

## PETIT JUROR INFORMATION 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, tank tops, torn jeans, etc.) and observe the rules of etiquette in the courtroom.

As a federal juror you will receive \$40.00 for each day you are in attendance and mileage reimbursement at the current government rate per mile round trip from your home to the Penn Traffic Building. Jurors who travel 60 miles or more one way to the Courthouse qualify for subsistence payments. A subsistence payment of \$123.00 per day will be made to those jurors staying in a hotel. A subsistence payment of \$46.00 per day will be made to those jurors staying with friends or relatives. Hotel receipts are required as proof of stay. Parking costs will be reimbursed up to \$10.00 per day. Receipts are also required for parking reimbursement. All payments will be paid by check out of our Pittsburgh office in accordance with the payment schedule enclosed.

Being summoned for a three or four week trial term does not mean that you necessarily will be serving every day for that period of time. You will be ON CALL to report when needed during that period of time, using our Automated Jury Phone System. 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 trial. Those people not selected will be given instructions as to what to do for the remainder of the term. You will not be paid for those days you are not in attendance at the courthouse. If you appear when not instructed to do so, you will not be authorized to collect any juror fees.

Jurors are encouraged to bring a book, magazine, etc. to help pass the time spent in the jury assembly room. You cannot take these items with you into the courtroom. However, the jury assembly room is locked and secured while you are in the courtroom. Personal items can be left there and retrieved later. No one except jurors will be permitted in the jury assembly room at any time. Relatives can wait in the Court lobby. Coffee, tea and soda pop are provided in the jury assembly room. Food and drink are not permitted in the courtroom.

Firearms, pocket knives, scissors, razors, mini batons, etc., are NOT permitted in the courthouse. These items, as well as any others that can be construed as a weapon, will be confiscated at the entrance of the courthouse by security officers. You and any personal belongings brought into the building will be required to pass through electronic security equipment. While cell phones are permitted in the building (turned off) for now, cameras and recording devices are NOT. Cell phones with these features MAY be retained by court security until you exit the building. Picture taking and video/voice recording is PROHIBITED throughout the entire Courthouse. Photo ID is required entering the building.

Protection of a jurors employment is provided under 28 U.S.C. 1875(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".

The Court trusts that your experience will be pleasant, rewarding and memorable. If you have any questions, please call the Clerk of Court's Office, Johnstown Division at (814) 533-

4504 or email us at [Ejuror3@pawd.uscourts.gov](mailto:Ejuror3@pawd.uscourts.gov). You can also review Frequently Asked Questions and other juror information located on our website at [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov). Click on the Jury link.

## PARKING AND HOTEL INFORMATION

It is advised that you do not park at street meters. Street meters have a two (2) hour maximum. You will not be able to leave the courthouse to put in more money. The Court will not reimburse any parking ticket fees. The City does provide public parking in City owned parking garages. Be sure to bring plenty of quarters for the meter. The rate is \$0.25 per ½ hour with a ten (10) or twelve (12) hour maximum. **Do not park in the numbered spaces without meters in these garages.** These spaces are rented on a monthly basis to individuals. Receipts for metered parking in City garages can be obtained by stopping in the Parking Bureau Office, Room 103, City Hall, on the corner of Main and Market Streets. Their office hours are 8:00 a.m. to 4:00 p.m.

Parking that is available includes: City owned garages on Lincoln Street, Vine Street and Locust Street. Memorial Medical Center provides public parking at their Main Street West Garage. The entrance is on Walnut Street. Rates are: \$1.25, 1 hour, \$2.25, 1-2 hours, \$3.00, 2-3 hours, \$4.00, 3-4 hours, \$5.00, 4-6 hours, \$6.00, 6-7 hours, \$10.00, 7-12 hours, and \$15.00, 12-24 hours. The Main Street West Garage is the nearest to the Courthouse.

Hotel reservations are the responsibility of the juror. The Holiday Inn and Econo Lodge are located in downtown Johnstown and are within walking distance of the Courthouse. All provide free parking for their guests. The Holiday Inn is the nearest and has agreed to provide federal jurors overnight accommodations at the government rate of \$77.00 per night subject to availability. When making reservations at the Holiday Inn, you must indicate that you are a federal juror in order to obtain the government rate. The Court has no agreements with any other hotels, however they may offer discounts as well. There are also numerous hotels in the Richland/Galleria Mall area. Below is a list of some hotels and their phone numbers.

In downtown Johnstown:

Holiday Inn - 250 Market Street - (814) 535-7777  
Econo Lodge - 430 Napoleon Street - (814) 536-1114

Richland/Galleria Mall Area:

Sleep Inn - 453 Theatre Drive - (814) 262-9292  
Comfort Inn - 455 Theatre Drive - (814) 266-3678  
Super 8 Motel - 627 Solomon Run Road - (814) 535-5600  
Murphy Inn - 132 Pen Mar Lane - (814) 266-4800  
Hampton Inn - 129 Commerce Court - (814) 262-7700  
Holiday Inn Express - 1440 Scalp Avenue - (814) 266-8789

\*\*\* All rates subject to change

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