



United States District Court

Central District of California

Office of the Clerk

Cristina M. Squieri Bullock

Chief Deputy of Administration

350 West 1st Street, Suite 4311

Los Angeles, CA 90012

Kiry K. Gray

District Court Executive / Clerk of Court

350 West 1st Street, Suite 4311

Los Angeles, CA 90012

Sara Tse Soo Hoo

Chief Deputy of Operations

255 East Temple Street, Suite TS-134

Los Angeles, CA 90012

Date

* «PART_NO» *

«FNAME» «LNAME»

Participant #: «PART_NO»

«ADDRESS»

«CITY» «STATE» «ZIP»

Re: Petit Jury Availability Period Beginning «**RET DATE**»

Reporting Location: 3470 Twelfth St., Riverside, CA 92501

Jury Assembly Room 120

Dear Prospective Juror:

Our records indicate that your completed Juror Qualification Questionnaire has not yet been received and your availability period is scheduled to begin on the date shown above. Please complete your Questionnaire immediately, either online at www.cacd.uscourts.gov/jury or by filling out the enclosed paper copy and returning it by mail to *Jury Department, United States District Court, Central District of California, 350 West 1st Street, Suite 4311, Los Angeles, CA 90012*. Please review the "Important Information" on the reverse side of this letter before completing the Questionnaire.

Federal law provides that any person who fails to return the Juror Qualification Questionnaire may be summoned by the Clerk to appear in person to fill out the Questionnaire. *See* 28 U.S.C. § 1864(a). Any person who fails to appear in response to such a summons, and who fails to show good cause for not appearing, may be fined not more than \$1,000, imprisoned not more than three days, ordered to perform community service, or any combination thereof. *See* 28 U.S.C. § 1864(b).

If you have already completed your Juror Qualification Questionnaire online or have already returned your paper copy of the Questionnaire, please disregard this reminder. If you have any questions, please call the Court's Jury Section at 213-894-3644, Monday through Friday, between 2:30 and 4:30 p.m.

Respectfully,

CLERK, U.S. DISTRICT COURT

www.cacd.uscourts.gov/jury

jury@cacd.uscourts.gov

Recorded Information: (800) 327-3296

Fax: (213) 894-3751

IMPORTANT INFORMATION

COMPLETE THE ENTIRE QUESTIONNAIRE: If you are completing the paper copy Juror Qualification Questionnaire, please answer Questions 1-13, as well as Question 14 if applicable, then sign and date the form in Box Number 15. See below for more detailed instructions regarding certain questions. Include any additional information you wish to communicate to the Court in the “Remarks” section on the back of the Questionnaire. Please include the phone numbers requested on page 1 of the Questionnaire; in some circumstances, the Court may need to contact you or may call to remind you of your upcoming service.

Question 4 - LANGUAGE: Please be sure to answer both Questions 4a and 4b.

Question 8 - PHYSICAL or MENTAL DISABILITY: If you answered “YES” to this question, please explain in detail the physical and/or mental disability that prevents you from serving as a juror. If you are employed, please explain how you manage this disability at work and why it cannot be managed while on jury service.

Questions 10 and 11 - RACE/ETHNICITY: You are required by law to answer both questions. Please do not skip either one. Your answers to these questions help the federal court avoid unlawful discrimination in the juror selection process.

Question 14 - GROUNDS FOR REQUESTING EXCUSE:

14(1): This excuse applies only if you heard testimony. If you participated in the selection process, but were not selected, you cannot claim this excuse. Proof of service is required.

14(2): If you are asking to be excused because you care for children or another dependent, and you are employed, please provide a detailed explanation describing your work arrangements and the type of care you are providing.

14(3): If you are claiming a hardship because you live 80 miles or more one-way from the court, you must explain what that hardship is and why staying overnight at the court’s expense would not relieve that hardship.

14(4): If you serve as a volunteer firefighter or member of a rescue team for a local or federal government, you may request to be excused. Please provide a statement in the “Remarks” section of the Questionnaire.

14(5): If you are claiming a business, employment, or financial hardship, you must provide the following in the “Remarks” section: (a) employer’s name, (b) occupation or job title, (c) number of employees who work for the company and number in your department or unit, (d) number of days paid for jury service, (e) number of people living in your household (provide ages), (f) number of people in your household who are employed, (g) total monthly income from all sources, (h) total monthly expenses, and (i) any additional facts to further explain your situation.

14(6): You may postpone your jury service two times within one year from your initial report date, for a maximum of six months per postponement. Explain your situation in the “Remarks” section and write the month you are available to begin your service.

14(7) - 14(10): Leave these items blank.

CHECK YOUR STATUS: You will not receive notice of your status by mail. At least five days before your report date, check your status (qualified, excused, or postponed) by calling (800) 327-3296 at any time, or by accessing the Court’s website, www.cacd.uscourts.gov. Excused jurors will not need to call again. Postponed jurors will receive a new summons approximately five weeks before reporting.

IF QUALIFIED: If qualified for service, you must call again after 7:00 p.m. on the night before you are to report. This is important because not all jurors will have to report.

DRESS CODE & SECURITY: Business attire is suggested. Ties are not required. Personal computers and cell phones are allowed in the courthouse; internet access is available in the jury assembly room. Prospective jurors will not need to provide social security or credit card numbers. For security reasons, all visitors (including jurors) must pass through a metal detector when entering the courthouse. Picture ID is required.

PAYMENT: All jurors receive \$50.00 per day, and 54.5¢ per mile, round trip. If you live 80 miles or more one-way from the Court, you are entitled to a daily subsistence fee to cover hotel and meal expenses. The subsistence fee information will be provided once you have been qualified. **HOTEL RECEIPTS ARE REQUIRED.** Those jurors who are employed by Los Angeles County or the federal government, except Postal Service employees, are not entitled to attendance fees. Jurors are paid once a week. Jurors who appear and are granted an excuse or postponement will not be compensated for attendance, mileage, or subsistence.

For directions and maps, or to send comments, please refer to our website: www.cacd.uscourts.gov.