

Important Information Regarding Jury Service – Prescott Division

Term of Service

You are on call for a one-month period or one appearance. If selected as a trial juror, your service concludes at the completion of the trial. Jurors for the Prescott division are selected from Apache, Coconino, Mohave, Navajo and Yavapai counties.

Courthouse Regulations

Weapons, pocket knives, scissors, sharp objects, mace, etc. are not allowed in the courthouse. Cameras or any type of recording devices may not be used in the courthouse. Electronic devices such as cell phones, iPads, lap tops, etc. are allowed in the courthouse but must be turned to the off mode while in the courtroom.

Courtroom Attire

Proper dress is required. **NO** shorts, tank or halter tops, or rubber sandals are allowed. Business casual is encouraged. If you report for jury service and are inappropriately dressed, you will not be paid and your service will be rescheduled. Since the courtrooms tend to be cool, you may also want to bring a sweater or light jacket.

Payment for Jury Service

Jurors are paid \$50/day for each day of jury attendance or travel and [mileage](#) (calculated based on your physical home address) for your

round-trip travel. Federal employees are not eligible for the \$50/day unless they are serving on their regularly scheduled day off.

If a juror lives 60 or more miles one-way from the courthouse, they are eligible to stay in a hotel the night before jury selection. Please make your reservation for one night only, check out in the morning and bring a zero balance hotel receipt with you. 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. If a juror does not come prepared, the court may not be able to reimburse mileage expenses incurred to travel back and forth from the juror's home to the courthouse each day. Eligible jurors will be paid the actual cost of their hotel up to the [maximum subsistence rate plus an allowance for meals and incidental expenses](#). A zero balance lodging receipt must be submitted for reimbursement. When making your reservation, please inquire about the hotel's parking arrangements. The court will not reimburse valet parking expenses if self-parking is available. A receipt must be submitted for reimbursement. Juror payment checks are mailed approximately 2-4 weeks FOLLOWING your service.

Do not bring minor children with you to jury service.

Frequently Asked Questions

Can I request to be excused by calling the jury office?

No. Requests to be excused or deferred will not be granted over the phone. **You must complete a Juror Qualification Questionnaire and put your request in writing.** If you request to be excused for a medical reason, you must submit a doctor's note. You or your doctor may fax a statement to the jury office at 602-322-7275. If you do not submit a doctor's note, you will not be excused and you could be scheduled to report. You must verify your reporting status as instructed on the Summons as these requests are not automatically granted.

Can I be excused for financial or business related reasons?

The jury office is unable to grant these types of requests. 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 3-6 months to assist you in planning for your jury service.

How do I know if my excuse request has been granted?

Excuse requests are not automatically granted. It is the juror's responsibility to confirm their reporting status as instructed on the Summons.

Unavailable dates during term of service?

If you are unavailable on some or all of the days during your term of service, please note the date(s) and reasons(s) when completing the questionnaire. A note will be made of these dates. If the court is not able to accommodate all the dates listed, you will be deferred to a future date.

What if I don't report for jury service?

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.

What about my employment?

It is unlawful for any employer to discharge, threaten to discharge, intimidate or coerce any permanent employee for attendance or scheduled attendance in connection with jury service. Please provide your employer with a copy of your Summons. A certificate of attendance for your jury service will be made available.

What if I don't respond?

If you do not complete a Juror Qualification Questionnaire, you may be summoned to appear at the courthouse to complete a questionnaire. No juror fees or costs associated with this appearance will be paid.

Local Hotels

You may stay at any hotel of your choice. When booking a room, please advise that you are a federal juror and ask for the [government rate](#). We discourage online booking sites as they charge fees that we cannot reimburse and reservations cannot be canceled. Some hotel choices which offer the government rate are:

Hampton Inn Midtown 602-200-0990 / 800-426-7866
Holiday Inn Express 602-452-2020 / 888-465-4329
Springhill Suites 602-307-9929 / 888-287-9400
Hilton Garden Inn Midtown 602-279-9811 / 800-560-7843
Sheraton Grand Hotel 602-262-2500 / 866-837-4213
Ramada Phoenix Downtown 602-595-4444 / 800-645-5901
DoubleTree Suites 602-225-0500 / 855-610-8733