

## **JUROR INSTRUCTIONS & INFORMATION**

Welcome to the Civil District Court for the Parish of Orleans, State of Louisiana. We hope you will find your term of service an interesting and satisfying experience. The following information is provided to better prepare you for effective jury service.

### **JURY TERM**

You will be required to be available for jury selection on all dates given to you by the Jury Pool Administrator. However, if you are selected as a juror, your duty may extend past the dates given.

Please call **504-407-0374 ANYTIME AFTER 5:30 PM** to confirm your first reporting date (the Answer Phone is in operation from 5:30 PM until 8:30 AM).

### **REPORTING FOR DUTY AND SERVICE**

Because trials are sometimes postponed or cases settled shortly before trial date, our Court uses the phone-in system to inform Jurors when their service is required. If the Answer Phone system is to work effectively, you must understand and observe the following:

1. Each Juror must **call 504-407-0374 after 5:30 PM** the evening before the trial date to confirm whether or not to report for duty the next morning.
2. Place your **call anytime between 5:30 PM and 8:30 AM**. The recording will tell you whether you will be needed and the time you should report. Listen carefully---the instructions will change from day to day depending upon the number of trials still on the docket.

On the days you report for service, you must scan in when you arrive and scan out at the end of each day. Once you have checked in, a number of jury panels may be selected and sent to the various Divisions of Court. When you are excused for any reason by the Judge of the Division, you must always report back to the Jury Lounge for further instructions. Likewise, after a jury has been selected and sworn in, those individuals not selected must report back to the Jury Lounge for further instructions. You must remain in the Pool until all judges have selected their jurors for the day. The Jury Pool Administrator will discharge the Pool members when the process is completed.

**WHILE YOU ARE ACTUALLY SERVING ON A CASE**, you will not have to scan in and out. You must follow the Judges directions. You will remain on the case until the trial is completed and the Judge discharges you.

**IMPORTANT:** You **should not** call the Answer Phone until you have been released from the trial and you are again a part of the Jury Pool.

## **REQUESTS FOR JURY SERVICE DEFERRAL OR DISQUALIFICATION:**

Should you wish to request an excusal or deferment from jury service due to a hardship or other qualifying status, a request may be made, in person, on the reporting date on your summons. If a request is not in writing and verified with supporting documentation, it will be denied. If you complete the questionnaire online, please note, all requests must be made no later than 7 business days prior to your scheduled service date and you may be required to report to the Court, in person, to provide documentation as outlined below. Excusal requests may **NOT** be made by telephone. If you have not received any notice about your excusal request from the Jury Commissioners or the Jury Pool Administrators by the time of your scheduled service date, **you must appear for jury service.**

### **EXAMPLES OF REQUIRED DOCUMENTATION TO SUPPORT A REQUEST FOR DEFERRAL OR DISQUALIFICATION:**

1. **70 Years or Older.** You may elect not to serve as a juror if you are 70 years old or older. Please provide your current, valid driver's license, state issued identification, passport, or other U.S. or state issued picture identification that includes your name and date of birth.
2. **Not a U.S. Citizen.** If you claim that you are not qualified to serve due to citizenship status, please provide your current Green Card, Visa, or other official government issued documentation.
3. **Residency.** If you no longer reside in Orleans Parish, you must provide your new address with documentation including a current utility bill in your name, corrected valid driver's license, copy of your current lease or tax bill from your new residence. One or more documents may be requested.
4. **Deceased.** If the person to whom the jury summons is directed is deceased, please provide a copy of the death certificate.
5. **Health.** If you are requesting a deferment due to a health issue, an original physician's letter signed by the physician on the practice's letterhead, or on a prescription pad, must be provided stating that the individual summoned is unable to serve. The letter or copy of the note on the prescription pad must be emailed or faxed directly from the physician's office utilizing their official account. Email to [ejuror@orleanscdc.com](mailto:ejuror@orleanscdc.com) or Fax to 504-309-5256
6. **Employment.** If you are requesting a deferment due to an employment issue, you must provide a letter on company letterhead, signed by your direct supervisor stating why the individual is unable to serve. The letter must be emailed or faxed directly from the employer's office utilizing an official email account or the business fax. Email to [ejuror@orleanscdc.com](mailto:ejuror@orleanscdc.com) or Fax to 504-309-5256
7. **Travel.** If you are requesting deferment due to travel plans, please provide copies of your travel itinerary and reservation documents that show the reservations were made prior to your summons date. These documents must bear your name.
8. **Conviction of a Felony Offense.** If you are requesting deferment of jury service due to a felony conviction under Louisiana C.Cr.P. art. 401 A(5) that dictates an individual may "[n]ot be under indictment, incarcerated under an order of imprisonment, or on probation or parole for a felony offense within the five-year period immediately preceding the person's jury service, you must appear in person, at the Court, to provide additional information including your case number, copy of indictment, conviction records or probation/parole documents and you must complete a signed request so that staff can verify criminal history.

## **ABSENCES TO BE EXCUSED FOR ANY PRE-PLANNED APPOINTMENTS:**

**If you did not request a deferral or disqualification on the date of your original summons, did not submit documentation at least 7 business days prior to your scheduled service, or circumstances have changed since you received your summons, please be advised that you must report to the Court on your scheduled service date.**

***YOU MUST PRESENT YOUR REQUEST TO THE JUDGE WHEN YOU ARE SENT TO A COURT FOR JURY SELECTION.***

Only the Judge has the authority to grant excuses for any day during your term of service. Once you are selected to serve on a case, you cannot be excused for pre-planned appointments. Any juror who is absent on any assigned reporting day, without being excused by the Judge under which you are serving, is guilty of direct contempt of court (Article 222, La. Code of Civil Procedure), and is subject to a substantial fine or imprisonment or both. Furthermore, a juror who is absent without getting an excuse is subject to be arrested by the Sheriff and brought in that day for contempt proceedings. The Court is confident that no Juror will make it necessary for this action. However, in fairness to other jurors and the litigants, the Court will have no alternative but to take contempt action.

### **JURY FEE**

You will be paid \$50.00 for each day you actually serve on a jury. The check will be issued at the completion of the trial.

### **FREE JUROR PARKING**

Parking is provided free to Jurors at 300 LaSalle Street (See map on Summons). You will receive a validation sticker one time per day, in the morning, for jury service for this location only. Validation stickers are only valid until 7:00pm the same day. If you chose to park in a different lot, you will not be reimbursed nor will your parking be validated. No other transportation fees will be paid. **YOU SHOULD NOT PARK AT A PARKING METER.** The court will not be responsible for any parking violation tickets.

### **FACILITIES**

Restrooms are located in the Jury Pool Lounge as well as on all floors near the main elevators. There are public telephones in the hallway and there are two free wall phones, coffee and water in the rear of the Jury Pool Lounge. Vending machines with drinks and food snacks are located in the Lounge. The Snack Bar on the ground floor contains an assortment of hot and cold snacks. There are also many eating establishments within a short distance from the Courthouse.

The Jury Lounge has TVs and reading materials for your convenience while waiting. (If you are a "cold-natured" person, you may want to bring a sweater to Court.)

### **ATTENDANCE CERTIFICATE**

The staff will provide you with an attendance form for your employer each day, if requested.

### **PROHIBITED ATTIRE/ITEMS**

The following will not be permitted in Court:

**SHORT  
SHORTS  
TANK TOPS  
DARK  
GLASSES  
CAPS  
HATS  
CAMERA PHONES**