

## PETIT JUROR GUIDE

U.S. District Court  
Western District of Pennsylvania

### ERIE DIVISION

Crawford, Elk, Erie, Forest, McKean, Venango and Warren Counties

Jury Administration Clerk's Office  
Room A150 (814) 464-9600

Automated Juror Information System (AJIS)  
1-866-498-8562 (toll free)  
(Requires 9 Digit Participant Number to Access)

Visit [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov) to access eJUROR

## PETIT JUROR GUIDE

Welcome to the United States District Court for the Western District of Pennsylvania. Your term of jury service is determined by the court. During your term of service, we ask that you use good judgment in attire (no shorts or tank tops) and observe the rules of etiquette in the courtroom.

### HOURS

The Clerk's Office hours are 8:30 to 5:00. Generally, your duty hours will be between 9 AM and 4:30 PM, Monday thru Friday. However, the jury clerk or a judge will inform you daily as to the time to report for jury service the next day. You will normally be released by a jury clerk or a courtroom deputy at the close of the day. You are not to leave until officially dismissed. Your lunch break will be announced by a jury clerk or a courtroom deputy.

### JUROR PAY

Jurors receive \$40.00 for each day in attendance. Jurors also receive compensation for travel as measured in miles from their residence to the courthouse at the current government rate (round trip). Parking fees will be reimbursed up to \$10.00 per day upon submission of a validated receipt. Jurors staying in hotels due to a lengthy commuting distance (**60 miles or more**), will receive a subsistence payment of \$130.00 per day.

Travel fees (mileage to and from the hotel/motel to the Courthouse) will not be paid to jurors who must stay overnight in a hotel. Jurors who stay with friends or relatives will receive a reduced subsistence payment (\$46.00 per day). Please see the jury clerk if you have any questions about your pay. Checks for jurors are prepared and mailed at least twice each month.

You will receive a statement along with your pay. This statement can be used as verification of days of service and the amount of jury pay that you received. You can also print verification yourself through eJUROR by visiting our web site at [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov) and clicking on the jury link, then eJUROR. If you need other information for your employer, see the jury clerk at the end of your jury service. The attendance fee that a juror receives (\$40.00 per day) is taxable income and must be reported to the Internal Revenue Service.

If you are a Federal employee, please let the jury clerk know this information at the time of check-in. Federal employees (not including postal) do not receive attendance fees.

PROTECTION OF JUROR'S EMPLOYMENT  
U.S. CODE 28 USC 1875 SECTION (a)

“No employer shall discharge, threaten to discharge, intimidate, or coerce any permanent employee by reason of such employee’s jury service or attendance in connection with such service, in any court of the United States.”

JURY ASSEMBLY ROOM (Room A170)

The Clerk’s Office continuously strives to make your wait in the assembly room as comfortable as possible. There is coffee and tea for you to drink while in the assembly room. A small refrigerator is available in the jury assembly room if you would like to bring your lunch or cold drinks with you. Smoking is prohibited. Restrooms are located in the rear of the jury room and jurors are not permitted to leave the room without the consent of a jury clerk.

Should an emergency arise in the assembly room, immediately notify one of the jury clerks. Should a personal problem arise which you feel might impair your service as a juror, please bring this information to the immediate attention of the jury clerk. Should an emergency arise during the evening, or while you are on your way to the courthouse in the morning, please call (814) 464-9600 after 8:00AM. If you are serving on a jury panel, be sure to mention this.

The Clerk’s Office cannot be responsible for items lost or stolen while you are on jury service.

## REPORTING DATE

Although your summons states a specific number of days in length, this does not mean that you will be serving every day for that period of time. What it DOES mean is that you are ON CALL to report when needed for that period of time. Please advise your employer of this fact. After jury selection is completed for a particular trial, only those people selected will report each day until completion of that particular trial. Those people that are not selected will be excused until jury selection is scheduled for any further cases. You will not be paid for the days that you are excused. **You should follow the instructions included with your summons.**

## PARKING

Two city parking ramps/lots are located closely to the courthouse as follows:

Between W. 7<sup>th</sup> and W. 8<sup>th</sup> on Peach St.

Between W. 8<sup>th</sup> and W. 9<sup>th</sup> and Peach and Sassafras Sts.

DO NOT PARK AT A PARKING METER, YOU ARE REIMBURSED FOR PARKING BUT NOT FOR PARKING VIOLATIONS. PLEASE BRING YOUR PARKING "TICKET" (you will receive this in the morning when you park in a ramp) INTO THE COURTHOUSE WITH YOU TO BE STAMPED SO THAT YOU CAN RECEIVE A DISCOUNT.

## HOTEL/MOTEL STAYS

The Clerk's Office is unable to arrange for accommodations for you for overnight stays, therefore, you should personally contact a hotel or motel for a reservation. **Be certain to state** that you are a **federal juror** in order to obtain the best government rate.

**BE SURE TO CHECK THE CURRENT PRICE WHEN YOU CALL FOR A RESERVATION.**

There are many other hotels/motels in the area. This is in no way an endorsement of the following hotels/motels. There are many other hotels/motels in the area. Below is just a short list for your convenience.

*Downtown Erie Motel	456-2961	18 W. 18 <sup>th</sup> St.
*Avalon Hotel	459-2220	16 W. 10 <sup>th</sup> St.
Microtel	864-1010	I-90 & Rte. 19
Tally-Ho Hotel	868-0879	I-90 & Rte. 97
Red Roof Inn	868-5246	I-90 & Rte. 97
Comfort Inn	866-6666	I-90 & Rte. 19
Days Inn	868-8521	I-90 & Rte. 97
Super 8	1-800-800-8000	I-90 & Rte. 97

Quality Inn	864-4911	I-90 & Rte. 97
Travelodge	825-3100	I-90 & Rte. 8
Country Inn and Suites	864-5810	8040 Oliver Road (I-90 & Peach St.)
Residence Inn	864-2500	I-90 & Peach St.
Econo Lodge	866-5544	I-90 & Peach St.

\*Within walking distance of Federal Courthouse

### REQUESTS FOR EXCUSE/DEFERMENT

Requests for an excuse because of an illness should be submitted immediately and be accompanied by a statement from a doctor or the physician may complete the medical form located on our web site. It should be submitted along with the juror's request. Requests because of business or family hardship must be received in this office no later than 5 working days prior to the scheduled appearance date. Requests can be submitted in writing and mailed to Clerk's Office, 17 South Park Row, Room A-150, Erie, PA 16501, via email (attachments should be scanned in with email & the email should be signed by typing full name) at [www.Ejuror1@pawd.uscourts.gov](mailto:www.Ejuror1@pawd.uscourts.gov) or via fax at 814- 464-9607. Requests received after the cutoff time cannot be considered. If you have prearranged travel plans, please request excuse and send reservation confirmation as well. We are usually able to accommodate your request. In all instances the completed juror information needs to be returned (by any of the above means) OR completed on line at [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov), click on the Jury link, then eJUROR. It is secure and no SSN's required. We cannot accept excuse requests by phone.

To find out if your request was granted, call our Automated Juror Information System at 1-866-498-8562 **approximately 10 days after** submitting your request. You will need your 9 digit participant number.

IF YOU HAVE A QUESTION ABOUT YOUR JURY SERVICE, PLEASE READ THOROUGHLY ALL THE DOCUMENTS ENCLOSED BEFORE CONTACTING THE CLERK'S OFFICE. You can also visit our website and view the Frequently Asked Questions.

Please open the enclosed summons, complete the information card, and return it to this office in the enclosed, self-addressed, franked envelope or complete it on-line at our website. Just click on the jury link, then eJUROR.

For additional jury information and access to eJUROR, visit our website at [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov)