

## WHY AM I BEING SUMMONED OUT OF MY COUNTY?

Jurors who serve in the United States District Court, Eastern District of Washington, are selected pursuant to the Court's Jury Plan. Under the plan, it is our policy that all litigants in this Court, entitled to trial by jury, shall have the right to grand and petit juries selected at random from a fair cross-section of the community. This Court has jurisdiction over twenty counties, including: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima. All citizen residents within the Eastern District of Washington shall have the opportunity to be considered for service on grand and petit juries and shall have the obligation to serve as jurors when summoned for that purpose.

### ATTENDANCE OBLIGATIONS

Title 28, United States Code, Section 1866(g) provides, "Any person summoned for jury service who fails to appear as directed may be ordered by the district court to appear forthwith and show cause for failure to comply with the summons. Any person who fails to show good cause for noncompliance with a summons may be fined not more than \$1,000, imprisoned not more than 3 days, ordered to perform community service, or any combination thereof."

### NOTICE TO EMPLOYER

Please be advised that under Title 28, United States Code, Section 1875:

- A. No employer shall discharge, threaten to discharge, intimidate, or coerce any permanent employee by reason of the employee's jury service, or the attendance or scheduled attendance in connection with such service, in any court of the United States.
- B. An employer who violates the provisions of this section:
- ✓ Shall be liable for damages for any loss of wages or other benefits suffered by an employee by reason of the violation.
  - ✓ May be enjoined from further violations and ordered to provide other appropriate relief, including but not limited to the reinstatement of any employee discharged by reason of jury service.
  - ✓ Shall be subject to a civil penalty of up to \$5,000 for each violation, and may be ordered to perform community service.

### PRIVACY

The personal information you provide on your juror questionnaire and during the jury selection process will be used during the jury selection process only. The information will not become part of the public record.

# JURY SERVICE

**U.S. District Court**  
**Eastern District of Washington**  
William O. Douglas Courthouse  
25 S. 3<sup>rd</sup> Street  
Yakima, WA 98901  
U.S. Courthouse & Federal Bldg  
825 Jadwin Ave  
Richland, WA 99352  
(509) 573-6609 Jury Line  
(866) 249-5932 Toll Free  
(509) 573-6601 Fax  
<http://juryinfo.waed.uscourts.gov>



**"Jury service is one of the most important civic duties you can perform. The protection of rights and liberties in federal courts largely is achieved through the teamwork of judge and jury. You do not need any knowledge of the legal system to be a juror."**

## TERM OF SERVICE

**You are summoned for a two-week call-in term** beginning on the date shown on your summons. If selected for a trial, you must complete the trial even if it extends beyond your two-week term. Do not report on the first day of your term without first calling the jury information line as instructed on your summons. If you are required to report and are not selected for a trial, your service is over. The rare exception would be the Court requiring additional jurors.

**On the Friday before your term begins, you must call 573-6609 or 1-866-249-5932 after 3:00 p.m. Press Option #1; you will be asked to enter your 9-digit participant number** located on your summons below your name to access your instructions. The instructions will tell you if you must report the first week of your term or when you should call again.

### **If You Must Report For Selection:**

- ✓ You could be summoned to either location, and will be advised of the length of trial when you report.
- ✓ If you live more than 60 miles from the courthouse, you are entitled to travel the day before reporting if your reporting time is in the morning.
- ✓ Please provide your one-way mileage at check-in and bring your hotel receipt if applicable.
- ✓ For security reasons, everyone must pass through a metal detector. **Picture ID is required.**

## WHAT CAN I EXPECT TO HAPPEN WHEN I REPORT FOR SELECTION?

When you arrive, you will first be checked in by the jury staff. A brief orientation will be provided, followed by the viewing of an informational video. Afterward, you will proceed to the courtroom for jury selection. Jury selection typically lasts one to three hours. **If you are selected**, your trial will generally begin on the day you report. If you live farther than commuting distance, please travel on the assumption you may be required to stay the week.

### **JURY PAYMENT**

Jurors are paid the following:

- ✓ \$40.00 attendance fee including for travel day.
- ✓ In **Yakima** \$123.00 per night for jurors who reside 60 miles or more from the courthouse and stay at a hotel. In **Richland** \$139.00 per night for jurors who reside 60 miles or more from the courthouse and stay at a hotel. We will need a copy of your hotel receipt.
- ✓ \$46.00 partial per diem for jurors who reside 60 miles or more from the courthouse and stay with friends or relatives.
- ✓ Mileage and \$8.00 flat fee for those who pay to park in a lot. In **Yakima** you **pay for ALL-DAY parking**. In **Richland** there is a free parking lot next to the courthouse.

### **ATTIRE**

While no formal dress code exists, jurors are requested to dress in a manner respectful to the litigants and the Court. The courtrooms are generally very cool, so you may want to bring a sweater or light jacket.

## HOW DO I REQUEST A POSTPONEMENT OR AN EXCUSE?

If you would like to postpone your service to a different two-week term, you may do so on-line at <http://juryinfo.waed.uscourts.gov>, or you may mark one of the dates available on the **Request to Postpone Your Service** form (included in your summons packet) and return it to the Court.

The Court will automatically grant one postponement and your request must be received within ten days of receipt of your summons. If you have already been postponed once, you will need to contact the Jury Office to discuss your situation.

### **Important Information re: Excuse Requests**

The right of citizens to a jury trial is guaranteed by the federal constitution and service as a juror, when called, is a fundamental duty of citizenship. Accordingly, the Court is required to carefully scrutinize any request to be excused from jury service.

If you believe you should be excused from jury service because jury service would cause undue hardship or extreme inconvenience or because your service would have a negative impact on the public, please make your request in writing. Your letter must be sent within ten days of receipt of your summons.

Once you have been instructed to report for jury service, you may not be excused unless there is an emergency or extenuating circumstance.

You may also request an excuse by sending an e-mail to [juryadmin@waed.uscourts.gov](mailto:juryadmin@waed.uscourts.gov).