

JUROR ORIENTATION SHEET  
LOS ANGELES SUPERIOR COURT  
OFFICE OF THE JURY COMMISSIONER  
**EL MONTE COURTHOUSE**

**TERM OF SERVICE**

The Los Angeles Superior Court has a "One Trial" term of service. This means that you are placed on call for no more than five 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.

**AMENITIES** – The **Snack Bar** is located on the 1<sup>st</sup> floor. **Public Telephones** are located on the 1<sup>st</sup> floor next to the Snack Bar. **Restrooms** are located outside the double doors and to the right of the jury assembly room. Restrooms are also located on each floor. The Jury Assembly Room is open during the lunch period of 12:00 noon to 1:30, but the supervisor's office is closed.



**Accessible restrooms are located in the restrooms in the hallway outside of the jury assembly room.**

**PARKING** – Juror parking is free and is located in designated juror parking on the lower level of the parking structure or on the top level in public parking, only. Please be aware that employee parking spaces are also located on the lower level. **Please read all parking signs carefully and do not park in reserved parking.**

**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 exit through the doors of the jury assembly room and then the emergency exit door on the right wall. You will assemble on the grassy area next to the tree. 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?** – Please return to the jury assembly room. You must return to the jury office or window.

- (1) If it is your first day of service, you will be placed back in the jury pool for further jury selections. If you are in the jury assembly room at the

conclusion of the first day and not assigned to a jury trial selection, staff will complete your service and provide you with a jury verification form for your employer.

- (2) If it is your second day of service or more, staff will complete your service and provide you with a jury verification form for your employer.

**IF YOU ARE EXCUSED FROM THE ASSEMBLY ROOM BEFORE THE END OF BUSINESS DAY, PLEASE RETURN TO WORK OR CONTACT YOUR SUPERVISOR REGARDING YOUR RETURN TO WORK POLICY.**

**COURTROOM TELEPHONE NUMBERS TO REPORT AN ABSENCE**  
**(When you are assigned to a courtroom):**

**Dial (626) 575 - followed by the extension**

Dept. 1 – 4131

Dept. 2 – 4134

Dept. 3 – 4147

Dept. 4 – 4141

Dept. 5 – 4144

Dept. 6 – 4137

**Jury Assembly Room Telephone Number: (626) 575-4297**

(LOC 17)