

COJ Use

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

PROOF OF SERVICE

D

Your County

BALLOT

E

Served as Juror for _____ Days

Jury Clerk _____

RETAIN THIS RECEIPT AFTER SERVICE
It is your proof of Jury Service when signed by Jury Clerk.



JUROR

You have been summoned for Trial Jury Service

WHAT YOU NEED TO DO

- Tell your employer you are summoned to serve as a juror.
- Ask for a postponement before your service date: call **800-449-2819** or go to **www.nyjuror.gov**. For any additional postponement call: **###-###-####** or email **localcounty@nycourts.gov** 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** and select your county, or call: **###-###-####**.
- If you have a disability requiring accommodation 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

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- Jurors are paid \$40 per day — travel and parking expenses are not reimbursed. Employers of more than ten 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 **LocalCounty@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.

For other questions about your jury service contact **LocalCounty@nycourts.gov** or call **###-###-####**.

For more information call **1-800-NYJUROR** or visit **www.nyjuror.gov**

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. Are you employed FULL TIME PART-TIME PER-DIEM/FULL COMMISSION NOT EMPLOYED *If not employed skip questions 5 –11.*

5. Employer _____ 6. Employer's phone _____

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

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

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

10. What are your regularly scheduled work hours? FROM _____ AM PM TO _____ AM PM

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

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

SIGNATURE OF JUROR _____

H

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