
I have been summoned, NOW WHAT?

- ✓ **IMMEDIATELY**, complete the summons information form online at <http://www.pawd.uscourts.gov/Pages/jury.htm> or complete & return in the self-addressed envelope. (All required information must be completed within 5 days)
- ✓ Review **ALL** materials included in this packet.
- ✓ Review “**Summons Notice**” & “**Petit Juror Guide**” for details concerning *special accommodations, how to retrieve reporting instructions, expectations for conduct, and excuse/deferral instructions.*
- ✓ Arrange for accommodations (if you live 60 miles from Pittsburgh) and travel.
- ✓ Begin making arrangements with your employer, childcare provider, spouse, etc.

What to Wear?

During your term of service, we ask that you use good judgment in attire (no shorts, tank tops, torn jeans, flip flops, tee shirts, etc.). **Business casual is appropriate.** The Court asks that the rules of etiquette be followed in the courtroom.

Directions

Once downtown, the Courthouse is located on the **corner of Seventh Avenue and Grant Street.**

The building is located across from the UPMC Tower (old USX Tower) on 7th Avenue & across the street from the Gulf Tower & the Federal Building on Grant Street.



Enter the building using the **GRANT STREET & 7TH AVENUE ENTRANCE** (nearest to the intersection of Grant Street and Seventh Avenue). **DO NOT** report to Allegheny County Courthouse OR to the Federal Building.

Photo ID Required

U. S. District Court
Western District Pennsylvania



U. S. District Court
Western District of Pennsylvania



Juror's Quick Reference Guide

Pittsburgh Division

700 Grant Street
United States Courthouse
Pittsburgh, PA

Phone: 412-208-7540

<http://www.pawd.uscourts.gov/>



Safe, Secure, User-friendly.

What to Expect Upon Arrival

Upon entering the U.S. Federal District Court building, you will be cleared by security. **Allow 10-15 minutes for this procedure. Photo ID is required**

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.

You will then be directed to the **Third Floor** of the Courthouse building, **Room 3300**.

Unexpected Emergency

Should an **unexpected, emergency** situation arise on **ANY day during your two-week term**, contact the jury office immediately at 412-208-7540 during the business hours of 8:30 to 5:00 to advise us of the emergency.

Parking & Public Transportation Services

Where to Park, Rates, Shuttle Services, and other helpful information:

www.alcoparking.com
(412) 323-4455

www.pittsburghparking.com
(412) 560-PARK

Port Authority of Allegheny County
Schedules, Rates, Park and Ride locations and links to other transit authorities:
<http://www.portauthority.org>

(412) 442-2000

Two-Week “On Call”

Call 1-866-498-8562 after 4:00 PM the Friday before your term starts for reporting instructions, then again on Monday, Tuesday, and the following Friday, Monday Tuesday AFTER 4:00 PM during your two week period (read enclosed Petit Juror Guide for full explanation). You are responsible for calling to receive your reporting instructions using your nine digit number. DO NOT PHONE IN BEFORE 4:00 - you will not be receiving the most updated instructions.

Juror Phone System toll free 1-866-498-8562. Call **AFTER 4:00 P.M.** each day described during “on call” period.

You MUST be available on any day during the 2-week term to report and if selected, to serve. *ANY conflict previously scheduled by you on any day during this 2 week term must be reported to the jury office in advance to the start of the term.*



Hotels and Lodging

(Not intended as a complete listing or endorsement)

- Courtyard by Marriott**
Downtown.....412-434-5551
- Hyatt Place**.....412-995-4244
- Marriott Hotel**.....412-471-4000
- Doubletree Hotel**.....412-281-5800
- Hampton Inn-Smallman St (“The Strip”)**.....412-288-4350
- Sheraton Hotel (@Station Square)**
.....412-261-2000
- Westin Convention Center Hotel**
.....412-281-3700
- The Omni William Penn Hotel**
.....412-553-5100
- Hampton Inn Greentree**...412-922-0100
(Door to door shuttle service)

Enjoy Downtown Pittsburgh

(Dining, Shopping, Activities)

www.DowntownPittsburgh.com (Web only)
