

## Protection of Jurors' Employment

Title 28, United States Code, Section 1875:

- A. No employer shall discharge, threaten to discharge, intimidate, or coerce any permanent employee by reason of such employee's jury service, or the attendance or scheduled attendance in connection with such service, in any court of the United States.
- B. Any employer who violates the provisions of this section:
  - shall be liable for damages for any loss of wages or other benefits suffered by an employee by reason of such violation;
  - may be enjoined from further violation of this section and ordered to provide other appropriate relief, including but not limited to the reinstatement of any employee discharged by reason of his jury service; and
  - shall be subject to a civil penalty of not more than \$5,000 for each violation as to each employee, and may be ordered to perform community service.

## Payments

You will receive an attendance fee of \$40.00 per day plus round trip mileage at the rate approved by the Administrative Office of the U.S. Courts. Parking fees, public transportation, and tolls are fully reimbursed. Juror checks are issued weekly. Jurors residing more than 70 miles from the courthouse may request overnight accommodations. Please check with the Jury Administration Office for more information on overnight travel.

## Weather Related Cancellations

If court is canceled due to inclement weather, you will be contacted by phone or email. You can also check for cancellations by calling 1-855-895-2472 for updated reporting instructions. If court is open and you are unable to safely travel, call the Jury Office at (866) 213-5879.

## Electronic Mail Disclaimer

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## Attendance Obligations

Title 28, United States Code, Section 1866(g): "Any person summoned for jury service who fails to appear as directed may be ordered by the district court to appear forthwith and show cause for failure to comply with the summons. Any person who fails to show good cause for noncompliance with a summons may be fined not more than \$1,000, imprisoned not more than three days, ordered to perform community service, or any combination thereof."

## Notice Regarding Identity Theft

The Federal District Court will never request personal identification information be sent directly in an email response, or over the telephone. If you have questions regarding a phone call or email you receive, please call the Jury Office.

## Contact Us

U.S. District Court  
100 South Clinton Street  
P.O. Box 7367  
Syracuse, NY 13261-7367  
email: [jury@nynd.uscourts.gov](mailto:jury@nynd.uscourts.gov)  
fax: (315) 234-8501  
phone: (866) 213-JURY (5879) (toll-free)

**jury duty**  
You be the judge

U.S. District Court  
Northern District of New York  
[www.nynd.uscourts.gov](http://www.nynd.uscourts.gov)



"I consider trial by jury as the only anchor yet imagined by man, by which a government can be held to the principles of its constitution."  
- Thomas Jefferson

## How long is my jury term?

You are summoned for a one month “call-in” term of jury service. Your term begins on the date printed on your summons and concludes on the 1<sup>st</sup> Thursday of the following month. If you are selected to report, you will serve for one day, or for the duration of one trial (typically two to five days). Following your appearance, you will be excused from the remainder of the jury term. If you are serving on a trial that exceeds the service period, you will be required to serve until the completion of the trial.

## How will I know when to report?

You must check your reporting status by phone or internet **after 6:00 PM** each Thursday. The message each Thursday will provide you with your reporting instructions for the following week.

### Toll-free phone instructions:

- 1.) Dial 1-855-895-2472 using a touch-tone phone
- 2.) Press 1
- 3.) Enter your 9-digit participant number
- 4.) Press 1 to verify the first 3 letters of your last name, then listen to the entire message

### Internet instructions:

- 1.) Go to [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov)
- 2.) Click the eJuror link on the left of the home page
- 3.) Log into eJuror
- 4.) Click the Current Status option

When you are scheduled to report, the court will attempt to contact you by phone and/or email to remind you of your reporting date. Please do not rely solely on this communication. You are responsible to check your weekly reporting instructions every Thursday after 6:00 PM as directed above.

## What if I’ve moved out of the area I’m being summoned to?

The Northern District covers thirty-two counties of New York with six jury divisions:

- **Albany:** Albany, Columbia, Greene, Rensselaer,

Saratoga, Schenectady, Schoharie, Ulster, Washington, Warren.

- **Binghamton:** Broome, Chenango, Delaware, Otsego, Tioga.
- **Syracuse:** Cayuga, Cortland, Madison, Onondaga, Oswego, Tompkins.
- **Utica:** Fulton, Hamilton, Herkimer, Montgomery, Oneida.
- **Watertown:** Jefferson, Lewis, St. Lawrence.
- **Plattsburgh:** Franklin, Clinton, Essex.

If you have moved outside of the summons area, you will be disqualified from this jury service. Please list your new address (including your county of residence) on your juror information form and return it. You may also update your address through the eJuror tool on our website: [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov).

If you are residing temporarily away from your residence, please indicate the date that you plan to return to New York State. Your jury service will be deferred.

**College students:** If you are currently enrolled as a full time student, please provide the court with your expected date of graduation. Your service will be deferred until after you have completed your education. A family member may complete the form on your behalf.

## What if I have a doctor’s appointment or a planned vacation?

The court has some flexibility to work around prescheduled appointments during your jury term. If you have a date conflict, you can submit your request for a partial excuse by:

- calling the jury office at 1-866-213-5879 (press 1);
- including your dates on the back of your Juror Form;
- applying online through the eJuror tool.

Requests for time off will not be considered after you have been assigned a reporting date. To ensure that your request is approved, you should submit your request for time off by close of business each Wednesday.

## What can I expect to happen when I report for jury selection?

When you arrive, you will be checked in by a member of the jury staff. During check in, you will be required to provide a valid photo identification, your jury summons, and your one way mileage (for calculation of your travel expenses). A brief orientation will be provided before you proceed to the courtroom for jury selection. Jury selection typically lasts one to five hours. If you are selected as a juror, please expect to remain until 5:00 p.m. Otherwise, you will be released for the day upon completion of jury selection. Generally the court will be in session from 8:30 a.m. to 5:00 p.m.

The court normally takes an hour for lunch and several short breaks throughout the day. Complimentary snacks and beverages will be provided. You can bring your lunch with you, or purchase it at your discretion.

## What should I bring with me?

A government issued ID and your summons form are required to enter the federal building. Firearms, pocket knives and other weapons are prohibited. All visitors are required to pass through a metal detector. Use of cell phones, tablets, laptops, and other electronic devices is at the discretion of the presiding trial judge. You may be asked to leave your device at the Security Screening Station.

## Where do I park?

Detailed parking instructions and driving directions are enclosed. Limited disabled parking is available. Please contact the Jury Office for more information.

## What if I’ve already served?

This is a **federal court** summons. The exemption period for prior service is **two years**. To claim this exemption, proof of prior attendance at the state/county level is required. To obtain proof of your state court service, contact your county’s Jury Office. A listing of phone numbers is located on the NYS Courts website: [www.nyjuror.gov](http://www.nyjuror.gov). Fax your proof to (315) 234-8501.