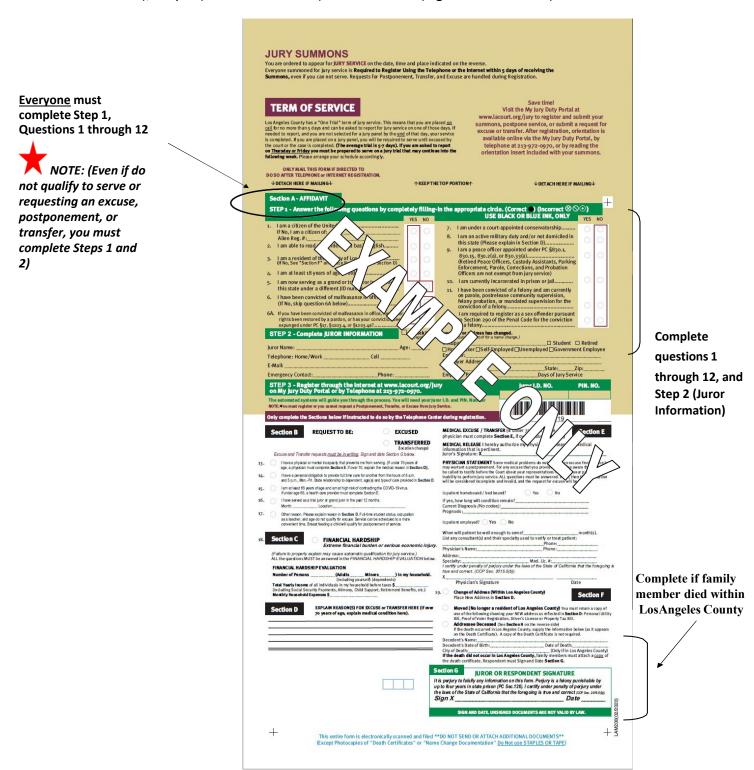
WHAT SHOULD I DO WHEN I RECEIVE A JURY SUMMONS?

1. When you receive your summons, complete **SECTION A,** Step 1 (answer all questions 1-12), Step 2 (Juror Information) and Section G (Signature and Date).



2. Once you have completed Section A and Section G, you must call the toll-free number on your summons (213) 972-0970 or go to our web portal at www.lacourt.org/jury and REGISTER for service (see instructions). Make sure that you have your Juror Identification Number (JID) and your Personal Identification Number (PIN) available.



<u>NOTE:</u> Even if you are requesting a transfer, postponement, or do not qualify to serve, you <u>MUST</u> register first.

TO REQUEST AN EXCUSE, POSTPONEMENT OR TRANSFER

Once you have registered for jury service, our telephone system and web portal will allow you to request an excuse, postponement, or transfer.

If you are requesting an excuse or transfer by telephone, please make sure that you complete the appropriate sections before you mail back the summons (see instructions below). If you are requesting an excuse or transfer using our web portal, please follow the instructions on the web portal on whether you need to mail back or keep your completed summons.

REQUESTING A POSTPONEMENT, EXCUSE OR TRANSFER BY PHONE (213) 972-0970:

Once you have registered for jury service, select the option to request a postponement, excuse or transfer. If you are requesting a postponement by phone, please select the option to Postpone and follow the prompts to select the next available dates. If you are requesting an excuse or transfer by phone, you will be required to **complete and return** your jury summons form. See below for the sections that require completion for each type of excuse or transfer request.

Financial Hardships

You must demonstrate an EXTREME financial burden . Complete SECTIONS A, C, D, and G.

Medical Excuses

If you are <u>under 70</u> years of age, complete **SECTIONS A, B, D** and **G,** and have your doctor complete **SECTION E.** If you are <u>70 years or older</u>, your doctor does <u>NOT</u> need to complete **SECTION E,** but you <u>must</u> complete **SECTIONS A, B and G** and provide a medical reason why you cannot serve in **SECTION D.**

If you are under 65 years of age and at high risk of contracting the COVID-19 virus, complete **SECTIONS A, B, D and G**, and have your doctor complete **SECTION E**. If you are 65 years or older, your doctor does <u>NOT</u> need to complete **SECTION E**, but you must complete **SECTIONS A, B and G** and provide a medical reason why you cannot serve in **SECTION D**.

Non-County Residents (Excuse only)

If you are not a Los Angeles County resident, complete **SECTIONS A, D, F, and G** of your summons. You <u>must</u> 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 non-county residents are not qualified to serve as a juror in LA County, you are required to complete the registration process.

Other Hardships & Excuses

If you are requesting any other type of hardship, (Section B – 13 through 17), 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** of the summons and register by calling (213) 972-0970. Although non-citizens 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 <u>within Los Angeles County</u>, 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** on the reverse side 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 <u>outside of Los Angeles County</u>, family members must return a copy of the death certificate with the summons.

REQUESTING AN EXCUSE, POSTPONEMENT, OR TRANSFER ONLINE (web portal - www.lacourt.org/jury):

To request an excuse, postponement or transfer on our web portal select the "Reschedule" tab for postponement and transfer requests or the "Excuse" tab for excuse requests on the "My Jury Duty Portal". Follow the prompts (see Excuses, Postponement & Transfers on our website for further instructions).

<u>Important Note:</u> Please check the online requirements listed under "Online Information" on our website to see if you qualify to register or request an excuse online.