

**UNITED STATES
DISTRICT COURT
for the
DISTRICT OF UTAH**

**PETIT JURY SERVICE
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INFORMATION REGARDING
SERVICE AS A JUROR
FROM
THE CLERK OF COURT**

INTRODUCTION

Welcome to the jury panel of the United States District Court for the District of Utah! Your service on a federal jury panel is an important civic function and it supports one of the most fundamental rights of citizens of the United States, the right to have the interests of justice reviewed and determined by fellow citizens. We hope your term of jury service will be an interesting, educational, and satisfying experience.

When you report for jury service, you will be introduced to the jury system in the United States courts and be briefed on your duties and responsibilities as a juror. This booklet provides answers to the practical questions such as location, parking, dress, term of service, payment, and reporting for duty. If, after reading this booklet, you still have questions, you should call the jury administrator's office. The telephone number is listed at the end of this booklet. You also may visit us at our web site at <http://www.utd.uscourts.gov>

We look forward to welcoming you at the Court and appreciate your willingness to serve.

IMPORTANT INFORMATION

LOCATION - Most jurors called to duty will be asked to report to the United States Courthouse in Salt Lake City. Occasionally a trial will be held in Ogden, and jurors will be asked to appear at the Ogden Federal Building. Please check your **Notice to Appear** for your reporting location.

Courthouse in Salt Lake City: The U.S. Courthouse is at **350 South Main Street** -- the northwest corner of Fourth South and Main Streets -- in Salt Lake City. You are responsible for your transportation to the Courthouse.

Driving: If coming by car, as you drive into the downtown area, do not confuse the United States Courthouse on Main Street with the Utah State Courthouse located at 450 South State Street.

Parking: Unfortunately, the Court has no parking reserved for jurors. When you park, you should avoid public meters; you will not be able to leave the court to deposit coins and the Court cannot reimburse you for an expired meter, or other city parking violation. Several commercial parking lots are located within easy walking distance of the courthouse, and your payment for jury service will include an allowance for parking costs. The parking map on the inside front cover of this booklet shows where the nearest commercial lots are located. *If you are not familiar with the area, please give yourself additional time to find a parking lot, park your vehicle, pay the fee, and walk to the courthouse.*

Public Transportation: The U.S. Courthouse is accessible by Utah Transit Authority (UTA) buses that travel to local as well as out-of-town locations. The

courthouse also is served by TRAX light rail system via the Courthouse Station at 500 South and Main Street. The north/south spur of TRAX runs between 10000 South (Sandy Civic Center) and South Temple Street. The east/west TRAX spur runs between the University of Utah's Rice Stadium and 400 South and Main Street. For more information about bus or TRAX service, call UTA at (801) 287-4636 or check out the UTA website <http://www.utabus.com/schedules/>

Federal Building in Ogden: The Ogden Federal Building is located at 324-Twenty-Fifth Street in downtown Ogden. For UTA bus service information, please call (801) 287-4636.

COURT FACILITIES

Salt Lake City: If you are reporting to the courthouse in Salt Lake City, the main entrance is on Main Street on the north porch. In the building, proceed directly to the Petit Jury Assembly Suite, Room 208, on the second floor of the courthouse. The suite includes restrooms and a lounge with bottled water. Pay telephones are located in the south lobby on the first floor and on the second and third floors adjacent to the south elevators. A snack bar with soft drinks, juices, sandwiches, hot entrees, and candy is located on the basement floor of the building. In addition, a number of restaurants are located within walking distance of the courthouse.

Handicapped Entrance: If you are in a wheelchair or physically challenged, use the side entrance on Fourth South which has a handicapped access ramp. At the door, press the white button on the black intercom box on the right side of the entrance for an attendant.

Ogden: If you are reporting to the Federal Building in Ogden, proceed directly to Room 6020 of that building for further instruction.

HOURS - The Court will notify you in writing at what time you should appear. *Please note that the Salt Lake City U.S. Courthouse doors do not open until 7:30 a.m.*

PAYMENT FOR JURY SERVICE - If you are employed by the U.S. Government, you will not be paid for jury service but will continue to draw your salary. If you are self-employed or if you will not be paid your salary while you are serving, you will be paid \$40 for each day you are required to and do report for jury duty, even if you are not selected to serve. You also will be reimbursed for mileage between your home and the courthouse at the government rate. You also will receive \$8 per day for parking/public transportation. If the one-way distance between your residence and the courthouse exceeds 80 miles, you may leave the day before you are to report. If you do, your meal and hotel costs will be reimbursed at a daily rate not to exceed \$144 plus the \$40 jury duty allowance. **You must submit a receipt for your hotel to be reimbursed for lodging costs; if you stay with a friend or relative, your daily travel reimbursement will be limited to \$54 for meals.**

If you do not know the exact mileage, it will be estimated by the Court by using area maps. Taxi fares will not be reimbursed at a rate greater than the official mileage rate. These provisions are established by law, not by the Court. Your check for attendance, travel, parking and, where applicable, subsistence expenses during any week you report for jury service will be mailed to you within twenty

days of your initial date of service. Allow a few days for the post office to make delivery. Please do not call to inquire about your check until a **minimum** of 25 days has passed. Please note that these reimbursement rates are subject to change. The jury administrator will advise you if they do.

Please note that the \$40 attendance fee must be reported as income for tax purposes on your state and federal returns. You must keep a record of the amounts you receive, because the Court does not withhold tax or issue W-2 forms. You are not required to report the travel, parking or lodging allowance as income.

DRESS CODE - Dress should be professional-casual and reflect respect for the dignity and authority of the Court. Please refrain from wearing levis, jeans, shorts, sleeveless blouses, tank tops, and tee shirts when reporting for duty.

REPORTING FOR DUTY - Jury duty can commence early in our Court, and it is important that you report on time. Bring a magazine or book for occasional delays. The selection process averages about two hours. If you are not selected for jury duty, you will be permitted to leave after the selection process. **If you are selected, you may be required to remain at the courthouse for the full day.**

Please be prepared to do so by making tentative arrangements for car pooling, babysitting, business appointments, child care, and other personal business in advance. You will receive a **Notice to Appear** with the date and time you are to be at the U.S. Courthouse or Federal Building. You should read the notice and carefully follow the instructions it provides.

CALL BEFORE YOU REPORT - Your **Notice to Appear** will include a telephone number that you **should call** for a recording that will provide up-to-the-minute instructions. Calling times are explained below. Frequently, a case may be dismissed or settle **after** you have been notified by mail to report. If that occurs, the telephone recording will instruct you to **not** report. Occasionally, jurors will drive long distances to report for jury duty without calling the number before they leave their homes. **If the case has settled but you report anyway, your failure to call before leaving home results in a loss of personal time and travel expense that the Court cannot reimburse.**

Long Distance: If you are calling long distance, please use the **toll-free 800 number** provided on the notice. Please keep this booklet, your summons, and notice in a safe place so you can refer to the information. Please note, this toll-free 800 number does **not** work from outside the state of Utah.

When to Call: If you are to report on Tuesday, Wednesday, Thursday, or Friday, you should call **after** 10:00 a.m. on the day **before** you are required to report for jury duty. The recorded message is on for the rest of the day and evening. If you are to report on Monday, you should call for the recorded message **after** 3:00 p.m. on the Friday that **precedes** that Monday. The recording will be on the entire weekend, day and night.

Do **not** retain any jury notices **after** the date you are required to report. Each group of jurors has a different message, and you will get the wrong message if you call from an outdated notice. When you call, it should be based on information in your current notice.

SELECTION OF JURORS - You may wonder how you came to be called for jury service. Your name was taken from the voter registration list for your county according to guidelines that assure a random selection from a wide cross-section of the community. You then were mailed a qualification and summons form and asked to complete and mail it back to the Court. After the Court determined that you were qualified to serve, you were summoned for a four-month term. After completion of your term, you are not likely to be called again unless, by coincidence, your name is drawn again from the voter registration list in future years. If you are called again within two years of your service but do not wish to serve, you may be excused on request.

LENGTH AND FREQUENCY OF SERVICE - There are two types of jury service in the District of Utah. The first is service as a *petit* or trial juror. The second is service as a *grand* juror.

If you report for jury duty and are not selected to serve, you need not return to the courthouse until you receive another notice to appear. You could receive a **Notice to Appear** every month during the four-month term or you could receive as few as two notices. Sometimes the trial for which you have been called will be canceled before its scheduled date. Should this happen, the recorded message on the answer phone will tell you not to report. When you receive a "Do not report" message, you should discard the notice you received. Unless you receive another **Notice to Appear**, you are not required to report to the U.S.

Courthouse or the Federal Building.

Petit Jury Service: If you are selected to serve as a petit juror on a case and you serve for the entire trial, you will not be called again for further service unless the Court has unusual scheduling demands. Most trials last from three to five days. Occasionally, a trial may last longer. In almost all cases, the judge will dismiss the jury each evening and inform you what time you should report the following morning. As is noted earlier in this booklet, if the distance between your residence and the courthouse is greater than 80 miles, the Court may authorize you to stay overnight at a local hotel. In such instances, you will be reimbursed for hotel costs and meals at the official government rate of \$144 per day on submission of a hotel receipt. Remember that this rate is subject to change. If you plan to stay at a hotel, you might bring along several days worth of clothing in case you are selected and end up serving on a trial that may take from three to five days.

Occasionally it is necessary to continue a trial into the evening. If that occurs, you will be given time to contact your family or other individuals and to make transportation and other arrangements. For this and other reasons, it is important that your family or close friends can be reached by **telephone** when you are on jury duty.

Cellular telephones are permitted in the Courthouse, but must remain off while you are in court or deliberating in the jury room. If you do not have a cellular phone, the Court will make telephones available to you.

On rare occasions, a judge may require a jury to stay overnight. Should this occur, you will be paid a basic subsistence allowance. If a jury is sequestered (kept together for reasons of security or confidentiality), the government will pay your food and lodging expenses.

LOCAL HOTELS

Red Lion Hotel
161 West 600 South
1-801-521-7373
1-800-RED-LION

Little America Hotel
500 South Main Street
1-801-363-6781
1-800-453-9450

Crystal Inn
230 West 500 South
1-801-328-3808
1-800-366-4466

Marriott City Center
220 S State Street
1-801-961-8700
1-800-741-3387

Hampton Inn Downtown
425 S 300 West
1-801-741-1110
1-800-HAMPTON

Peery Hotel
110 West 300 South
1-801-521-4300
1-800-331-0073

Hotel Monoco
15 West 200 South
1-801-595-0000
1-800-805-1801

Best Western Garden
Inn
154 West 500 South
1-801-521-2930

1-800-521-9997	Shilo Inn
	206 South West Temple
Residence Inn	1-801-521-9500
285 West Broadway	1-800-222-2244
1-801-355-3300	
1-800-331-3131	

Grand Jury Service: Service as a grand juror differs from service as a petit juror. Grand jurors do not serve in trials. Instead, they hear evidence, in closed-door proceedings, presented by the U.S. Attorney and determine whether the evidence is sufficient to warrant returning an indictment against persons charged with criminal activity under the laws of the United States.

CHANGE OF ADDRESS, TELEPHONE NUMBER, OR EMPLOYMENT - If you have a change of address, telephone number, or employment change, please notify the Court promptly of such changes. A current address is important for mailing your checks; the Post Office does not forward checks. It also is important that you provide the jury administrator with current telephone numbers -- home and work -- in case the Court needs to contact you.

REQUESTS TO BE EXCUSED FROM JURY SERVICE - Service as a juror is an important civic obligation for all citizens, and jurors who serve find it a rewarding, interesting, and educational experience. For many, it reinforces their faith in the processes of government because they are taking an active role.

Occasionally, jurors will express concern about having to serve because they are fearful or feel inadequate. However, once they understand their important role and complete their service, many express the wish to serve again because it was an adventure for them in how the justice system operates. For that reason, we strongly encourage you to serve and not seek to be excused. Because service is a citizen's obligation, we do not lightly grant excuses. Requests to be excused from federal jury service because of emergencies or serious conflicts should be submitted in writing with a strong justification as soon as possible after receipt of the **Notice to Appear** to the following address:

**OFFICE OF THE CLERK
ATTN: JURY ADMINISTRATION
UNITED STATES DISTRICT COURT
FRANK E. MOSS U.S. COURTHOUSE
350 SOUTH MAIN STREET
SALT LAKE CITY, UTAH 84101**

FAILURE TO APPEAR - Jurors who fail to report for jury duty and who are not excused by the Court may be served with a show cause order by the U.S. Marshal. Those jurors will be required to show why they should not be held in contempt of the Jury Service and Selection Act. Contempt penalties range from \$100 fine to three days' imprisonment or both.

ATTENDANCE CERTIFICATES - The court will provide you with a certificate showing the dates and times you served if you request it. Your employer may require

that you submit such a certificate. You also are entitled to a certificate for your personal records if you so wish.

PROTECTION OF YOUR EMPLOYMENT: Federal law specifically prohibits employers from taking any adverse action against employees because they are called to jury service by the United States. Section 1875 of Title 29 of the United States Code begins as follows:

- (a) No employer shall discharge, threaten to discharge, intimidate, or coerce any permanent employee by reason of such employee's jury service, or the attendance or scheduled attendance in connection with such service, in any court of the United States.
- (b) Any employer who violates the provisions of this section –
 - (1) shall be liable for damages for any loss of wages or benefits suffered by an employee by reason of such violation;
 - (2) may be enjoined from further violations of this section and ordered to provide other appropriate relief, including reinstatement of any employee discharged by reason of his jury service; and
 - (3) shall be subject to a civil penalty of not more than \$1,000 for each violation as to each employee.

If you have reason to believe that your employment status has changed as a result of your being called to serve as a juror in federal court, please notify the jury administrator.

If you have questions or if you would like additional information regarding jury service, please call the jury administrator at (801) 524-3485. Also visit us at our website <http://www.utd.uscourts.gov> We look forward to welcoming you as a juror in the United States District Court for the District of Utah.

D. Mark Jones
Clerk of Court