



# Virtual Jury Service Orientation

# Virtual Juror Orientation and Selection

- Congratulations! You are one of the first people in New York State to attend jury service virtually.
- This is a pilot, or trial program, with help from the *National Center for State Courts*.
- If you are selected to serve as a juror on the trial, **you will be required to appear at the courthouse in person for a one-day summary trial.** Here's what you need to do now.....

# 2 weeks before your service date

- Confirm you have an Internet capable computer or electronic device.
  - Visit [Virtual Jury Orientation and Selection · Customer Self-Service \(nycourts.gov\)](https://www.nycourts.gov/virtual-jury-orientation-and-selection-customer-self-service) for electronic device basics, testing instructions for Microsoft Teams, and information on getting help testing your device or requesting a device.
  - If you do not have internet connection or a device, please email [VirtualJuryTechHelp@nycourts.gov](mailto:VirtualJuryTechHelp@nycourts.gov) or call **1-833-741-2298** to discuss equipment that we can provide for use during your service (to be returned after). If equipment is needed, you must reach out no later than two weeks prior to the service date listed in Section C on your jury summons.

# Before your service date

**In advance of the date of your service, on Section C of your jury summons, please take a few moments to:**

Sign up for Email and Text alerts as soon as possible upon receipt of this summons. You will be emailed the meeting link prior to the date of your service.

To sign up:

1. Visit [www.nyjuror.gov](http://www.nyjuror.gov) and click 'Text and Email Alerts' in the center of the home page.
2. Then click on 1. 'Notification Sign up page' OR simply scan the QR barcode on Section F of this summons.
3. Your Commissioner of Jurors may send service updates, or emergency messages, via text in addition to email.

# When you log on to Microsoft Teams

- Enter your full name.
- There will be some waiting - Please be patient
- Listen carefully to jury staff instructions
- You will be able to raise your hand to request a private conversation if there are answers or topics you are uncomfortable discussing with everyone on the call.

# When a selection is ready to start

- All jurors will be asked to complete a questionnaire on their device. The link to this form will be placed in the meeting chat.
- The questionnaire is meant to assist the attorneys with finding out who is right for the case.
- Attorneys may ask follow up questions of some jurors in the main meeting or in breakout rooms.
- Selected jurors will stay on the meeting to receive further instructions about appearing in person for the trial.
- Jurors who are not selected for the trial are dismissed.

# After you serve

- If eligible for payment, you will be paid for your virtual service.
  - State jury fee checks are mailed within 4 – 6 weeks.
- If you served in person, you will receive good service credit and will not be eligible to serve again for at least four years.
  - Based on the need of the courts, the period of ineligibility in some counties can increase or decrease.
- Contact the Commissioner of Jurors Office if you need a Proof of Service form for your employer. Visit [www.nyjuror.gov](http://www.nyjuror.gov) and select your county from the drop down for local contact information.



# Jury Service in New York

General Information on qualification and service follows for all jurors, virtual and in person

# The five steps to jury service

1. We mail you a questionnaire
2. You complete and return it
3. We review your answers
4. If you are eligible to serve, you are qualified
5. You *may* get summoned within 18 months

# We get your name, if you

- File a NYS tax return, *or*
- Collect Unemployment Insurance, *or*
- Collect OFCS benefits, *or*
- Have a driver's license or state ID, *or*
- Register to Vote

# In order to serve, you must

- Be a US citizen
- Live in the county
- Be at least 18 years old
- **Not** have a felony conviction
  - Certificate of Good Conduct / Relief holders may serve
- **Not** have served within four years, and
- Be able to understand and communicate in English

# When you receive a summons

- Follow instructions on the summons
- Enter your email address and cell phone number for alerts about service or emergencies
- Reach out in advance of your service date for requests for postponement or excusal

# If you are not a U.S. citizen

Mail or email the paper questionnaire with a copy of your

- Employment Authorization Card, Green Card, Visa or Passport

***Or, complete the online questionnaire and send one of the documents above to the Commissioner of Jurors office.***

**NOTE** The Commissioner does not share information with anyone outside the jury office

# If you are not a county resident

Mail or email the paper questionnaire along with copies of **two** of the following:

- Current tax return (delete amounts),
- Voter registration card,
- Deed, Lease, or Mortgage statement,
- Driver's license, or
- Utility bill

***Or, complete the online questionnaire and send two of the documents above to the Commissioner of Jurors office.***

# If you are under 18

- Mail or email the paper questionnaire along with a copy of your birth certificate

# If you have a felony conviction

Mail or email:

- Charge, Conviction Date, Sentence and Court

***IMPORTANT*** If you have a Certificate of Good Conduct or Relief from Civil Disabilities, you are eligible to serve. For information on how to obtain a Certificate visit here: [CRD Application | NY CourtHelp \(nycourts.gov\)](https://www.nycourts.gov/crd-application)

# If you served as a juror within 6 years in a New York State or Federal Court

- Mail or email your completed questionnaire with a copy of your proof of service
- The Commissioner will check the records to confirm that you served.

# If you think you can't serve

You may be able to

- postpone to a different date, or
- be excused from service for two years if applicable

***Under most circumstances, you must prove that you can't serve.***

# To postpone service

- First postponement is automatic (no proof required): online or by calling 1-800-449-2819
- Have your summons with you
- Pick a date within two to six months
- You will get an available date closest to your choice
- You won't get a confirmation – just a new summons
- If you've already had one postponement contact the Commissioner of Jurors to request another

# You *may* be excused, if

- A medical condition prevents you from serving, *or*
- You have full time caregiver responsibilities, *or*
- Your service would cause extreme hardship to you or to the public

and

- ***You provide proof***

# Proof required to be excused

- Proof of Medical
  - A letter from your medical provider, or
  - the medical provider for the person you care for
- Proof of Caregiver
  - Birth Certificate if you provide full time care for a young child
  - Medical provider letter if you provide full time care for an adult
- Proof of Hardship to the Public
  - Absence from your employment would be a hardship to the public
  - Actively deployed in the Armed Forces



**If you lose the  
summons**

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**Contact the Commissioner of  
Jurors**

**When you serve, you will  
serve for one day or one  
trial**

**Selection may take the majority of one day.  
Jurors selected for the trial may have to report  
for a second day virtually.**

# Jurors are paid

- The daily jury fee is \$40
- Some jurors are paid by employers (see next slide)
- State jury fee checks are mailed in 4 – 6 weeks

# Who pays the \$40 daily jury fee?

- Employers of more than 10 employees
  - must pay **at least** the \$40 daily jury fee
  - for the first 3 days of service
- The state pays the daily fee **if**
  - Your employer of 10 employees or less doesn't pay you during jury service
  - You are not employed or are retired
  - You are not paid after three days

# We collect Social Security numbers

By order of the NYS Division of Tax and Finance:

- Jurors paid \$600 or more in jury fees must give social security number in order to be paid
- For other jurors, we collect the last four digits as an identifier

# If you don't log on to serve

- You will be summoned again quickly.
- ***If absent a second time*** you may be:
  - Ordered to serve on a date certain
  - Fined \$250
  - Charged with criminal contempt and fined up to \$1,000 and/or imprisoned.
- If you have a good reason for absence the judge or commissioner will give you another date to serve.

# Don't ignore your summons

- We want you to serve
- We want your service to be as convenient as possible
- There are No Exemptions.
- Everyone who is Eligible must serve.
- If you think you cannot serve, contact your commissioner to discuss postponement or excusal.



**END**