

TABLE OF CONTENTS

<u>Title</u>	<u>Page Number</u>
Welcome from Clerk of the Court	2
General Information	3
Information and Directions	7
Information on the Bridgeport Court	8
Information on the Hartford Court	9
Information on the New Haven Court	10
Information on the Waterbury Court	11
Notice to Employer -- Protection of Juror's Employment	12

**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT**

Welcome to the United States District Court serving the District of Connecticut.

The following information is provided to answer a few of the questions you may have regarding jury service. It is recommended that you start a jury folder to keep this information booklet, your summons notices, and your payment vouchers to keep track of your total days of service.

As a juror, *you play a significant part in the judicial system.* Most who come say they are glad they were called and that they have more confidence and pride in their court system. We hope you find jury service to be both an interesting and rewarding experience knowing that you did your part in providing justice. We look forward to your jury service at the United States District Court.

KEVIN F. ROWE, CLERK

GENERAL INFORMATION

1. When Is The Clerk's Office Open? The federal court is open to the public Monday through Friday from 9:00 a.m. to 4:00 p.m. However, as a juror, you may be required to appear earlier and/or stay later than our public hours.

2. How Was I Chosen to Serve? Your name was drawn at random from a combination of the motor vehicle list and the list of registered voters and placed in our jury wheel, where it will remain for a period of two years.

3. How Long Do I Have To Serve? You are required to serve on an on-call status for a period of two months. This means you are eligible to be summoned to appear several times within a two-month period. Jury selection is usually held on one day. If you are selected for a trial, you will be told in court the date the trial will begin and the length of the trial. You will be required to serve until the trial is completed. If you are not selected for a trial, your name is returned to the two-month pool.

4. Where Do I Serve? Connecticut is divided into four seats of court for federal jury service. Jurors report to the seat of court which has jurisdiction over particular counties, as follows:
Bridgeport: Fairfield County
Hartford: Hartford, Litchfield, Tolland, and Windham Counties
New Haven: New Haven, New London, and Middlesex Counties
Waterbury: New Haven and Middlesex Counties
Specific information for each seat of court is in the next section, "Information and Directions."

5. What If I Am Called For State Jury Service? If you receive a summons for the federal court and state court for the same day, you are required to report to the federal court, and you must ask the state court for a postponement of jury duty. You may request dismissal from federal service if you served more than two days with the state court over the past two years. Your written request must include your name and address, your nine-digit juror identification number, the date you are to appear for federal jury service, and proof of two or more days of jury service with the state court.

6. When Will I Be Called? You are eligible to receive more than one jury summons over the next two months. We do recognize that circumstances exist when a person cannot serve as summoned. If you believe service on a jury would create a serious hardship to you, you must **write a letter immediately** to the Jury Clerk explaining the hardship in detail. We cannot excuse anyone over the telephone. Please include your name, address, nine-digit juror identification number, and summons date on all correspondence with the

Court. You will receive a letter indicating the judge's response to your request. You may also call the Automated Juror Information System (AJIS) phone number at 1-866-388-2430 for an update on your status. However, before you search for excuses to be relieved of jury duty, please remember that this is your court system. Many of our most qualified jurors are busy people, greatly inconvenienced by jury duty. However, the quality of justice in your court will never be any better than the composite intelligence and wisdom of your juries.

7. How Do I Know If I Am To Report? You are required to call the AJIS phone number at 1-866-388-2430 **after 5:30 pm the night before** you are scheduled to report. When you reach the AJIS line, enter your nine-digit participant number. You will receive a message informing you of your status. If you are scheduled for jury duty on a Monday or the Tuesday after a holiday, you may call any time after 5:30 pm on Friday and throughout the weekend for the message.

8. Where Do I Report? Please refer to your summons for the appropriate seat of court. Detailed information for each seat of court are in the section, "Information and Directions." Please be aware that due to security measures at the Courthouse, all people coming into the building are required to pass through sets of metal detectors. Items such as pocket knives, pepper spray, etc., will be confiscated and returned when you leave for the day.

9. Is There A Dress Code? Jurors play an extremely important role in the very serious process of adjudicating cases. It demeans the process and detracts from the decorum of court proceedings if jurors fail to dress appropriately. Jurors are, therefore, expected to dress in a manner reflective of the formality of the court proceedings. Please do not wear denims of any color, shorts, T-shirts, tank tops, jeans, ripped clothing, athletic wear, jogging suits/sweats, and the like. Food and beverages are not allowed in the courtroom.

10. Is Smoking Allowed In The Federal Building? The Federal Building is a non-smoking building. You may step outside during breaks to smoke.

11. Am I Reimbursed For Bus Fare or Parking Fees? You may complete a reimbursement slip for parking fees (\$10.00 maximum reimbursement) or bus fare when you report. You are required to pre-pay the parking, and you will be compensated when you receive your attendance fees.

Note: If you drive, do NOT park at the meters on the street -- you could be ticketed and/or towed. If you do park at the meters, the Court is not responsible if you get a ticket or are towed due to expired time or parking bans.

12. Where Can I Get Something To Eat? There are several eating establishments in the area. These will be explained to you when you report for jury duty.
13. If Chosen For a Trial, When Do I Report? If you are chosen for a trial, you will be informed during jury selection of the trial start date and reporting time.
14. Am I Paid For Jury Service? You will be compensated \$40 a day for attendance, 36½ cents per mile round trip for your travel (mileage is based on the Connecticut State Register chart), or round-trip bus fare, and a maximum of \$10.00 a day for parking. We cannot reimburse for taxi fare. You should receive your compensation check by the middle of the month following your appearance date.
15. Is My Employer Required To Pay My Salary While I Perform Federal Jury Service? Federal regulations do not specify an employer's responsibilities for payment of a juror's normal salary. Please check with your personnel office for your company's policy.
16. Can I Get Proof Of Service For My Employer? You may ask the jury clerk or courtroom deputy for an attendance certificate when you report for jury duty.
17. My Supervisor Does Not Want Me To Come. What Are My Rights? United States Code 1873 describes the protection of juror's employment. This information is at the end of the booklet, which you may copy to give to your employer.

18. How Would I Know If Court Is Canceled Due to Bad Weather? First, remember this is the U.S. District Court and should not be confused with the State Court. Court closings are determined separately for each seat. You should call the AJIS number at 1-866-388-2430 after 6:30 am for information on court closings or delays.

An announcement will also be made on the following radio and television stations by 6:30 am:

WELI-AM 960
WTIC-AM 1080
WICC-AM 600
WEZN-FM 100

WTNH-TV
WTIC-TV
WFSB-TV

19. Do I Pay Taxes On Jury Pay? Federal regulations require reporting attendance fees received of \$600 or more in a year as additional income on your taxes. If you receive less than \$600, you are not required to report the fees. A 1099-Misc form will be sent to you by the end of January for tax reporting purposes.

20. **Please note:** "Any person summoned for jury service who fails to appear as directed shall be ordered by the District Court to appear forthwith and show cause for his failure to comply with the summons. Any person who fails to show good cause for non-compliance with a summons may be fined not more than \$100.00 or imprisoned not more than three days, or both."

21. This information is also available on our website: <http://www.ctd.uscourts.gov>.

INFORMATION

<u>Title</u>	<u>Page Number</u>
Information on the Bridgeport Court	8
Information on the Harford Court	9
Information on the New Haven Court	10
Information on the Waterbury Court	11

INFORMATION ON THE BRIDGEPORT COURT

Location: The Bridgeport Federal Court is located in the Brien McMahon U.S. Courthouse and Federal Building, 915 Lafayette Boulevard, Bridgeport, CT 06604 (corner of State Street and Lafayette Boulevard). A sign in the lobby will inform you where to report. The Office of the Clerk is located on the fourth floor of the Federal Building.

Jury Personnel: The Jury Clerks are Cheryl Conte and Tiffany Beverley

Phone Numbers: (203) 579-5863 or 1-800-827-8224. The Automated Juror Information System phone number is 1-866-388-2430.

Area of Jurisdiction: Fairfield County.

Directions To The Bridgeport Federal Court

COMING SOUTH ON I-95:

Follow to Exit 27 (Lafayette Boulevard), bear right onto Lafayette Boulevard, proceed to the third traffic light. The Courthouse is on your left. Take a right onto State Street and immediately get into the left lane. The parking garage is the first parking garage on your left (diagonally across from the Courthouse).

COMING NORTH ON I-95:

Follow to Exit 27 (Lafayette Boulevard), proceed straight to the third traffic light. Take a left onto Lafayette Boulevard, go to the fourth traffic light. The Courthouse is on your left. Take a right onto State Street and immediately get into the left lane. The parking garage is the first parking garage on your left (diagonally across from the Courthouse).

COMING SOUTH ON ROUTE 25/8:

Follow Route 25/8 South to Exit 2 (Fairfield Avenue), proceed straight to the third traffic light. You are now facing the side of the Courthouse. Take a left onto State Street, proceed past the first traffic light. The parking garage is the first parking garage on your left (diagonally across from the Courthouse).

COMING FROM THE MERRITT PARKWAY:

Northbound - Exit 49S, follow Route 25/8 directions above.

Southbound - Exit 52, follow Route 25/8 directions above.

Parking - DO NOT PARK AT THE METERS ON THE STREET.

We suggest you arrive early and park at the parking garage on the corner of State Street and Lafayette Boulevard, diagonally across from the Courthouse. The parking fee is \$6.60 for the day. You must pay for your parking when you exit the garage. Ask for a receipt, print your name and participant number (nine digit number) on the receipt, staple the receipt to the reimbursement slip which will be provided when you sign in for jury selection. Mail to the attention of the jury clerk at the above address within three days for reimbursement.

INFORMATION ON THE HARTFORD COURT

Location: The Hartford Federal Court is located at 450 Main Street, Hartford, CT 06103, next door to the Hartford Public Library. The Jury Assembly Room is located on the first floor of the Annex. After passing through the second set of metal detectors, go up the stairs, through the double doors, and take a right (do not go downstairs). The Jury Assembly Room is at the end of the corridor. The Office of the Clerk is located on the ground floor of the Annex.

Jury Personnel: The Jury Administrator is Maria Carpenter. The Jury Clerk is Rhonda Sprong.

Phone Numbers: (860) 240-3208 or 1-800-786-7112. The Automated Juror Information System phone number is 1-866-388-2430.

Jurisdiction: Hartford, Litchfield, Tolland, and Windham Counties.

Directions To The Hartford Federal Court

COMING I-91 NORTH:

Follow to Capitol Area Exit (left exit). Take second exit - Prospect/Main Street exit. Go right at end of exit (left turns not allowed) and take left at the light. Take left at the next light onto Main Street. Courthouse is on the left past the next light.

COMING I-91 SOUTH:

Follow to Capitol Area Exit. Follow directions above.

COMING I-84 EAST:

Follow to Capitol Avenue exit. At end of exit take left onto Capitol Avenue. Follow to Main Street (ends at Main Street). Take a left at this light, and the Courthouse is on the right.

COMING I-84 WEST:

Follow to Downtown exit, to Columbus Street. Take a left. At third traffic light, turn right onto Arch Street. Follow to second light, and turn left onto Main Street. Courthouse is on the left past the next light.

Parking - DO NOT PARK AT THE METERS ON THE STREET.

Directly across the street from the Courthouse is the Central Baptist Church. Linden Place is a one-way street between the church and the Linden Building. A parking lot is on the right half-way down the street. If full, continue to the end of Linden Place to Hudson Street. At Hudson, take a right for one parking lot, or take a left to reach the parking lot between Capitol Avenue and Buckingham. You are required to pre-pay the parking (\$3 - \$7.50), and you may complete a parking slip for reimbursement when you sign in for jury selection.

INFORMATION ON THE NEW HAVEN COURT

Location: The New Haven Federal Court is located at 141 Church Street, New Haven, CT 06510, in the old Post Office Building facing the green. The Jury Assembly Room is room number 137 which is located on the first floor of the Courthouse. The Office of the Clerk is located on the second floor.

Jury Personnel: The Jury Clerks are Fidelis Basile, Joanne Pesta, and Michelle Sherman.

Phone Numbers: (203) 773-2349 or 1-800-735-7324. The Automated Juror Information System phone number is 1-866-388-2430.

Jurisdiction: New Haven, New London, and Middlesex Counties.

Directions to the New Haven Federal Court

COMING NORTH:

I-95 North to Exit 47 (left hand exit “Downtown RR Station/Route 34 Connector). Go to far right lane and take first exit off connector (RR Station/Coliseum). Go straight on ramp; turn right at light onto Church Street. Courthouse is on right after third light, across from the green.

COMING SOUTH:

I-95 South to Route 34 Connector. Follow directions above.

Alternate: I-91 South to Exit 4, State Street. Turn right at end of exit, and left at light to State Street. Follow State Street to Chapel Street. Turn right on Chapel Street. At second light, turn right onto Church Street. Courthouse is on the right, across from the green.

FROM I-84 WEST:

I-84 West to Route 8 South to Exit 15; turn right. At second light, turn right onto Route 34, which becomes George Street soon after you cross Ella T. Grasso Boulevard. Stay on George Street until you reach the intersection of George and Church Streets. Take a left onto Church Street. The Courthouse is at the third traffic light.

Parking - DO NOT PARK AT THE METERS ON THE STREET.

There are many open lots and garages in the area. We suggest you arrive early to find parking. There are indoor garages in the Financial Center and at Chapel and Crown Street. There is an outdoor lot at State Street and Chapel Street. The parking fees range from \$4.00 to \$12.00 (reminder: we can only reimburse up to \$10.00 for parking). You will be required to pay for the parking when you exit the garage/lot. Ask for a receipt, print your name and nine digit participant number on the receipt and staple the receipt to the reimbursement slip which will be provided when you sign in. Mail to the attention of the jury clerk at the address above within three days to be reimbursed.

INFORMATION ON THE WATERBURY COURT

Location: The Waterbury Federal Court is located at 14 Cottage Place, Waterbury, CT 06702, which is an annex to the Post Office Building on Grand Street. The Office of the Clerk is located on the Second Floor, Room 261. Please report to the Clerk's Office to sign-in.

Jury Clerk: The Jury Clerk is Joanne Pesta, who is located at the U.S. District Court, 141 Church Street, New Haven, CT 06510. All correspondence is to be sent to the New Haven address.

Phone Numbers: (203) 773-2349 or 1-800-735-7324 in New Haven. The Automated Juror Information System phone number is 1-866-388-2430.

Jurisdiction: New Haven and Middlesex Counties.

Directions to the Waterbury Federal Court

FROM I-84 WEST:

I-84 West to Exit 21, Meadow/Bank Street. At end of ramp take a right onto Field Street, and another right onto Grand Street. This will bring you to the front of the Post Office. Take first right onto Cottage Place. The entrance is on Cottage Place. The Courthouse is on the second floor of the Post Office.

FROM NEW HAVEN AREA:

Route 8 to Exit 31, I-84 East. Take Exit 22, Baldwin Street. At second light take a left under the highway onto South Main Street. Take a left onto Grand Street. Cross over Bank Street and turn at next left onto Cottage Place. The entrance is on Cottage Place. The Courthouse is on the second floor of the Post Office.

Alternate: Route 63, Amity Road to Route 8 in Naugatuck. Route 8 to I-84 East. Follow directions above.

Parking - DO NOT PARK AT METERS ON THE STREET.

There is a municipal parking garage entrance located at the end of Cottage Place. You must pay for the parking when you exit the garage/lot. Ask for a receipt, print your name and juror number on the receipt and staple the receipt to the reimbursement slip which will be provided when you sign in for jury selection. Mail to the attention of the jury clerk at the New Haven address above within three days to be reimbursed.

**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT**

NOTICE TO EMPLOYER - PROTECTION OF JUROR'S EMPLOYMENT

Your employee has been selected to serve as a member of the Federal jury service. Jurors serve periodically for either two years, or 30 days, whichever comes first.

The Jury System Improvement Act of 1978 provides statutory protection to the employment status of Federal jurors by prohibiting any employer to discharge, intimidate, threaten, or coerce any permanent employee by reason of the employee's Federal jury service or scheduled attendance for such service. For your information, the relevant section of the act is set forth below.

Section 6(a)(1), Chapter 121 of Title 28, United States Code, is amended by adding at the end thereof the following new section: United States Code 1873, Protection of jurors employment.

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 provision of this section:

(1) shall be liable for damages for any loss of wages or other benefits suffered by an employee by reason of such violation.

(2) may be enjoined from further violations 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/her jury service; and

(3) shall be subject to a civil penalty of not more than \$1,000.00 for each violation as to each employee.

c) Any individual who is reinstated to a position of employment in accordance with the provisions of this section shall be considered as having been on furlough or leave of absence during his/her period of jury service, shall be reinstated to his/her position of employment without loss of seniority, and shall be entitled to participate in insurance or other benefits offered by the employer pursuant to established rules and practices relating to employees on furlough or leave of absence in effect with the employer at the time such individual entered upon jury service.

d) An individual claiming that his employer has violated the provisions of the section may make an application to the District Court for the district in which such employer maintains a place of business and the court shall, upon finding probable merit in such claim appoint counsel to represent such individual in any action in the District court necessary to the resolution of such claim. Such counsel shall be compensated and necessary expense repaid to the extent provided by Section 3006A of Title 18, United States Code.

(2) In any action or proceeding under this section, the court may award a prevailing employee, who brings such an action by retained counsel, a reasonable attorney's fee as part of the costs. The court may award a prevailing employer a reasonable attorney's fees as part of the costs if the court determines that the action is frivolous, vexatious, or brought in bad faith.