

A



Commissioner of Jurors  
123 Street Address  
City, State 1111111-1111



**IMPORTANT: JURY SUMMONS ENCLOSED**

PLEASE OPEN AND READ CAREFULLY

BRING THIS ENTIRE FORM WITH YOU

B

**YOUR COUNTY JUROR SUMMONS**

COJs may use this area for limited content

*Commissioner Signature*  
Commissioner of Jurors

C

**YOUR COUNTY**



**JUROR ID**

D

**YOUR COUNTY**

**BALLOT**



**JUROR**

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# YOU HAVE BEEN SUMMONED FOR TRIAL JURY SERVICE

## WHAT YOU NEED TO DO

- Tell your employer you are summoned to serve as a juror.
- For one automatic postponement go to [www.nyjuror.gov](http://www.nyjuror.gov) or call **1-800-449-2819** before your service date. Select a date 2 to 6 months after your service date. For any additional postponement email [localcountyemail@nycourts.gov](mailto:localcountyemail@nycourts.gov), or call: **###-###-####**, or write to the address on the front of this summons.
- Find out when to go to court. The evening before your appearance date after 5:00 PM go to [www.nyjuror.gov](http://www.nyjuror.gov) and select your county, or call: **###-###-####**.
- If you have a disability requiring accommodation, before your service date, call **###-###-####** or **1-800-662-1220** for relay calls.
- Bring this summons to court and answer all questions below.

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## WHAT YOU NEED TO KNOW

- Jurors are paid \$40 per day — travel and parking expenses are not reimbursed. Employers of more than ten employees must pay the jury fee for the first three days of service. Others who are not paid salary are paid \$40 by the court. If you work for an employer of more than ten employees and earn less than \$40, the court pays the difference between your regular wage and \$40.
- There are no exemptions — everyone who is eligible must serve. If you cannot serve even if granted a postponement, you may ask to be excused from service. Contact your Commissioner of Jurors before your date of service at [localcountyemail@nycourts.gov](mailto:localcountyemail@nycourts.gov) or call: **###-###-####**. The Commissioner may ask you to provide documentary proof of the reasons.
- Many courts provide computer work stations and public access Wi-Fi.
- You have a right to serve as a juror. Employers may not penalize employees for serving. Judiciary Law 519 - Right of Juror to be Absent From Employment
- You have a legal obligation to serve. Failure to respond to this summons is punishable by a fine of up to \$1,000 or imprisonment of up to 30 days or both.

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For other questions about your jury service contact [localcountyemail@nycourts.gov](mailto:localcountyemail@nycourts.gov) or call **###-###-####**.  
For more information visit [www.nyjuror.gov](http://www.nyjuror.gov) or call **1-800-NYJUROR**

1. Are your name and address on the front of this summons correct?  YES  NO *If 'NO', correct the front of this form.*

2. Best phone number to reach you \_\_\_\_\_ E-MAIL \_\_\_\_\_

3. Social Security Number (last 4 digits only) \_\_\_\_\_ 4. Date of Birth (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

5. Are you employed  FULL TIME  PART-TIME  PER-DIEM/FULL COMMISSION  NOT EMPLOYED *If not employed skip questions 6 –12.*

6. Employer \_\_\_\_\_ 7. Employer's phone \_\_\_\_\_

8. Does your employer pay you while on jury service?  YES *If yes, for how many days? \_\_\_\_\_*  NO

9. Does your employer have more than 10 employees?  YES  NO

10. What are your regularly scheduled work days?  MON  TUE  WED  THU  FRI  SAT  SUN

11. What are your regularly scheduled work hours? FROM \_\_\_\_\_  AM  PM TO \_\_\_\_\_  AM  PM

12. If you earn less than \$40 per day, how much do you earn each day that you work? \$ \_\_\_\_\_

I certify that, under penalty of perjury, this information is true and accurate

SIGNATURE OF JUROR \_\_\_\_\_

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COJ Use

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