

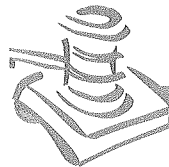
## JURY DUTY:

### TIPS FOR CITIZENS

- When summoned for jury duty, read the summons carefully and follow the instructions for reporting to court. Jury duty is an important civic responsibility and is one of the highest duties a citizen can perform in a democracy. Your voice as a juror is needed to ensure fairness and justice in our community.
- When receiving a summons for jury duty, take the summons seriously. If you fail to appear for jury duty, the court can order you to appear and show cause for failing to appear. If you cannot explain to the judge why you didn't report for jury duty, you can be fined up to \$100, or imprisoned for up to three days, or both.
- Read your jury summons to find out which court has summoned you for jury duty. Two different courts in the District of Columbia summon citizens for jury duty, the U.S. District Court and the D.C. Superior Court.
- Do not drive to court. Parking garages are expensive and there are few on-street metered parking spaces. Jurors are not permitted to leave the Courthouse to put money in parking meters until the lunch break.
- Take public transportation. Both courthouses are close to Judiciary Square Subway Stop (Red Line). Metrobus routes also have stops near both courthouses. Call Metro Transit Information (202/637-7000) for assistance in planning your trip to court.
- As a juror you should be prepared to spend time waiting. Judges conduct many other court proceedings that do not need jurors, but the judge may need you at a moment's notice. Knowing that jurors are in the courthouse and ready to render a verdict often encourages parties to enter a plea or resolve a case without going to trial.
- Don't take it personally if you are not selected as a juror for a trial. Voir dire (the process of selecting a jury) is designed to examine a large number of potential jurors and then to select a smaller number to serve on a trial. Lawyers have many reasons for not choosing a person for a jury. Not being selected does

not imply that you lack ability or honesty. You may be selected later for a different trial.

- Bring things to do while you are waiting. Books, magazines, newspapers, laptops, needlework, cards, and other quiet activities are permitted. The Juror's Lounge has a television set, vending machines, and telephones.
- Expect to get paid. The D.C. Superior Court pays its jurors \$30, plus travel expenses, at the end of each day of jury service. Jurors who serve only one day and are not selected for a jury receive only travel expenses. The U.S. District Court pays its jurors \$40 a day plus travel expenses and sends this payment in the form of a check 2-3 weeks after jury service is completed. If you are a D.C. or a federal government worker, you will get paid only for travel and will continue to receive your regular paycheck. Both courts pay \$4 a day for travel expenses.
- It is the law that you cannot be fired from your job for taking time off of work to serve jury duty. Certificates of Proof of Attendance are available upon request from the Jury Office. Ask the Jury Office to help you if your employer is uncooperative.



## JURY DUTY:

### ABOUT YOUR COURTS

#### The U.S. District Court for the District of Columbia ("U.S. District Court")

- Located in the E. Barrett Prettyman U.S. Courthouse at 333 Constitution Avenue, N.W., Washington, D.C. 20001
- Hears cases arising under federal law or to which the U.S. government is a party.
- Jury duty at this court lasts two weeks. The U.S. District Court uses a telephone call-in system to schedule jurors. The average length of jury service is approximately 3-6 days during the two week term.
- If you have questions about jury duty in the U.S. District Court call the Jury Office at 202/354-3360.
- The Jury Office is located on the 4th floor, Room 4214.

- A Health Unit is located on the first floor, Room 1612. For more information call 202/219-4739.
- A cafeteria is located in the lower level of the U.S. Courthouse. For more information call 202/289-4015. It opens at 8:00 a.m.
- If you need to be reached while you are serving on jury duty, the Jury Office phone number is 202/354-3360.

#### Superior Court for the District of Columbia ("D.C. Superior Court")

- Located in the H. Carl Moultrie I Courthouse at 500 Indiana Avenue, N.W., Washington, D.C. 20001
- Hears cases arising under District of Columbia law. It is a trial court of general jurisdiction.
- "One Trial/One Day" term of jury service. Under this system you will serve for the length of one trial, which usually lasts several days, or for one day. However, in emergency situations jurors who were not asked to serve on a trial on their first day may be asked to return on the next day. Therefore, you should always be prepared to serve for several days if you are summoned.
- If you have questions about jury duty in the D.C. Superior Court, call the Juror's Office at 202/879-4604.
- The D.C. Superior Court Jury Lounge is located on the 3rd floor, Room 3100.
- A child care center is located in Room JM690 for children aged 2 years (must be toilet-trained and have an immunization record) to 12 years. For more information call 202/879-1759.
- A Health Unit is located in Room 1195. For more information call 202/879-4748.
- A cafeteria is located on the C Street level of the Courthouse. For additional information call 202/393-6080. It opens at 7:00 a.m.
- If you need to be reached while serving on jury duty, the Juror's Office phone number is 202/879-4604.

## SELECTION OF JURORS

All juror names are selected at random by computer from several sources including lists of registered voters, licensed drivers, non-drivers who have valid identification, and individuals to whom D.C. Personal Income Tax forms have been sent by the D.C. Department of Tax and Revenue.

For information on how to register to vote call 202/727-2525 (open Mon-Fri., 8:30 a.m-4:45 p.m.). For information about getting a D.C. driver's license call 202/727-5000. It is important that your address is accurate and up-to-date.

## COUNCIL FOR COURT EXCELLENCE

The Council for Court Excellence produces and distributes educational brochures to heighten citizens' understanding of the justice system. This brochure aims to acquaint citizens with the process of serving on a petit jury, and ultimately, to make this civic duty as comfortable and enjoyable as possible.

The Council for Court Excellence, founded in 1982, is a nonprofit civic organization dedicated to improving the administration of justice in the Washington metropolitan area. The Council for Court Excellence works with the local community and the federal and local courts to bring about reforms responsive to the needs of citizens and businesses in the Washington region.

As a nonprofit organization, the Council for Court Excellence receives contributions from the private sector to accomplish its goals. Individuals, law firms, corporations, and foundations support the work of the Council through tax-deductible gifts.

If you would like more information about the Council for Court Excellence, contact us at

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