



United States District Court
 Central District of California
 Office of the Clerk

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Date

* «PART_NO» *

«FNAME» «LNAME»

Participant #: «PART_NO»

«ADDRESS»

«CITY» «STATE» «ZIP»

Dear Prospective Juror:

You have been randomly selected from the records maintained by the Registrar of Voters or the Department of Motor Vehicles (DMV) for possible service as a juror in the United States District Court, Central District of California (Western Division) in Los Angeles.

On **Tuesday, September 18, 2018**, the United States District Court will begin jury selection for a trial that is expected to last **4 weeks**. The Court is in the process of compiling a pool of 60 prospective jurors available to serve on this case and would like to know if you are available. The trial will be in session **Monday through Friday from 8:30 a.m. until 5:00 p.m. All federal holidays will be observed.**

If you live more than 80 miles from the courthouse (one way) and you are summoned to appear, you are entitled to a subsistence fee to cover the cost of lodging, meals and incidental expenses up to \$237.00 (up to \$173.00 for lodging and a set \$64.00 for meals and incidental expenses) per day on days when lodging expenses are actually incurred. On the last day of service \$64.00 will be provided for meals and incidental expenses. We recognize that being selected for a lengthy case may place a heavy toll on you or your vehicle. Therefore, if you are selected to be a juror on this trial, you may petition the court to waive the 80 mile rule and find you eligible for lodging, meals and incidental expenses. Each petition will be evaluated on its individual merits. Hotel receipts are required for all lodging reimbursement. As a prospective juror summoned to appear, you will receive a \$50.00 attendance fee per day and 54.5¢ per mile round trip.

- **The qualification questionnaire is available to complete online on the jury website at www.cacd.uscourts.gov/jury. If you do not have access to the internet and require a Paper Copy Questionnaire, please call 1(855) 872-0933. You must complete the questionnaire.**
- In order to be available you must be free of any commitments that cannot be changed, such as critical medical appointments, prepaid vacation plans, etc., from **Tuesday, September 18, 2018 through Friday, October 12, 2018**. Complete the online questionnaire immediately.
- Jurors available for this trial will receive a summons and instructions prior to the report date.
- Stating that you are self-employed or that your employer will not pay for jury service is not sufficient to be excused. You must provide details concerning the nature of the hardship that serving as a juror for this amount of time would impose. Complete the questionnaire immediately. **Please note that you may be called for shorter trials.**
- All jurors must verify their status at least five days before reporting for service by calling **(800) 327-3296** or accessing the Court's website (www.cacd.uscourts.gov/jury).

Respectfully,
 Maria Rodriguez, Jury Supervisor

GROUNDS FOR REQUESTING EXCUSE

1. If you are asking to be excused because you care for children or another dependant, and you are employed, please provide a detailed explanation describing your work arrangements and the type of care you are providing.
2. If you act 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 jury qualification questionnaire.
3. If you are claiming **a business, employment, or financial hardship** you must provide the following: **(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 major monthly expenses and **(i)** additional facts to further explain your situation.
4. You may postpone your jury service up to 12 months from the time you were initially called.

FREQUENTLY ASKED QUESTIONS

- [I was just called for jury service, why am I being called again?](#)

You will be excused for prior jury service if you actually heard testimony within the past 12 months. If you participated in the jury selection process but were not selected, you cannot claim this excuse. Please fax proof of your prior jury service to 213-894-3751 or submit it by email.

- [I’m not a U.S. Citizen, do I have to serve?](#)

Please complete your Juror Qualification Questionnaire online at www.cacd.uscourts.gov/jury. You will be given the opportunity to indicate you are not a U.S. Citizen. Once you submit the questionnaire, the court will automatically excuse you.

- [I don’t speak English, what do I do?](#)

Complete the questionnaire, on the form there are questions related to a juror’s ability to read, write and understand the English language. The court will determine if you will be excused.

- [I have moved out of the area, what do I do?](#)

Complete the questionnaire online at www.cacd.uscourts.gov/jury and update your address. If the court establishes you are no longer in our jurisdiction, you will be excused.

- [This person is deceased, what do I do?](#)

Please complete the Juror Qualification Questionnaire online at www.cacd.uscourts.gov/jury. You will be given the opportunity to indicate the juror is deceased. If you do not have access to a computer, please write “**RTS**,” (*stands for Return to Sender*) on the outside of the envelope, reseal the envelope and return it to the court.

- [How will I be notified of the status of my excuse/postponement request?](#)

If you provided an email address at the time you submitted your online questionnaire, the court will notify you via email if your request to be excused or postponed was granted. You may also check your status 5 days before your report date by calling (800) 327-3296 at any time or by accessing the Court’s website.