juror Reporting Status**. Enter your 9-digit participant number and your 5-digit zip code. While logged on to our internet site, we encourage you to read the *Handbook for Trial Jurors* (click on "Juror Information") prior to reporting for jury service.

You must verify your reporting status after 5:00 p.m. the evening before you are scheduled to report. If you report after jury service has canceled, you will not be paid. It is your responsibility to check your reporting status each weekend and the evening before your reporting day. If you submit a request to be excused from jury duty, please verify that your request was granted by calling the automated phone system. Requests to be excused or deferred are not automatically granted. Your reporting status **MUST** be confirmed. **Failure to report to court as instructed may result in contempt of court, and you may be fined \$1,000, imprisoned three days, ordered to perform community service, or any combination thereof, for noncompliance.**

Excused Days: If you will be unavailable certain days during the month, please note the days on the reverse side of the questionnaire under remarks. Depending on the number of days you are unavailable, you may be deferred to another term of service. If you are not deferred, you may assume that the day(s) you listed will be

honored and you will not be scheduled on those day(s). No confirmation will be sent by the Court. Please verify your reporting status through the automated phone system or via the court's website.

Payment: You will be paid \$40/day for each day of jury attendance or travel, and 57.5 cents per mile (calculated based on your zip code) for your round-trip travel. If you reside over sixty (60) miles from the courthouse, you may stay in a hotel the night prior to jury selection. It is recommended that jurors who reside 60 or more miles from the courthouse come prepared with clothing and personal items to last through the end of the week in the event they are selected as a trial juror and elect not to commute. Eligible jurors will be paid the current subsistence rate for lodging and meal expenses and a lodging receipt must be produced. Mileage reimbursement cannot exceed the per diem allowance. Please visit our website or call the jury office for the current rate. **Juror payment checks are mailed approximately 4 - 6 weeks FOLLOWING your service.**

Courtroom Attire: Proper dress is required for jurors. **NO** shorts, tank or halter tops, or rubber sandals are allowed. Business casual is encouraged. You will not be paid if inappropriately dressed.

Courthouse Regulations: Weapons, pocket knives, scissors, sharp objects, mace, etc. are not allowed in the courthouse. Cameras and any type of recording devices may not be used in the courtroom. Beepers and cellular phones are allowed in the courthouse but must be turned to the off mode while in the courtroom.

Please recognize that while every effort will be made to utilize all prospective jurors, it is possible that you will report to the courthouse and be dismissed because the case settles before trial. The presence of a jury is a persuasive factor in dispute resolution and therefore your appearance is very important whether or not you sit on a jury.

Under Federal Law, no employer may discharge, threaten to discharge, intimidate, or coerce any permanent employee because of the employee's jury service. An employer who violates this law is subject to a penalty of \$1,000 - \$5,000, community service and payment of damages and attorney fees. If you are selected for jury duty, give a copy of this letter to your employer.