



Superior Court of California, County of San Joaquin

JURY SERVICE REFERENCE GUIDE

“Jury service is the responsibility of all qualified citizens, but it also is an opportunity for us to participate directly in our system of justice and contribute to our communities. Trial by jury is one of the fundamental ideals of American democracy; serving as jurors reminds us that these ideals exist only as long as individual citizens are willing to uphold them.”

~ Hon. Tani Cantil-Sakauye, Chief Justice of the Supreme Court of California

Most of the following information will be provided during the juror orientation. This is to be used as a reference while awaiting further instructions.

- **Ineligible to Serve:** If you are NOT a U.S. Citizen, NOT a resident of San Joaquin County, or you are a convicted felon (and have not had your rights restored), please immediately advise jury staff at the counter. You are not legally eligible to participate as a juror.
- **Restrooms:** Restrooms are located straight down the hall just past the elevators on your right. You may use the facilities at any time; you do not have to check with the clerks.
- **Wi-Fi:** The Court provides complimentary Wi-Fi for jurors. Access is password protected. You can find the password posted on the whiteboard next to the jury assembly room entrance. Regardless of the Wi-Fi source, wireless Internet users are subject to the rules that are posted throughout the room.
- **Cell Phones:** Cell phone conversations are NOT allowed in the Jury Room at any time. You may step into the hallway when it is appropriate to make/receive calls. You may wish to step down the hallway, as phone conversations do carry into the jury room. A pay phone is located on the 1st floor across from security screening. Please wait for authorized breaks, to leave the basement level.
- **Badges:** Please wear your badge when you are inside the courthouse. If you have to return for another day of service, keep your badge in your wallet or purse. If you lose or forget your badge, you will have to wait in line to get another badge printed. You must present your badge to get your parking ticket validated.
- **Coffee Shop:** The coffee shop is located directly to the right as you exit the doorway. Cash only (ATM is on the 1st floor, may be accessed during breaks only). Coffee Shop hours are 7:30 a.m. to 3:00 p.m. unless otherwise posted.
- **Disabled Parking** (Handicapped placard or license plate): You may park at any available parking meter, whether marked handicapped parking, or not. It is not necessary to put money into the meter. Parking is free.
- **Parking Validation:** If you are required to return for a subsequent day of jury service, parking validation should be done during your breaks (after you report to your courtroom) or during lunch. You may even do so at the end of the day; the stamp on the ticket covers the entire day. If you lose your ticket, check with jury staff. They may direct you to check with security personnel on first floor. ****Oversized vehicles may park on American Street, Lots K & L.**
- **Hardships:** Having reported and checked-in, you will discuss any hardship issue with the judge. Jury staff do not have the authority to excuse you after you have checked in for jury duty.

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- **Bus Passes:** Bus passes are provided each day, at the end of the day. If you will be taking the bus as of the second day, you will have to sign a waiver that states you will be excluded from receiving mileage reimbursement.
- **Jaywalking:** When arriving or leaving from the courthouse, please be aware of crosswalks and street lights. Citations are issued for these violations by the City of Stockton and are costly.
- **Attendance Slips:** Attendance slips are provided at the end of each day, either by a courtroom or the jury room. If you are excused for any reason today, please return to the Jury Assembly Room to have your paper badge scanned to end your service and to pick up your attendance slip. If doing a Questionnaire from the courtroom, check to see if your attendance slip is copied onto your instruction sheet. If so, you will not need to check out unless your plastic badge holder was not collected.
- **Future Eligibility:** Serving today, you will not be eligible for jury service for the balance of this calendar year and all of next year (EXAMPLE: SERVING ON June 1, 2014, NEXT ELIGIBLE JANUARY 1, 2016). Your actual eligible date is indicated on the bottom of your attendance slip. If you receive a summons requiring you to report prior to your next eligible date, you will complete letter "I" under Part B on the backside of the summons. You will then return the summons to the court.

Please retain the paper badge you are wearing now until your next eligible date. It has information to complete this step.

- **Double Summoning:** All summoned jurors are randomly selected from a pool of jurors created from lists obtained from the Department of Motor Vehicles (DMV) and County Registrar of Voters. Any difference in the spelling of your name, address, or date of birth with these departments could lead to duplicate summoning. To update your information, call the DMV at 1-800-777-0133 and the Registrar of Voters at 209-468-2885.
- **Jury Pay:** Beginning the second day of service, you will be paid for each day of service at the current rate, unless you are a full-time, benefitted government employee (i.e., any agency a part of the Federal, State, County, and City government; school districts; railroad; RTD, etc.). ALL jurors (with the exception of bus riders) will be paid mileage, one way (at the statutory rate), regardless of where you are employed beginning the second day of service.

Checks for jury service are mailed to the address you have provided on your summons. Initial checks should be received ten (10) days after you complete service.

- **Lunch and Breaks:** Lunches and breaks are coordinated with the needs of the courtrooms. Until assigned to a courtroom, remain in this room, in the coffee shop or immediate area. You are welcome to use this room during lunch, including the refrigerator in the back.

****JURY SCAM**** -- If you are contacted (via telephone call, e-mail, or other form of communication) from someone identifying himself or herself as a court employee and requesting your personal information, you may be the victim of a jury fraud scam. NEVER provide any information and immediately contact the fraud unit of your local police department and the jury office of your local court.

OUR SINCERE THANK YOU FOR BEING PRESENT HERE TODAY TO COMPLETE YOUR CIVIC DUTY, WHICH SUPPORTS BOTH THE JUDICIAL SYSTEM AND YOUR COMMUNITY!

PLEASE RETURN THIS HANDOUT BEFORE LEAVING THE JURY ASSEMBLY ROOM.