

**INFORMATION ABOUT THE U.S. DISTRICT COURT HARTFORD OFFICE**  
**450 Main Street, Hartford, CT 06103**

Location: The Hartford Federal Court is located at 450 Main Street next door to the Hartford Public Library. The Jury Assembly Room is located on the second floor of the main building. After passing through the metal detectors, the Court Security Officers will direct you to the Jury Assembly Room. An elevator is also available to take you to the second floor.

Jury Personnel and Phone Numbers: The Jury Administrator is Maria Carpenter (860) 240-3208. The Jury Clerk is Ronnie Vermette (860) 240-3204. The toll free number is 1-800-786-7112. The jury staff may be reached Monday through Friday between 9:00 a.m. and 4:00 p.m. The Automated Juror Information System (AJIS) phone number is 1-866-388-2430, which you are required to call after 5:30 the evening before your scheduled date to check on the status of the jury selection. When prompted, enter the nine-digit number above your name on the summons for the message.

Jurisdiction: The Hartford Federal Court summons people from Hartford, Litchfield, Tolland, and Windham Counties.

**DIRECTIONS TO THE HARTFORD FEDERAL COURT**

**COMING I-91 NORTH** (From New Haven):

Take I-91 North to Capitol Area Exit (left exit). Follow to second exit (Prospect Street to Main Street). Go straight at the light at the end of the exit. At next light (Main Street), turn left. Go through one more set of lights, past the Central Baptist Church. Take a right onto Linden Place. Pro Park is a large lot behind the church, entrance on right.

**COMING I-91 SOUTH** (From Enfield):

Take I-91 South to Capitol Area Exit. Follow directions above.

**COMING I-84 EAST** (From Waterbury):

Follow to Capitol Avenue exit. At end of exit take left onto Capitol Avenue. Capitol Avenue ends at Main Street. Take a left onto Main Street. Take the next left onto Linden Place. Entrance to Pro Park is on the right, behind the church.

**COMING I-84 WEST** (From Stafford Springs):

Follow to Downtown Hartford exit (left exit). Go left onto Columbus Boulevard. Take right onto Arch Street after passing the Convention Center. Follow to second light (Main Street), and turn left. Go through one more set of lights, past the Central Baptist Church. Take a right onto Linden Place. Pro Park is a large lot behind the church, entrance on right.

**PARKING:** Do not park at the meters on the street – you will be ticketed and towed. If you park at the Linden Place lot, you are not required to pay for parking. You will be given a ticket that you must bring to court with you for validation. If you park at any other lot, you must pre-pay in cash for the parking (\$10.00 - \$20.00). The court will reimburse up to \$15.00. Bring the parking receipt with you to the courthouse. You will be required to fill out a slip for reimbursement, which will be mailed to you with your attendance fee.

**WALKING DIRECTIONS TO COURTHOUSE FROM THE PARKING LOT:** Go left onto Linden Place towards Main Street. The courthouse is directly across the street.

**CELL PHONES, BEEPERS, AND LAPTOPS ARE NOT ALLOWED IN THE COURTROOM.** Jurors are required to present a photo ID when entering the Courthouse. Because jury service days vary in length you may be required to appear for just a few hours or as late as 5:30 p.m.; therefore please make all personal arrangements in advance. Beverages are not allowed in the courthouse unless they are in sealed metal or glass containers. Beverages in open containers with plastic lids (e.g., from a coffee shop or fast food establishment) are strictly prohibited and will not be allowed into the courthouse.