

JUROR ORIENTATION SHEET LOS  
ANGELES SUPERIOR COURT  
OFFICE OF THE JURY COMMISSIONER  
  
**WEST COVINA COURTHOUSE**

**TERM OF SERVICE**

The Los Angeles Superior Court has a "One Trial" term of service. This means that you are placed on call for no more than five days and can be asked to report for jury service on one of those days. If you are asked to report to a courtroom for a jury selection, you will be required to serve until you are excused by the court or selected as a juror and the case you are selected on is completed.

**AMENITIES** – A **Snack Bar** is located next to the jury assembly room. **Public Telephones** are located in the hallway outside of the jury assembly room and also near the entrance.

**Restrooms** are located next to the Snack Bar and in the first hallway by the entrance near Departments 5 and 11.



**Accessible restrooms are located in the hallway outside of the jury assembly room.**

**PARKING** – Juror parking is located in the parking structure off of Sunset Avenue. Only park in spaces designated "4 Hour Parking" on level 1 or 3. **If you park in a numbered space you will have to pay to park.** Jury staff will issue you a parking pass after you check in. **Please do not park in any spaces marked reserved.**

**JUROR FEES AND MILEAGE** – You are not compensated for the first day of jury service pursuant to Code of Civil Procedure § 215. You are compensated \$15.00 per day and 34¢ per mile, roundtrip, **for the second and subsequent days of service.** Your payment will be computed at the completion of your jury service and a check mailed to your home address. Checks should be received within a few days after completion of service. **Please note that checks issued for the performance of jury service are only honored up to six months from date of issuance. No exception.**

**GOVERNMENT & PUBLIC EMPLOYEES – FEDERAL, STATE, COUNTY,**

**AND CITY** – If you work for a public or governmental agency and are paid regular salary and benefits while on jury duty you are not entitled to juror fees pursuant to Code of Civil Procedure § 215. A government or public employee is one who is employed by a federal, state, or local government entity such as the Regents of the University of California, County of Los Angeles, City of Los Angeles, a school district, a public authority (such as the MTA or DWP), and any other political subdivision or public corporation in the state (Code of Civil Procedure § 481.200), however, you will be paid roundtrip mileage beginning with the second day of service.

On-line Orientation sheet

**JURY SERVICE VERIFICATION** – Each day you are required to report for jury service, you will receive service credit. If you are selected as a trial juror, jury service verification forms will be available at the completion of the trial. Otherwise, once you're excused from jury service, you will receive a Certificate of Completion for the days served.

**HOW CAN I BE EXCUSED FROM SERVICE OR POSTPONED WHEN I REPORT? –**

There are a number of legal reasons that can be presented by a juror requesting an excuse from jury service. Please understand that it must be an extreme hardship. If it is a temporary hardship, jury staff will be glad to postpone your service to a later date.

If you are requesting a financial hardship, the court cannot excuse you for a financial hardship simply because your employer does not pay, you are self-employed, or you are a sole practitioner. Whatever profession or work you do, you must prove that you have an **EXTREME** financial hardship. Again, staff will be glad to give you a reasonable postponement to allow you to arrange your jury service.

If you request a hardship for dependent care of others, whether for your child, parent, or spouse, please understand that this also must be an extreme hardship. The court requires that you prove that you have actual care of that individual continuously between the hours of 8:00 a.m. through 5:00 p.m. If your child is in school, you must arrange care for your child during the few short hours between the time school ends and the end of your jury service day.

Lastly, you may have a medical hardship that prevents you from serving as a juror. You need to let us know what the hardship is by completing your jury summons form in the appropriate place.

Your excuse from jury service should be requested before you appear. If you have previously requested an excusal and your request was denied, the staff will not reconsider your request. The Court expects you to start your service when you are called in. The judge **may not** entertain your request to postpone once you are in the courtroom.

**IN THE COURTROOM** – The judicial assistant will take roll to assure all jurors have arrived. You will be sworn as a prospective trial juror. The clerk will then call prospective jurors to sit in the jury box from a computerized random listing. You will not be called in alphabetical order. **Remember to always listen to the judge and court staff's instructions. If you are in selection and ordered to return on a future day, please return as instructed.**

**WHAT HAPPENS WHEN YOU ARE EXCUSED FROM THE COURTROOM? –**

Please listen carefully to the Judges instructions. If you are excused from the case, please gather your belongings, report to the jury assembly room to check out, obtain verification of jury service and leave the courthouse. Your jury service is complete, and you do not need to serve for 12 months.

**If you are excused before the end of the business day, please contact your supervisor regarding your return-to-work policy.**

*Jury Information Telephone Number: (213) 972-0970 or (626) 430-2597*