

UNITED STATES DISTRICT COURT  
Northern District of New York  
John M. Domurad, Clerk of Court



**SAMPLE SUMMONS**  
**123 MAIN STREET**  
**ANYTOWN, NY 13000-1234**

# JUROR SUMMONS



**REPORTING LOCATION:**  
U.S. Courthouse & Federal Bldg.  
100 South Clinton Street, Rm 742  
Syracuse, NY 13261

**TERM OF SERVICE: April 5, 2018 – May 3, 2018**  
**Juror Participant Number: 102345678**

You have been summoned for petit jury service. You are **on call** and do not currently have a reporting date.

- STEP 1:** COMPLETE and return your Jury Information Form (below or online).
- STEP 2:** NOTIFY the court of any scheduling conflicts during your jury term (see reverse for instructions).
- STEP 3:** CALL **1(855) 895-2472** after 6:00PM on Thurs., **April 5, 2018**, to hear your reporting instructions.
- STEP 4:** CHECK your reporting instructions weekly. New instructions will be posted by 6PM each Thursday. Please read the detailed REPORTING INSTRUCTIONS on the back of this summons.

✂----- Cut here if you are mailing the form back. **Bring this top portion with you when you report** -----✂

## JURY INFORMATION FORM

COMPLETE THIS FORM ONLINE AT [WWW.NYND.USCOURTS.GOV](http://WWW.NYND.USCOURTS.GOV) OR RETURN BY MAIL WITHIN 5 DAYS

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

County: \_\_\_\_\_ P.O. Box: \_\_\_\_\_ Number of Years in this county: \_\_\_\_\_

Home/Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ # of Children: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Are You Employed?  Yes  No If yes, Employer Name: \_\_\_\_\_

- Do you have a physical or mental illness that would prevent you from serving as a juror?  Yes  No  
If YES, please explain (on the back of this form) why your medical issue would make it difficult for you to serve.
- Are any charges now pending against you for a felony?  Yes  No
- Have you ever been convicted of a felony?  Yes  No  
If YES, were your rights restored to you?  Yes\*  No  I don't know  
\*If yes, please explain on reverse. Enclose a copy of your Certificate of Relief from Disabilities, if applicable.

I declare under penalty of perjury that all answers are true to the best of my knowledge and belief.

SIGN HERE: \_\_\_\_\_



502180401

**REPORTING INSTRUCTIONS:**

Please call 1 (855) 895-2472, after 6:00PM, on **April 5, 2018** to hear your reporting instructions for the FOLLOWING week. If you are scheduled to report, the message will give you a time and date to appear. If you aren't scheduled, the recording will give you your next call in date (the following Thurs). New instructions will be posted by 6:00PM each Thursday. Since the message pertains to instructions for the following week, you may check the phone line for instructions at ANY TIME after posting each week (Thurs - Sun). When calling the phone line for instructions, please have your Participant Number ready to enter into the phone prompt. Your Participant Number is **102345678**. This will allow you to retrieve instructions specific to your number.

The court will also attempt to contact you by phone and/or email to notify you of your reporting date. Please do not rely solely on this communication. **You are responsible to check your weekly reporting instructions as directed above.** Failure to comply with this summons is punishable by law.

---

**Do I have to put my life on hold for an entire month?**

No. We are a one day or one trial court. This means, if given a report date, you will serve for one day, or for the duration of one trial. If selected as a juror, you must complete the trial, even if it extends beyond your scheduled service period of **April 5, 2018 - May 3, 2018**.

---

**What if I have a scheduling conflict during the term?**

The court can accommodate short vacations, doctor appointments, or other scheduling conflicts during your term. You can apply for a partial excuse by: (1) calling the jury office at 1 (866) 213-5879 (press 1); (2) including your dates below; or (3) submitting your dates through the eJUROR tool on our website. You will be given a partial excuse for the dates you specify.

**\*IMPORTANT\*** DO NOT, UNDER ANY CIRCUMSTANCES, WAIT UNTIL YOU ARE GIVEN A REPORTING DATE TO NOTIFY THE COURT OF A CONFLICT. Absent an emergency, you will NOT be excused after you have been scheduled to report. **Requests for deferral, excuse, or partial excuse must be submitted by 5:00PM each Wednesday for conflicts the following week.**

✂-----✂-----Cut here if you are mailing the form back.-----✂-----

---

**TO REQUEST A POSTPONEMENT, EXCUSE, OR PARTIAL EXCUSE FROM JURY SERVICE**

All requests for excuse, postponement, or partial excuse can be made online through the eJUROR tool: [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov). If you prefer to submit a request by paper, please use the form below.

**EXCUSE:** Enclosed is a listing of acceptable excuse categories. If one of the categories applies to you, you may apply for excuse by noting the excuse category and **fully explaining** why you are unable to serve. Complete both sides of this form.

**POSTPONEMENT:** The court understands that this jury summons may have come at a bad time. If you'd like to reschedule your service, please explain below and specify a month that would be more convenient for you. The number of deferrals is limited, so please choose your month carefully. The court will try to reschedule your service during the month you specify.

**PARTIAL EXCUSE:** Please list the dates that you are not available in the space below. If your dates fall into more than two weeks of your scheduled term, you should request a postponement to another month.

---

---

---

---

---

---

---

---