

**T**his juror informational pamphlet is designed to provide you with some basic information you may need as you begin your day of service. Should you have any questions, please feel free to inquire with any of our staff members. Thank you for your service. There would be no justice without you!

### ***Agenda***

**8:00 a.m.** – Check in begins

**8:30 a.m.** – Jury Orientation

**8:45 a.m.** – Orientation Film

### ***Hours***

Juror hours are 8:00 a.m. to 5:00 p.m. unless otherwise informed by court personnel. A television, magazines and games are available to you while awaiting an assignment to a courtroom.

### ***Lunch/Breaks***

Lunch is from 12:00 noon to 1:30 p.m. Breaks will be announced throughout the day. We do not have a cafeteria in the courthouse. There is a vending machine in the jury assembly room offering snacks, juices, etc. Coffee and tea is available in the Jury Assembly Room. A microwave is available for food re-heating in the Jury Assembly Room. If you need your lunch refrigerated, please ask Jury staff.

### ***Do You Qualify to Serve?***

To be qualified to serve as a prospective trial juror you must be:

1. A citizen of the United States
2. Over 18 years of age
3. Currently a resident of Orange County
4. A person who has never been convicted of a felony in any US state or whose civil rights have been restored

5. A person who is not the subject of a conservatorship.

**Please see jury staff if you do not meet the qualifications listed above.**

### ***Attendance***

First day jurors report to the Office of the Jury Commissioner for attendance, orientation and assignment to a courtroom. If you must return because you are either sworn on a trial or still in jury selection, report directly to the courtroom as instructed by the judge or courtroom personnel.

### ***Term of Service***

The Court's term of service is the duration of one day or one trial. At the conclusion of the initial day of service, jurors not sworn to serve on a trial and not ordered to return for subsequent days of jury selection will have completed their jury service for a minimum of one year.

### ***Assignments***

Jurors are assigned to the courtroom at random throughout the day. Please listen carefully for your name when we announce assignments. Once in the courtroom, the judge will advise you of the particulars of the case, including whether it is a civil or criminal case and how long the trial is estimated to last.

### ***Excuse from Service***

West Justice Center jury trials average three days. Occasionally, there are lengthier trials. Staff does not have the authority to excuse you simply because your employer does not compensate you for jury service but this may be considered by the judge. Hardship on your employer does not constitute proper cause for

excuse. You may, however, request that your jury service be postponed to a more convenient time for this reason. Peace officers as defined by PC Sections 830.2 (b) and (c) are exempt from criminal trials. Please report to jury staff if you are a member of the University of CA Police or CA State University Police Departments.

"An employer may not discharge or in any manner discriminate against an employee for taking time off to serve as required by law on an inquest jury or trial jury, if the employee prior to taking such time off, gives reasonable notice to the employer that he or she is required to serve."

LABOR CODE: Sec 230(a)

### ***Facilities***

- Restrooms and pay phones are located in the jury assembly room.
- Work carrels with free wireless internet access.
- The courthouse is a non-smoking facility.
- Notify staff if you experience problems with the jury assembly room facilities.
- If you experience problems once you are assigned to a courtroom, notify your bailiff, courtroom attendant or Security Desk.
- **In the event of an emergency** (fire, earthquake, etc.) staff will instruct you on what to do and whether it is necessary to evacuate the Jury Assembly Room. If you are assigned to a courtroom, please follow the bailiff or courtroom attendant's instructions.

## ***Parking***

Free parking is provided in the lot directly across 13<sup>th</sup> Street from the courthouse, west of the Library. Available parking is limited. Parking passes should be visibly displayed in your vehicle. Parking for persons with disabilities is adjacent to the courthouse. If you need directions to the designated parking area, please ask jury staff.

## ***Returning From Court***

Once you have been dismissed from a courtroom, you will be instructed to return to the Office of the Jury Commissioner. You **must** check in and advise staff you have been released by the courtroom. You will be made available for an assignment to other pending trials unless otherwise indicated by staff.

## ***Proof of Service***

A Certification of Jury Service form will be available in the Jury Assembly Room at the end of the day. If you are on a trial, the courtroom bailiff will provide you with a certificate.

## ***Fees***

Jurors are not compensated for the first day of service. Jurors will be paid \$15.00 a day and 34 cents a mile from their home to the courthouse (one-way) beginning the second day of service, **with the exception of jurors employed by a federal, state, or local government entity**, or by any other public entity as defined in Section 481.200 of the Code of Civil Procedure. Effective August 2004, they are no longer paid the juror fees.

## ***Fee Waiver Program***

The fee waiver program reduces court costs and saves tax dollars since the cost to produce the

average check exceeds the check value. Please check with your employer before waiving your juror fees as we are aware that some employers who provide paid jury duty leave require that their employees surrender fees paid by the court. For information regarding this program, please see a jury staff member.

## ***Waste of Time?***

The most common complaint of jurors is the unexplained time apparently wasted during jury selection and trials. What might appear to be a waste of time to you is actually time being used by the judge and attorneys working on matters that must be done outside the presence of a jury. These events often arise unexpectedly and cannot be planned for in advance. With this information we thank you for understanding as we all work to accomplish our goal of achieving justice for all.

## ***We Welcome Your Comments!***

Your comments and suggestions are important to us! Please take a few minutes to complete and return the Juror Exit Questionnaire form at the end of your service. Please ask staff for a copy if one is not readily available.

## **Thank you for serving!**

Office of the Jury Commissioner  
West Justice Center  
(657)622-7000

Superior Court Web site: <http://www.occourts.org>  
E- mail: [juryservices@occourts.org](mailto:juryservices@occourts.org)

# **Jury Service**



“working together  
to achieve justice  
for all”



**Superior Court of California**  
**County of Orange**  
*Optional Form 1227 - Revised 03/14*