

## WHAT SHOULD I DO WHEN I RECEIVE A JURY SUMMONS?

- When you receive your summons, complete **SECTION A** of your affidavit and answer all questions 1 through 9 in Step 1. You must also sign and date **the summons in** Step 2.

Everyone must complete Steps 1 & 2 (even if you are requesting to be excused or do not qualify to serve)

Section A - AFFIDAVIT Do Not detach and mail unless instructed to by the Telephone Center during Telephone Registration

STEP 1 - Answer the following questions by completely filling-in the appropriate blue circles. (Use Black Ink)

1. I am a citizen of the United States. If NO, I am a citizen of: Alien Reg. # _____	YES <input type="checkbox"/> NO <input type="checkbox"/>	6. I have been convicted of a felony or malfeasance in office (if NO, skip questions 6A, below).....	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. I am able to read and understand basic English. If NO, the language spoken in my household is: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>	6A. If you have a felony conviction, have your rights been restored by a pardon?.....	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. I am a resident of the State of California (If No, See Section B).....	YES <input type="checkbox"/> NO <input type="checkbox"/>	7. I am under a court-appointed conservatorship.....	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. I am at least 18 years of age.....	YES <input type="checkbox"/> NO <input type="checkbox"/>	8. I am on active military duty and/or not domiciled in this state.....	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. I am now serving as a grand or trial juror in this state.....	YES <input type="checkbox"/> NO <input type="checkbox"/>	EXEMPTION: 9. I am a peace officer appointed under PC 830.1 or 830.2(a) or 830.33(a).....	YES <input type="checkbox"/> NO <input type="checkbox"/>

STEP 2 - Sign and date. Unsigned documents are not valid by law. (CCP Sec. 201c.1(b)) I certify under the laws of the State of California that the foregoing is true and correct. Juror's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STEP 3 - Complete JUROR INFORMATION (Legal documentation is required in period of name change)

Juror Name: \_\_\_\_\_ Age: \_\_\_\_\_ Juror Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Days of Jury Service: \_\_\_\_\_  
 Occupation:  Homemaker  Unemployed  Student  Retired  Employee  
 Employer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

STEP 4 - Register By Telephone Call: 1-800-778-5879 (1-800-SRV-5879)  
 The telephone system will guide you through the process. You will need your Juror I.D. and PIN. NOTE: You must register by telephone or you cannot request a Postponement, Transfer, or Excuse from Jury Service.

Only complete the Sections below if instructed to do so by the telephone center during Telephone Registration.

Section B REQUEST TO BE:  EXCUSED  TRANSFERRED (location change)  
 Excuse and Transfer requests must be in writing. Sign and date Section G below.

Section C FINANCIAL HARDSHIP (Failure to properly explain may cause automatic qualification for jury service.)  
 15. Extreme financial burden or serious economic injury. ALL the questions MUST be answered in the FINANCIAL HARDSHIP EVALUATION below.

FINANCIAL HARDSHIP EVALUATION  
 Number of Persons (Adults \_\_\_\_\_ Minors \_\_\_\_\_) (In my household) (Including yourself) (Dependents)  
 Total Yearly Income of all individuals in my household before taxes \$ \_\_\_\_\_ (Including Social Security Payments, Alimony, Child Support, Retirement Benefits, etc.)  
 Monthly Household Expenses \$ \_\_\_\_\_

Section D EXPLAIN REASON(S) FOR EXCUSE or TRANSFER HERE (if over 30 years of age, explain medical reason for "not serving").

Section E MEDICAL RELEASE (Physician must be under 30 years of age, a physician must complete Section D)  
 MEDICAL RELEASE: I hereby authorize \_\_\_\_\_ to release medical information that is pertinent to jury service.  
 PHYSICIAN STATEMENT: Some medical conditions may warrant a postponement. For any excuse that may require a postponement, you may be called to testify before the Court about your responsibility in providing your patient's ability to perform jury service. All questions must be answered. If not, then this application will be considered incomplete and invalid, and the request for excuse denied.  
 Is patient employed? Yes No  
 When will patient be well enough to serve? \_\_\_\_\_ month(s).  
 List any consultant(s) and their specialty used to verify or treat patient:  
 Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Specialty: \_\_\_\_\_ Med. Lic. # \_\_\_\_\_  
 I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. (CCP Sec. 201c.1(b))  
 Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Section F Change of Address  Moved (No longer a resident of LA Co.)  Address Deceased (Moved or Deceased, also complete Section H)

16. New Address: \_\_\_\_\_  
 Signature of Respondent X \_\_\_\_\_ Date \_\_\_\_\_

Section G It is perjury to falsify an excuse from jury service. Perjury is a felony punishable by up to four years in state prison (PC Sec. 126). I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct (CCP Sec. 201c.1(b)).  
 Sign & Date X \_\_\_\_\_

JURORS REQUESTING AN EXCUSE OR TRANSFER MUST SIGN AND DATE THE FORM HERE

Complete questions 1 through 9

- Once you have completed Steps 1 and 2, you must call the toll-free number on your summons (1-800-778-5879) and register for service. Make sure that you have your Juror Identification Number (JID) and your Personal Identification Number (PIN) available.

★ **NOTE:** You must Mandatory registration register and qualification is required qualify yourself for service. Even if you are requesting a transfer, postponement, or do not qualify to serve, you **MUST** register by telephone first.

## **TO REQUEST AN EXCUSE, POSTPONEMENT OR TRANSFER**

Once you have registered for jury service, our telephone system will ~~prompt~~ **permit** you to request an excuse, postponement, or transfer.

Once you have requested an excuse or transfer by telephone, **depending on your reason for requesting an excuse or transfer**, please make sure that you **complete the appropriate** ~~send in your summons with the proper sections~~ **before you return the summons** ~~completed~~ (see below):

### Financial Hardships

If you are requesting a Financial Hardship, you must demonstrate an EXTREME financial burden. Please make sure that you complete **SECTION C and D**, and sign and date **SECTION G**.

### Medical Excuses

If you are under 70 years of age, you must complete **SECTIONS B, D and G** and have your doctor complete **SECTION E** of your summons. If you are 70 years or older, your doctor will NOT need to complete **SECTION E**, but you must complete **SECTIONS B and G** and provide us with a medical reason why you cannot serve in **SECTION D**.

### Non-County Residents

If you are not a Los Angeles County resident, you must complete **SECTIONS A, F, and G** of your summons. Please make sure that you provide us with proof that you have moved (a copy of a utility bill, proof of voter's registration, driver's license, etc.). Mail back your summons along with your documentation. Although you are not qualified for service, you are required to complete the registration process.

### Other Hardships & Excuses

If you are requesting any other type of hardship, (Section B – 10 through 14), complete **SECTION B**, ~~and~~ explain your reason in **SECTION D**, **and sign SECTION G**.

**SUMMONS**

You are summoned by the Superior Court of Los Angeles County for service as a trial juror. You must call in by telephone and be available on any day during the week shown below. Your appearance is not required unless instructed to report.

**Reporting Instructions:** Do not appear without registering. You will be "on call" for jury service after telephone registration and must be available on any day during the week shown. Call anytime during the weekend prior to the date you are scheduled to report for service. Call 1-800-778-5879 (1-800-SRVJURY). When instructed by the System, please enter your JID number (listed below) to determine if you need to report for service. Your reporting time will be provided if instructed to report. You must report to your work place unless you have been instructed to report for service.

**Contact Phone Number:** (For Registration, "On Call" and Questions) **1-800-778-5879**  
(1-800-SRV-JURY)

**START DATE:**

**REPORTING LOCATION:**


**JUROR INFORMATION:** JUROR I.D. (JID NO.)  
PIN No. GRP. No.

**COURTHOUSE INSTRUCTIONS - DIRECTIONS, PREFERRED PARKING LOCATION AND GENERAL INFORMATION**

[Empty box for courthouse instructions]

**Assembly Room Phone Number Hours** **Phone: Hours:**

**\*SECURITY MEASURES:** Airport style security measures are in force at all court locations. Refer to the "SECURITY" section of the enclosed brochure for additional information and to review a list of prohibited items.

 Mobility impaired jurors with disabilities may request accommodation by contacting the Court at the Assembly Room phone number listed above or by reviewing the Superior court's website at [www.lasuperiorcourt.org](http://www.lasuperiorcourt.org). Hearing impaired jurors must contact the Court's Telephone Center using Dialogue Text Telephone (TTY) No. 1-888-354-0441

**Citacion de Jurado** Se le ha citado a comparecer para prestar servicio como jurado. Para poder prestar servicio como jurado en la Corte Superior, usted tiene que llenar determinados requisitos. Repase el formulario entero. Conteste todas las preguntas que se encuentran en la Seccion A de color Verde de la Declaracion de Jurado. En el periodo de cinco dias despues de haber recibido este formulario llame al 1-800-778-5879 para determinar si usted llena los requisitos para prestar servicio como jurado. Necesitara telefono de botones para dar sus respuestas. Conteste cada una de las preguntas y devuelva el formulario de acuerdo con las Instrucciones. Usted debe responder y devolver el formulario ya completado, firmado y fechado o se le puede citar a una audiencia ante un juez para explicar por que no ha respondido a este emplazamiento para prestar servicio como jurado. En dicha audiencia se le pueden imponer gravámenes, inclusive una posible multa de un maximo de \$5,500.00.

**Section H REQUEST FOR REMOVAL FROM MASTER JURY LIST**  
If the prospective juror is deceased, or has moved out of Los Angeles County permanent proof may be provided and the juror's name will be removed from the master jury list.  
If the prospective juror is DECEASED, family members may provide the information below. Please note: family members must attach a copy of the death certificate, or if the death occurred in Los Angeles County, attach a copy of the death certificate to the summons to the Superior Court, Juror Services, 111 Temple Street, Suite 1550, Los Angeles, CA 90012.  
Decedent's name: \_\_\_\_\_  
City of Death (only if within Los Angeles County): \_\_\_\_\_  
Date of Death: \_\_\_\_\_  
If the prospective juror has PERMANENTLY MOVED please return the following along with the Summons, including Driver Registration and License with new address or property tax bill.  
**MEDICAL EXCUSES:** Please note, if you request to be excused for a medical reason, you will be excused for only 12-months.

**Instructions for the Mobility and Hearing Impaired.**

**Please complete if family member died within Los Angeles County**

Deceased Prospective Jurors

If you receive a jury summons for a deceased family member, you may mail us a copy of the death certificate. If you do NOT have a death certificate, and the family member's death occurred in Los Angeles County, you may provide us with the information in **SECTION H**.