

INSTRUCTIONS - READ CAREFULLY

Length of Jury Service - Tuesday through Thursday or the conclusion of a trial.

Please report at 8:30 A.M. on your first day of service and at 9:00 A.M. each day thereafter. Court is generally dismissed at 4:30 P.M. In rare instances a case may carry over to the following day and deliberations past 5:00 P.M. **Report to Seattle Justice Center, 12th Floor.**

Qualifications of Jurors

- **Please complete the lower half, opposite side of this form. Detach at the perforation and mail the lower half only.**
- Under Washington State law, anyone convicted of a felony in any court is not eligible to serve as a juror until his or her civil rights are restored by court order. If this applies to you, please bring a copy of the order when you report for jury duty.

Hardship

- Serving as a juror is a right, a privilege and a responsibility of citizenship.
- If appearing in response to this summons would cause you undue hardship you must apply for an exemption. Undue hardship means more than inconvenience or difficulty serving. It means circumstances which make it truly unfair to require you to serve at this time.
- If you request an exemption from service or a change in the date of service, complete Section B (lower half, opposite side) and return this entire jury summons form to the address shown below or call 206-684-5688, Monday-Friday 8:00 A.M. to 4:30 P.M.
- To reschedule only, visit our website @ www.seattle.gov/courts/jury/jury-service.htm
- If an emergency or illness prevents you from reporting, call 206-684-5688

Disabilities

If you have a physical condition that may require special accommodations, please call 206-684-5688 immediately.

Compensation

Payment for each day of service as set by The Seattle City Council is \$10. Jury checks are generally mailed within 30 days of service.

Transportation

When you report for service you may choose to receive bus tickets or a mileage reimbursement for your service term. Parking near the Seattle Justice Center is limited and expensive. Be aware that some lots close at 6:00 P.M. and there is a possibility that you may be in deliberations past 5:00 P.M.

Security

Everyone entering the Seattle Justice Center, except law enforcement personnel, is required to pass through a security checkpoint. This is for the safety of every citizen with business before the court. We ask your patience. Please arrive at least 10 minutes before your reporting time and be prepared to place your personal belongings on the conveyor belt for examination. You will need to empty your pockets of any coins, pagers, cellular telephones and any other metal objects and place them in the trays provided. **Absolutely no weapons, explosives, or mace-type chemical sprays will be allowed in the courthouse.** You are also cautioned to leave at home items such as scissors, knitting needles or pointed objects over 2" long which are routinely prohibited from the building.

Badge

The juror badge is a signal to others that they should not discuss any case before the court with you or in your presence. If someone attempts to have such a discussion or contact with you, immediately report the situation to the Jury Clerk or, if seated on a jury, to the Judge or Bailiff. Please wear your badge at all times, including lunch.

Pagers and Internet Access

Waiting is an unavoidable part of jury service. (You must report each morning to the Jury Assembly Room on the 12th floor of the Seattle Justice Center.) After reporting to the Jury Assembly Room, you may remain in the assembly room, or return to work if your office is within a 10-minute walk of the Seattle Justice Center. Pagers are available for jurors who wish to leave the courthouse but promise to remain within a 10-minute walk of the building. We have desks equipped with Internet access and Wi-fi (wireless fidelity) for jurors wishing to bring laptop computers with them. There is an extensive and current magazine collection but we do encourage you to bring reading materials, crafts or other projects to pass the time.

You are encouraged to dress in business casual. Please, no shorts, tank or halter tops or athletic/beachwear. Hats are allowed only if worn for religious purposes.

JUROR BADGE