

UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY

402 E. State St., Room 2000
Trenton, NJ 08608
(609) 989-2141

District Court Web Site: pacer.njd.uscourts.gov

PLEASE CALL RECORDED MESSAGE
AFTER 5:00 P.M. THE DAY BEFORE
YOUR COURT APPEARANCE*
1-866-363-8154 or 609-989-2374

INFORMATION AND INSTRUCTIONS FOR FEDERAL PETIT JURORS

FAILURE TO OBEY THIS SUMMONS MAY BE PUNISHABLE BY FINE AND /OR IMPRISONMENT

**FOR PUBLIC SAFETY : ALL PERSONS WILL BE SCREENED UPON ENTERING THE COURTHOUSE.
ELECTRONIC DEVICES SUCH AS CELL PHONES, PAGERS, AND LAPTOP COMPUTERS ARE PERMITTED.
CAMERAS, RECORDING DEVICES, KNIVES, SCISSORS AND SIMILAR ITEMS ARE PROHIBITED.
PLEASE DO NOT HAVE THESE OBJECTS IN YOUR POSSESSION UPON ARRIVAL.**

You have been selected as a **PROSPECTIVE JUROR** for service in the United States District Court, Trenton, New Jersey. This **FEDERAL COURT** has jurisdiction over six counties (**Hunterdon, Mercer, Monmouth, Ocean, Somerset, and Warren**) in Central New Jersey. ALL counties must be represented for our jury selections. In order to make your jury service as convenient as possible, **kindly review the following information regarding your service. If after reviewing the information you have any questions, please contact the jury department at 609-989-2141**

***PLEASE COMPLETE, DETACH AND RETURN THE INFORMATION CARD AT THE BOTTOM OF YOUR SUMMONS AND RETURN WITHIN 5 DAYS. Please remember to sign the form and **PLEASE INCLUDE YOUR CURRENT HOME TELEPHONE NUMBER, THIS WILL BE USED WITH THE AUTOMATED JURY SYSTEM FOR NOTIFICATIONS OF SCHEDULE CHANGES.** If your telephone number is blocked, please indicate "blocked" next to your phone number. Please retain the top part of the summons and bring it with you when you report. **You may access the automated juror information system at any time by calling 1-866-363-8154 or outside NJ 609-989-2374 and using your 9 digit participant number to access your personalized instruction.**

HARDSHIP EXCUSE: Any request to be excused from service must be **IN WRITING** and submitted with your information card. Any excuse request for medical reasons must be accompanied by a **DOCTOR'S NOTE**. We will not contact a physician for this information. **We do not entertain requests from employers.** Hardship requests by phone are not accepted. **You may access the response to your request using the automated system directions below**.**

****TO CHECK THE STATUS OF A HARDSHIP REQUEST** (please allow 7 To 10 Business days after mailing your request) **please call 1-866-363-8154.** The automated jury system will direct you to enter your **9 digit participant number.** **The automated jury system will then give your current juror status.** YOU MUST HAVE YOUR 9 DIGIT PARTICIPANT NUMBER (LOCATED ABOVE YOUR NAME ON THE SUMMONS) TO ACCESS THE SYSTEM. .

IMPORTANT - RECORDED MESSAGE: You MUST call and listen to the RECORDED MESSAGE (1-866-363-8154; or outside of New Jersey 609-989-2374) after 5:00 P.M. on **THE BUSINESS DAY PRIOR TO YOUR SCHEDULED DATE OF SERVICE.** THE AUTOMATED SYSTEM WILL PROMPT YOU TO ENTER YOUR 9 DIGIT PARTICIPANT NUMBER LOCATED ABOVE YOUR NAME ON THE TOP PART OF THE SUMMONS. The recorded message, ACCESSIBLE 24 HOURS DAILY, will give instructions regarding the date and time of your appearance for jury duty. **You will not be paid if you appear when you were instructed not to appear.** Should the number be busy, please call at a later time as receiving the message is important. You may be directed not to appear on the date indicated on your summons and be instructed to call the recorded message again at a later date for further instructions.

ATTENDANCE FEE: You will be paid an attendance fee of \$40.00 per day, plus a mileage reimbursement of 37.5 cents per mile, along with any tolls with a receipt (this includes E-Z Pass users). **You will not be paid if you appear when you were instructed not to appear.**

THE PERIOD OF JURY SERVICE IS Approximately 4 WEEKS. Although you are "on call" to be available during this period, you generally will not have to appear every day. **YOU ARE REQUIRED TO CALL THE RECORDED MESSAGE AS DIRECTED DURING THIS PERIOD. PLEASE DO NOT APPEAR WITHOUT CALLING.**

PARKING - The United States District Court at Trenton, N.J. provides free parking by permit only to all federal jurors. You will not be reimbursed for parking at any other location. The enclosed map diagrams the parking lot located on Merchant St. The lot is maintained and operated by the Trenton Parking Authority. **Please be advised that the U.S. Government and the Parking Authority disclaim responsibility for any damage, loss by fire, theft or any other cause whatsoever.** Thus, please make certain all vehicle doors and windows are locked and all valuable items in your vehicle are placed out of sight and/or locked in the trunk of your vehicle. As the enclosed map details, this parking facility is one city block from the U.S. Courthouse (402 E. State St.). Please show your summons to the attendant upon entering the parking lot. The parking attendant will also give you a parking ticket each day which must be validated in the Jury Assembly Room (Room 2000) and will be turned in daily to the attendant upon your departure from the lot.

EMPLOYMENT STATUTE: Federal Law (28 U.S.C. § 1875) provides for the protection of juror's employment. A discharge from employment, a threat of discharge, intimidation or coercion of any permanent employee, by reason of such employee's jury service or the attendance or the scheduled attendance in connection with such service should be promptly called to the attention of the Court.

WILLIAM T. WALSH, CLERK, U.S.D.C.
Trenton, N.J.

(Rev. 10/04)