

## About Your Jury Duty

You have been randomly chosen by the Superior Court of the District of Columbia to perform a vital service to your community - Jury Duty. You are required to complete and return the enclosed juror qualification form immediately upon receipt. Unless the Court notifies you otherwise, you are to report for service on the date indicated on the summons. To complete the juror qualification form online, visit our Web site at [www.dccourts.gov/jurorservices](http://www.dccourts.gov/jurorservices). Please bring your jury summons as well as a valid photo ID on the reporting date. To best ensure your safety and security, all persons entering the Courthouse must pass through a magnetometer upon arrival. Sharp metal items, recording equipment and cameras are prohibited. If brought into the Courthouse, such items will be confiscated.

You will serve as a petit or grand juror, as indicated on your summons. Petit jurors decide either civil or criminal cases. Most cases last 5 days or more, so consult your calendar to avoid scheduling conflicts. Panel selections can often last more than one day. Grand jurors investigate accusations of crimes committed against the District of Columbia. Grand jurors serve for a total of 27 workdays. There is no "call-in" system to see if grand jurors are needed. You must report each day for 27 days.

By law, jury service is compulsory in the District of Columbia. Failure to comply with the terms of the summons could subject you to up to seven (7) days in prison or up to a \$300 fine. You may not be excused from service based on your occupation. In order to make your service as convenient as possible, the Superior Court uses a "One Trial or One Day" jury selection process for petit jurors. Your service to the Court should end if you are not selected for a trial on your first day of service. If your summons date presents a scheduling conflict, you may receive one deferral of your service (within 90 days of original date/you cannot select a Federal holiday or a Friday). The day of the week you select to report must be the same day of the week on which you were originally summoned. For example, if your original summons date falls on a Tuesday, the deferral date you select must also be a Tuesday. To defer your service, call our Automated Deferral Line at 202-879-4604 (select Obtain Deferral Information option), visit us online at [www.dccourts.gov/jurorservices](http://www.dccourts.gov/jurorservices) or speak with a staff member at 202-879-4604. Jurors who serve only one day receive a \$4 travel subsidy. Jurors who serve more than one day receive a daily \$4 travel subsidy + a daily \$30 jury fee (exclusions: full-time government employees and private employees who are paid their normal salary while on jury duty).

A Child Care Center is available for children 24 months to 12 years old. Children must be fully toilet-trained. Proof of your child's immunization is

required in order to use the Center. As the Center is unable to provide lunches, parents must arrange to take their children out of the Center for lunch. The Center is free of charge.

If you have a disability that requires special accommodations to enable you to serve (i.e., interpreter for the Deaf/Hard of Hearing, or real time captioning), please contact the Office of Court Interpreting Services via relay at 202-879-4828, or by e-mail at [james.plunkett@dcsc.gov](mailto:james.plunkett@dcsc.gov). If you need an assistive listening device, reader, enlarged print documents or general assistance to enable you to serve, please contact the Jurors' Office at 202-879-4604, or by e-mail at [JurorHelp@dcsc.gov](mailto:JurorHelp@dcsc.gov).

A Business Center is available for jurors as they wait to be called for panels. The Center is located just outside the Jurors' Lounge. As a courtesy, this room is equipped with carrels, a copier and a facsimile machine. Wi-Fi access is available in the Business Center as well as in the Jurors' Lounge and surrounding area. Public transit to the Courthouse is strongly recommended. Parking costs are prohibitive in the surrounding areas and meter enforcement is strict. The Courthouse is accessible by Metro on both the Red Line (Judiciary Square exit) and the Green Line (Navy Memorial/Archives exit).

Jury duty in the Superior Court of the District of Columbia is both a privilege and an opportunity to serve your community. The Court appreciates your service and will attempt to make your jury experience as comfortable and convenient as possible.

Duane B. Delaney  
Clerk of the Superior Court