U.S. DISTRICT COURT HOTEL INFORMATION – UTICA DIVISION

Below are some answers to frequently asked questions about planning an overnight stay during your jury service. If you have additional questions, please call the Jury Administration Office at (315) 266-1180.

HOTEL FAQ:

1. Do I qualify for overnight accommodations?
   If you live more than 70 miles (one way) from the courthouse, you are eligible for overnight accommodations.
2. How do I find a hotel close to the Courthouse?
   Below are two options for hotels that are located close to the Courthouse. Both hotels offer rooms at the Government Rate.
3. How much is the daily per diem?
   The daily lodging per diem for the Utica Division is **$110**. When booking your hotel, request the Government Rate. You will present your Summons to the hotel clerk to verify eligibility. You will also be paid a daily meal stipend of $68.
4. What if I want to stay at a different hotel?
   You can stay at a hotel of your own choosing, however, **if you elect lodging more than the per diem, you will be responsible for the overage**.
5. Do I have to pay up front for my room?
   Yes. You will be required to secure and pay for your room with your own personal credit card.
6. How and when will I be reimbursed for my expenses?
   To claim reimbursement, you **MUST** submit your hotel receipt to the jury clerk during check in. The jury clerk will give you an Authorization for Per Diem Expense form to complete and attach to your receipt. Your per diem will be included in your weekly jury check.
7. What if I can't find a room at the Government Rate?
   If you can't find a hotel that offers the Government Rate, please contact the Jury Administration Office for help.
8. Should I check out of my hotel the morning that I report?
   Yes, please check out before you leave for court. If you're selected as a juror (petit) and need to stay additional nights, you'll need to check back in. The court is not authorized to reimburse late check out fees.

Hotel Options:

- Holiday Inn Express
  (0.6 miles from Courthouse)
  23 Wells Avenue
  Utica, NY 13502
  (315) 724-2726 (phone)

- Fairfield Inn & Suites Utica
  (0.4 miles from Courthouse)
  71 North Genesee Street
  Utica, NY 13502
  (315)798-9600 (phone)
  (315) 798-9601 (fax)