

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

- When you receive your summons, complete **SECTION A** of your summons and answer all questions 1 through 9, Step 2 and Section G.

**Everyone** must complete Step 1, Questions 1 through 9 (even if you are requesting to be excused or do not qualify to serve)

**JURY SUMMONS**  
You are summoned to appear for **JURY SERVICE** on the date, time and place indicated on the reverse. Everyone summoned for jury service is Required to Register Using the Telephone within 5 days of receiving the Summons, even if you can not serve. Requests for Postponement, Transfer, and Excuse are handled during Telephone Registration.

**TERM OF SERVICE**  
Los Angeles County has a "One Trial" term of jury 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 needed to report, and you are not selected for a jury panel by the end of that day, your service is completed. If you are placed on a jury panel, you will be required to serve until excused by the court or the case is completed. If you are asked to report on Thursday or Friday you must be prepared to serve on a jury trial that may continue into the following week. Please arrange your schedule accordingly.

**ONLY MAIL THIS FORM IF DIRECTED TO DO SO AFTER TELEPHONE REGISTRATION.**  
**IF SERVING, BRING THE ENTIRE FORM WITH YOU ON YOUR FIRST DAY OF SERVICE. DO NOT MAIL.**

**Section A - AFFIDAVIT**  
STEP 1 - Answer the following questions by completely filling-in the appropriate blue circles. (Correct ) (Incorrect X) USE BLACK OR BLUE INK, ONLY

YES	NO
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>
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**STEP 2 - Complete JUROR INFORMATION**  
JUROR NAME: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_  
TELEPHONE: Home/Cell \_\_\_\_\_ Work \_\_\_\_\_  
EMERGENCY CONTACT: \_\_\_\_\_ EMPLOYER ADDRESS: \_\_\_\_\_  
RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMPLOYER PAYS FOR: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
DAYS OF JURY SERVICE: \_\_\_\_\_

**STEP 3 - Register By Telephone Call: 1-800-778-5879**  
The telephone system will guide you through the process. You will need your JID and PIN.  
NOTE: You must register by telephone or you cannot request a Postponement, Transfer, or Excuse.

**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**  
Extreme financial burden or serious economic injury.  
ALL the questions MUST be answered in the FINANCIAL HARDSHIP EVALUATION below.

**Section D - EXPLAIN REASON(S) FOR EXCUSE OR TRANSFER HERE** (If over 70 years of age, explain medical condition here).

**Section E - MEDICAL EXCUSE**  
If you are under 70 years of age, a physician must complete this section. If over 70, explain the medical reason in Section D.

**Section F - Change of Address**  
If you have moved, you must return a copy of one of the following showing your NEW address as reflected in Section D: Personal Utility Bill, Proof of Voter Registration, Driver's License or Property Tax Bill.

**Section G - JUROR OR RESPONDENT SIGNATURE**  
It is perjury to falsify any information on this form. 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. 1205(b)).  
Sign & Date X \_\_\_\_\_ Date \_\_\_\_\_

SIGN AND DATE. UNSIGNED DOCUMENTS ARE NOT VALID BY LAW.

Complete questions 1 through 9

Complete if family member died within Los Angeles County

- Once you have completed Section A and Section G, 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:** 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 allow you to request an excuse, postponement, or transfer.

Once you have requested an excuse or transfer by telephone, please make sure that you complete the appropriate sections before you return the summons (see below):

### **Financial Hardships**

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

### **Medical Excuses**

If you are under 70 years of age, you must complete **SECTIONS A, 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 A, 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, D, 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, property tax bill, proof of voter's registration, or driver's license with your current address, etc.). Mail back your summons along with your documentation. Although you are not qualified to serve, 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 **SECTIONS A and B**, explain your reason in **SECTION D**, and sign **SECTION G**.

### **Non-Citizens**

If you are not a U.S. Citizen, you must complete **SECTION A**, and sign and date **SECTION G** of the summons and register by calling 1-800-778-5879. Although you are not qualified for service, you are required to complete the registration process.

### **Addressee Deceased**

If the prospective juror is deceased, and the death occurred within Los Angeles County, family members must supply us with the decedent's name (as it appears on the death certificate), date of birth, date of death, and city of death in **SECTION F** of the summons. A family member must sign and date **SECTION G** and mail the summons back to the court.

If the prospective juror is deceased, and the death occurred outside of Los Angeles County, family members must return a copy of the death certificate with the summons.