

JUROR ORIENTATION SHEET  
LOS ANGELES SUPERIOR COURT  
OFFICE OF THE JURY COMMISSIONER  
CLARA SHORTRIDGE FOLTZ CRIMINAL JUSTICE CENTER, 5<sup>th</sup> Floor

**TERM OF SERVICE**

Los Angeles Superior Court has a "One Trial" term of service. This means that you are placed on call for no more than 5 days and can be asked to report for jury service on one of those days. If you are asked to report and are not assigned to a courtroom for a jury selection by the end of that day, your service is completed. However, if you are assigned to a courtroom for a jury selection, you will be required to serve until you are excused by the court or selected as a juror and the case you are selected on is completed. You may be sent to multiple courtrooms in one day.

**IMPORTANT NOTICE** – Jurors reporting to the Criminal Justice Center may be sent to the Central Civil West, East Los Angeles, Hollywood, Metropolitan, or Stanley Mosk Courthouses.

**AMENITIES** – The **Cafeteria** is located on the 1<sup>st</sup> floor. Snack Bars are located on the 5<sup>th</sup> and 13<sup>th</sup> floors. **Public Telephones** are located in the rear of the jury assembly room. **Restrooms** are located in the tiled area of the jury assembly room.



**Accessible restrooms are located on all floors next to the stairwells.**

**PARKING** – Juror parking is free and is located at the Disney Concert Hall, 111 S. Grand Avenue, at the corner of Grand Avenue and 1<sup>st</sup> Street. The entrances to the parking structure are located on 2<sup>nd</sup> Street, just west of Grand Avenue and on lower Grand Avenue just north of General Kosciuszko Way. You will receive a parking ticket when entering the parking structure which must be visibly displayed on the car dashboard while in the parking facility. Please be prepared to show your badge or proof of service when leaving the parking structure. If you do not wish to walk to the Criminal Justice Center (CJC) you may catch the City of L.A. "B" DASH at the northeast corner of Grand Avenue and 1<sup>st</sup> Street. The fare is 50 cents each way. The DASH will drop you off in front of CJC.

**JUROR FEES AND MILEAGE** – You are not compensated for the first day of jury service pursuant to Code of Civil Procedure § 215. You are compensated \$15.00 per day and 34¢ per mile, one way, **for the second and subsequent days of service.** Your payment will be computed at the completion of your jury service and a check mailed to your home address. Checks should be received within a few days after completion of service.

**GOVERNMENT & PUBLIC EMPLOYEES – FEDERAL, STATE, COUNTY, AND CITY** – If you work for a public or governmental agency and are paid regular salary and benefits while on jury duty you are not entitled to juror fees pursuant to Code of Civil Procedure § 215. A government or public employee is one who is employed by a federal, state, or local government entity such as the Regents of the University of California, County of Los Angeles, City of Los Angeles, a school district, a public authority (such as the MTA or DWP), and any other political subdivision or public corporation in the state (Code of Civil Procedure § 481.200). However, you will be paid one-way mileage beginning with the second day of service.

**JURY SERVICE VERIFICATION** – If you serve for only one day, you will receive a jury service verification form at the end of that day. If you are selected as a trial juror, jury service verification forms will be available weekly or at the completion of the trial.

**WHY HAVE YOU BEEN SUMMONED?** – You have been summoned randomly because:

1. You are 18 years of age or older;
2. You are a citizen of the United States;
3. You are a resident of Los Angeles County; and
4. You are a registered voter or California driver's license or ID card holder.

Your name was picked at random by the Court's computer system from the combined lists of the voter registration (ROV) and DMV rolls. Please be aware, if your name comes to us as "John Paul Jones" from the ROV and "John P. Jones" from the DMV, the computer system is programmed to consider you as two different persons and you may receive a second notice within twelve months from your service date. If you do receive another notice, please let us know in writing or by calling the assembly room number on your notice.

## **ASSEMBLY ROOM EVACUATION PROCEDURES**

If there is a need to evacuate the building, you will be directed to assemble in the Court of Flags across the street from the courthouse. You will exit through the front doors of the jury assembly room or through the emergency exit in the rear of the room. Follow the directions of assembly room staff. The staff will accompany you down the stairwells and you will proceed out of the building and across the street to the Court of Flags. A roll call will be taken of all jurors assigned to the assembly room. Upon staff receiving instructions from the Sheriff's office, you will be given specific information and directions regarding the event.

If you are assigned to a courtroom when there is an emergency, you will receive instructions from the courtroom staff.

If you have difficulty walking or have any mobility impairments, please let the staff know when checking in, so that staff can make the Sheriff aware of your needs.

Whether you are in the jury assembly room or the courtroom, please follow the instructions of all emergency personnel.

## **HOW CAN I BE EXCUSED FROM SERVICE OR POSTPONED WHEN I REPORT?**

There are a number of legal reasons that can be presented by a juror requesting an excuse from jury service. Please understand that it must be an extreme hardship. If it is a temporary hardship, jury staff will be glad to postpone your service to a later date.

If you are requesting a financial hardship, the court cannot excuse you for a financial hardship simply because your employer does not pay, you are self-employed, or you are a sole practitioner. Whatever profession or work that you do, you must prove that you have an EXTREME financial hardship. Again, staff will be glad to give you a reasonable postponement to allow you to arrange your jury service.

If you request a hardship for dependent care of others, whether for your child, parent, or spouse, please understand that this also must be an extreme hardship. The court requires that you prove that you have actual care of that individual continuously between the hours of 8:00 a.m. through 5:00 p.m. If your child is in school, you must arrange care for your child during the few short hours between the time school ends and the end of your jury service day.

Lastly, you may have a medical hardship that prevents you from serving as a juror. You need to let us know what the hardship is by completing your jury summons form in the appropriate place.

Your excuse from jury service should be requested before you appear. If you have previously requested an excusal and your request was denied, the staff will not reconsider your request.

The Court expects you to start your service when you are called in, but if you have an emergency that would prevent you from starting your service, please let the jury staff know **before** you are sent to a courtroom so that you can postpone your jury service. The judge **may not** entertain your request to postpone once you are in the courtroom.

**IN THE COURTROOM** – The courtroom clerk will take roll to assure all jurors have arrived. You will be sworn as a prospective trial juror. The clerk will then call prospective jurors to sit in the jury box from a computerized random listing. You will not be called in alphabetical order. **Remember to always listen to the**

judge's and court staff's instructions. If you are in selection and ordered to return on a future day, please return as instructed.

**WHAT HAPPENS WHEN YOU ARE EXCUSED FROM THE COURTROOM?**

– The Judicial Assistant will give you instructions when you are released from the courtroom. Please listen carefully to the instructions and follow them.

**CJC COURTHOUSE 11<sup>th</sup> FLOOR TELEPHONE NUMBER TO REPORT AN ABSENCE OR EMERGENCY (when you are assigned to a courtroom):**

Dept. 101 - room 9-303 - (213)974-5777	Dept. 115 - room 11-307 - (213)974-5745
Dept. 102 - room 9-305 - (213)974-5727	Dept. 116 - room 11-309 - (213)974-5747
Dept. 103 - room 9-307 - (213)974-5726	Dept. 117 - room 11-311 - (213)974-5749
Dept. 104 - room 9-309 - (213)974-5394	Dept. 118 - room 11-313 - (213)974-5751
Dept. 105 - room 9-311 - (213)974-5736	Dept. 125 - room 15-312 - (213)974-5765
Dept. 106 - room 9-313 - (213)974-5781	Dept. 126 - room 15-310 - (213)974-5769
Dept. 107 - room 9-312 - (213)974-5731	Dept. 127 - room 15-304 - (213)974-5771
Dept. 108 - room 9-310 - (213)974-5710	Dept. 128 - room 15-302 - (213)974-5773
Dept. 109 - room 9-304 - (213)974-5721	Dept. 129 - room 15-303 - (213)974-5775
Dept. 110 - room 9-302 - (213)974-5723	Dept. 130 - room 15-305 - (213)974-5855
Dept. 111 - room 11-303 - (213)974-5741	Dept. 131 - room 15-307 - (213)974-5779
Dept. 112 - room 11-312 - (213)974-5739	Dept. 132 - room 15-309 - (213)974-5717
Dept. 113 - room 11-314 - (213)974-5737	Dept. 133 - room 15-311 - (213)974-5783
Dept. 114 - room 11-305 - (213)974-5743	Dept. 134 - room 15-313 - (213)974-5785

CJC Jury Assembly Room 11<sup>th</sup> Floor: (213) 974-5816 5<sup>th</sup> Floor: (213) 974-6196

**CJC COURTHOUSE 5<sup>th</sup> FLOOR TELEPHONE NUMBERS TO REPORT AN ABSENCE OR EMERGENCY (when assigned to a courtroom):**

Dept. 41 - room 5-312 - (213)974-6035	Dept. 52 - room 7-311 - (213)974-6057
Dept. 42 - room 3-310 - (213)974-6037	Dept. 53 - room 7-309 - (213)974-7823
Dept. 43 - room 3-304 - (213)974-6039	Dept. 54 - room 7-307 - (213)974-6061
Dept. 44 - room 3-302 - (213)974-6041	Dept. 55 - room 7-305 - (213)974-6063
Dept. 45 - room 7-312 - (213)974-6015	Dept. 56 - room 7-303 - (213)974-6029
Dept. 46 - room 7-310 - (213)974-6017	Dept. 119 - room 13-312 - (213)974-5753
Dept. 47 - room 7-304 - (213)974-6047	Dept. 120 - room 13-310 - (213)974-5755
Dept. 48 - room 7-302 - (213)974-6049	Dept. 121 - room 13-304 - (213)974-5757
Dept. 50 - room 5-312 - (213)974-6051	Dept. 122 - room 13-302 - (213)974-5759
Dept. 51 - room 7-313 - (213)974-6043	Dept. 123 - room 13-309 - (213)974-5761
	Dept. 124 - room 13-313 - (213)974-5763

CJC Jury Assembly Room 5th Floor: (213) 974-6196 11<sup>th</sup> Floor: (213) 974-5816

**CCW COURTHOUSE TELEPHONE NUMBER TO REPORT AN ABSENCE OR EMERGENCY (when you are assigned to a courtroom):**

Dial (213)351 - followed by the extension

Dept. 307 – room 1402 – 8601	Dept. 322 – room 1702 – 8610
Dept. 308 – room 1415 – 8508	Dept. 323 – room 1707 – 8501

Dept. 311 – room 1408 – 8893    Dept. 324 – room 1715 – 8580  
Stanley Mosk Jury Assembly Room: (213)974-5800

**EAST LOS ANGELES TELEPHONE NUMBERS TO REPORT AN ABSENCE OR EMERGENCY (when assigned to a courtroom):**

Dept. 1 - room 105 - (323)780-2001    Dept. 5 - room 305 - (323)780-2010  
Dept. 2 - room 202 - (323)780-2003    Dept. 6 - room 401 - (323)780-2011  
Dept. 3 - room 205 - (323)780-2005    Dept. 7 - room 405 - (323)780-2015  
Dept. 4 - room 302 - (323)780-2007  
CJC Jury Assembly Room 5<sup>th</sup> Floor: (213) 974-6196

**HOLLYWOOD COURTHOUSE TELEPHONE NUMBER TO REPORT AN ABSENCE OR EMERGENCY.**

Dept. 77 – (323)856-5742  
CJC Jury Assembly Room 11<sup>th</sup> Floor: (213)974-5816

**METROPOLITAN COURTHOUSE TELEPHONE NUMBERS TO REPORT AN ABSENCE OR EMERGENCY (when assigned to a courtroom):**

Dept. 60 - room 308 - (213)744-4057    Dept. 68 - room 610 - (213)744-4073  
Dept. 61 - room 300 - (213)744-4053    Dept. 69 - room 612 - (213)744-4071  
Dept. 62 - room 302 - (213)744-4055    Dept. 70 - room 401 - (213)744-4063  
Dept. 63 - room 409 - (213)744-4051    Dept. 71 - room 601 - (213)744-4077  
Dept. 64 - room 400 - (213)744-4061    Dept. 72 - room 712 - (213)744-4081  
Dept. 65 - room 600 - (213)744-4075    Dept. 73 - room 710 - (213)744-4083  
Dept. 66 - room 509 - (213)744-4065    Dept. 74 - room 700 - (213)744-4085  
Dept. 67 - room 500 - (213)744-4068    Dept. 75 - room 701 - (213)744-4087  
Metropolitan Jury Assembly Room: (213)744-4091

**STANLEY MOSK COURTHOUSE TELEPHONE NUMBER TO REPORT AN ABSENCE OR EMERGENCY (when you are assigned to a courtroom):**

Dept. 3 - room 224 - (213)974-5583    Dept. 46 - room 500 - (213)974-5665  
Dept. 4 - room 217 - (213)974-5591    Dept. 47 - room 507 - (213)974-5667  
Dept. 10 - room 631 - (213)974-6222    Dept. 48 - room 506 - (213)974-5669  
Dept. 12 - room 636 - (213)974-6227    Dept. 49 - room 509 - (213)974-5671  
Dept. 13 - room 630 - (213)974-6233    Dept. 50 - room 508 - (213)974-5673  
Dept. 14 - room 300 - (213)974-5604    Dept. 51 - room 511 - (213)974-5675  
Dept. 15 - room 307 - (213)974-5606    Dept. 52 - room 510 - (213)974-5677  
Dept. 16 - room 306 - (213)974-8806    Dept. 53 - room 513 - (213)974-5679  
Dept. 17 - room 309 - (213)974-5113    Dept. 55 - room 515 - (213)974-5683  
Dept. 18 - room 308 - (213)974-5579    Dept. 56 - room 514 - (213)974-5571  
Dept. 19 - room 311 - (213)974-5615    Dept. 57 - room 517 - (213)974-5687  
Dept. 20 - room 310 - (213)974-5617    Dept. 58 - room 516 - (213)974-5689  
Dept. 21 - room 313 - (213)974-5619    Dept. 59 - room 519 - (213)974-5691  
Dept. 23 - room 315 - (213)974-5623    Dept. 61 - room 632 - (213)974-6188  
Dept. 24 - room 314 - (213)974-5625    Dept. 62 - room 600 - (213)974-5695  
Dept. 25 - room 317 - (213)974-5627    Dept. 64 - room 601 - (213)974-5699  
Dept. 26 - room 316 - (213)974-5629    Dept. 68 - room 617 - (213)974-5707

Dept. 28 - room 318 - (213)974-5633  
Dept. 30 - room 400 - (213)974-5635  
Dept. 31 - room 407 - (213)974-5637  
Dept. 32 - room 406 - (213)974-5639  
Dept. 33 - room 409 - (213)974-5641  
Dept. 34 - room 408 - (213)974-5643  
Dept. 35 - room 411 - (213)974-5645  
Dept. 36 - room 410 - (213)974-5647  
Dept. 37 - room 413 - (213)974-5649  
Dept. 38 - room 412 - (213)974-5651  
Dept. 39 - room 415 - (213)974-5653  
Dept. 40 - room 414 - (213)974-5655  
Dept. 41 - room 417 - (213)974-5657  
Dept. 42 - room 416 - (213)974-5659  
Dept. 45 - room 529 - (213)974-6209  
Dept. 69 - room 621 - (213)974-5709  
Dept. 71 - room 729 - (213)974-6235  
Dept. 72 - room 731 - (213)974-6237  
Dept. 73 - room 733 - (213)974-6239  
Dept. 74 - room 735 - (213)974-6241  
Dept. 75 - room 736 - (213)974-6243  
Dept. 76 - room 734 - (213)974-6231  
Dept. 77 - room 732 - (213)974-6247  
Dept. 78 - room 730 - (213)974-6249  
Dept. 80 - room 633 - (213)974-6223  
Dept. 81 - room 635 - (213)974-6225  
Dept. 89 - room 532 - (213)974-6207  
Dept. 96 - room 531 - (213)893-1021  
Dept. 44 - room 418 - (213)974-5663  
**Stanley Mosk Jury Assembly Room: (213)974-5800**

(LOC 02)