

WHAT SHOULD I DO WHEN I RECEIVE A JURY SUMMONS?

- 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).

Everyone must complete Step 1, Questions 1 through 12

★ NOTE: (Even if do not qualify to serve or requesting an excuse, postponement, or transfer, you must complete Steps 1 and 2)

JURY SUMMONS
You are ordered 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 or the Internet within 5 days of receiving the Summons**, even if you can not serve. Requests for Postponement, Transfer, and Excuse are handled during 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. (The average trial is 5-7 days). 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 OR INTERNET REGISTRATION.
↓ DETACH HERE IF MAILING ↓ ↑ KEEP THE TOP PORTION ↑ ↓ DETACH HERE IF MAILING ↓

Section A - AFFIDAVIT
STEP 1 - Answer the following questions by completely filling-in the appropriate circle. (Correct ● (Incorrect ⊙ ⊙ ⊙))
USE BLACK OR BLUE INK, ONLY

YES	NO	YES	NO
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STEP 2 - Complete JUROR INFORMATION
Juror Name: _____ Age: _____ Student Retired
Telephone: Home/Work _____ Cell _____ Self-Employed Unemployed Government Employee
E-Mail: _____ Employer Address: _____
Emergency Contact: _____ Phone: _____ State: _____ Zip: _____
Days of Jury Service: _____

STEP 3 - Register through the Internet at www.lacourt.org/jury on My Jury Duty Portal or by Telephone at 213-972-0970.
The automated systems will guide you through the process. You will need your Juror I.D. and PIN. Number.
NOTE: You must register 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 registration.

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

13. I have a physical or mental incapacity that prevents me from serving. (If under 70 years of age, a physician must complete Section E. If over 70, explain the medical reason in Section D.)

14. I have a personal obligation to provide full-time care for another from the hours of 8 a.m. and 5 p.m., Mon.-Fri. (State relationship to dependent, age(s) and type of care provided in Section D.)

15. I am at least 65 years of age and am at high risk of contracting the COVID-19 virus. (Under age 65, a health care provider must complete Section E.)

16. I have served as a trial juror or grand juror in the past 12 months.
Month: _____ Location: _____

17. Other reason. Please explain reason in Section D. Full-time student status, occupation as a teacher, and age do not qualify for excuse. Service can be scheduled to a more convenient time. Please notify a clerk/will qualify for postponement of service.

Section C FINANCIAL HARDSHIP
Extreme financial burden or serious economic injury.
(Failure to properly explain may cause automatic qualification for jury service.)
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 REASONS FOR EXCUSE OR TRANSFER HERE (If over 70 years of age, explain medical condition here).

Section E MEDICAL EXCUSE / TRANSFER (Under 70)
Physician must complete Section E, if you are requesting an excuse for medical reasons.
MEDICAL RELEASE I hereby authorize my physician to provide medical information that is pertinent.
Physician's Name: _____ Date: _____
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. 2015.908)
X _____ Physician's Signature _____ Date _____

Section F Change of Address (Within Los Angeles County)
Place New Address in Section D.
 Moved (No longer a resident of Los Angeles County) 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.
 Address Deceased (See Section H on the reverse side)
If the death occurred in Los Angeles County, supply the information below (as it appears on the Death Certificate). A copy of the Death Certificate is not required.
Decedent's Name: _____
Decedent's Date of Birth: _____ Date of Death: _____
City of Death: _____ (Only in Los Angeles County)
If the death did not occur in Los Angeles County, family members must attach a copy of the death certificate. Respondent must Sign and Date Section G.

Section G JUROR OR RESPONDENT SIGNATURE
It is perjury to falsify any information on this form. Perjury is a felony punishable by up to 4 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 (Cal. Sec. 2015.908).
Sign X _____ Date _____

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

This entire form is electronically scanned and filed **DO NOT SEND OR ATTACH ADDITIONAL DOCUMENTS** (Except Photocopies of "Death Certificates" or "Name Change Documentation" Do Not use STAPLES OR TAPE)

Complete questions 1 through 12, and Step 2 (Juror Information)

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 (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.

★ NOTE: Even if you are requesting a transfer, postponement, or do not qualify to serve, you **MUST** 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 under 70 years of age, complete **SECTIONS A, B, D and G**, and have your doctor complete **SECTION E**. If you are 70 years or older, your doctor does **NOT** 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**.

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 **NOT** 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 **must** 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 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** 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 outside of Los Angeles County, 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).

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