

**JUROR ORIENTATION
LOS ANGELES SUPERIOR COURT
OFFICE OF THE JURY COMMISSIONER**

PASADENA 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 to a courtroom for 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.

AMENITIES – The Cafeteria is located on the 3rd floor. There are vending machines on the first floor of the building. There are many restaurants located in Old Towne Pasadena, within walking distance of the courthouse. Vending machines are located on the first floor. **Public Telephones** are located on the 1st floor, the 5th floor in the public hallway. **Restrooms** are located inside the jury assembly room.



Accessible restrooms are located on the 1st and 3rd floor public restrooms in the hallway.

PARKING – Juror parking is free and is located in the structure at Walnut and Marengo. Enter from Ramona Street, one block east of Marengo. You will receive a parking ticket when you enter the structure, please display the hang tag on your dash or mirror.

JUROR FEES AND MILEAGE – Jurors are not compensated for the first day of jury service pursuant to Code of Civil Procedure § 215. Jurors 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 two weeks from the completion of service. **Please note that checks issued for the performance of jury service are only honored up to six months from date of issuance. No exception.**

GOVERNMENT & PUBLIC EMPLOYEES – FEDERAL, STATE, COUNTY, AND CITY – A juror who works for a public or governmental agency and is paid regular salary and benefits while on jury duty is 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 Regent of the University of CA, 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 mileage one way after 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.

HOW CAN I BE EXCUSED 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 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 of 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 completed 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 excuse and your request was denied, the staff in the jury assembly room will not reconsider your request. The Court expects you to start your service when you are called in. The judge **may not** entertain your request to postpone once you are in the courtroom.

IN THE COURTROOM – The judicial assistant 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 listen carefully to the Judges instructions. If you are excused from the case, please gather your belongings, obtain a verification of jury service from the judicial assistant and leave the courthouse. Your jury service is complete and you do not need to serve for 12 months.

If you are excused before the end of the business day, please contact your supervisor regarding your return to work policy.

Jury Information Telephone Number: (213) 972-0970 or (626) 396-3395