



Notice to Summoned Jurors Regarding Your Jury Service

As the Court balances its obligation to preserve the right to a fair and impartial jury trial as guaranteed in the US Constitution with its commitment to safeguard the well-being of jurors, it is vitally important that all jurors summoned for jury service register for jury service as instructed on their summons form and report for jury service in person when needed.

What is required of you:

- Please immediately respond to the summons and register. Jury registration is a simple process that can be completed by:
 - Visiting the My Jury Duty Portal online at www.lacourt.org/jury.
 - Calling (213) 972-0970 and select the appropriate option from the menu.
 - Orientation is mandatory for all jurors prior to reporting for jury service and is available using the registration options above or by reading the orientation sheet on the other side of this notice.

The Court recognizes you are a vital part of this essential Court service provided to the residents of Los Angeles County. On behalf of the judges and staff, thank you for your service and helping to preserve the right to a jury trial in Los Angeles County.

David W. Slayton
Jury Commissioner

Mandatory Juror Orientation Please Review Before Reporting for Service

Hello, and welcome to the new juror orientation. This orientation is required by law and will acquaint you with basic information about jury service.

It is the policy of the State of California that all persons be selected for jury service at random and have an equal opportunity to be considered for jury service.

It is important to let your employer know that you have been summoned to jury duty as soon as possible. Your employer is not required to pay you while you are serving jury duty but, pursuant to California Labor Code Section 230(a), your employer is prohibited from discharging or in any manner discriminating against you for taking time off to serve if you have provided reasonable notice.

Beginning on the second day of service and each day of service thereafter, jurors receive a stipend of \$15.00 per day, plus \$.34 per mile, both ways, for each mile traveled in attending court. Government employees who are paid regular salary while on jury service are only entitled to mileage reimbursement.

Please bring your completed summons form with you to the courthouse. Your badge or summons is required to receive free parking, which is available only at the lot designated on your summons form.

You must dress in a manner that observes the dignity of the courtroom. Business casual is always appropriate. Shorts, tank tops, flip flops and clothes with a bare midriff or that display inappropriate pictures or language are not allowed.

You will not be able to process a postponement, transfer or excuse request after 4:30 PM on the Friday before your service week.

During your service week, you will be on-call for five consecutive days and must be available to report for service any day during the week. Be sure to check your reporting instructions telephonically or online daily as indicated on your summons form.

Taking pictures inside the jury assembly room, or anywhere else inside the courthouse, is prohibited.

If instructed to report in person, report directly to the courtroom or other location as instructed. Please arrive on time or your jury service may be rescheduled.

During jury selection you will be asked questions to determine your qualifications and suitability to serve on a jury. Some questions may seem personal. They are not intended to embarrass you but to help ensure the selection of a fair and impartial jury.

If you are selected as a juror or alternate on a case, you are required to serve for the length of the trial. You will not receive jury pay or receive credit for jury service on days when the trial is not in session. If the trial is not in session on any day, you should report to work as normal.

You may not discuss the case with family members, friends or anyone else during the trial. You are prohibited from doing any independent research on the case and must refrain from seeking or disseminating any information about the case in any forum, including e-mail, or social media sites. These precautions are necessary to ensure that the trial is conducted in a fair and lawful manner. Contact from any outside person about the case is inappropriate and should be reported to the judge immediately.

During the trial, you and the other jurors are the triers of fact. You must listen carefully to the testimony, examine the evidence and apply the law as instructed by the judge to the facts you have determined to be true.

The attorneys representing each party present evidence by examining witnesses and submitting physical exhibits. Once all evidence has been presented, the attorneys deliver their final arguments summarizing their interpretation of the evidence presented. To guide jurors in the deliberation process, the judge will instruct the jury on the law applicable to the case.

Before beginning deliberations, jurors must select a foreperson who will make sure deliberations occur in an orderly manner and that each juror can participate and ask questions. When a verdict is reached, the jury will return to the courtroom where the verdict will be read. Your jury service will then be completed, and you will receive a verification of service showing the dates you appeared at the courthouse for service.

On behalf of the Judges and the Jury Commissioner of the Superior Court of Los Angeles County, thank you for performing this important civic obligation.