

**DIRECTIONS TO PARKING LOT FOR THE MARTIN LUTHER KING JR. FEDERAL BUILDING AND U.S. COURTHOUSE, LOCATED AT 50 WALNUT STREET, NEWARK, NJ 07101**

**Check our website for updated directions due to construction projects.**

**DIRECTIONS FROM THE NORTH**

**Turnpike South to Exit 15-E.** After paying toll bear left follow “Newark” sign which empties directly onto **Raymond Boulevard West**. Take **Raymond Boulevard** 9 lights. Make a left onto **Mulberry Street**. Go 1 block and make a left onto **Edison Place**. Go to the 1st traffic light **McCarter Highway/Route 21 South** make a right. Go to 7th traffic light and make a right onto **East Kinney Street** (1 block after the gas stations). At light make a right onto **Mulberry Street**. Juror parking lot is on your right.

**Parkway South to Exit 153 (Route 3 East).** Proceed on **Route 3 East** for 1 and 1/2 miles to 2 miles and **Exit at Route 21 South** (right lane). Follow **Route 21** to Newark (4-6 miles) past the N.J. Performing Arts Center. Turn right onto **East Kinney Street** (1 block after the gas stations). At light make a right onto **Mulberry Street**. Juror parking lot is on your right.



**FROM THE EAST**

Take **Route I-280 West**. Take **Exit 15** just over the 280 bridge at the exit for **Route 21 South** (keep right). Follow the ramp to **Route 21 South** and take **Route 21 (McCarter Highway)** past the N.J. Performing Arts Center. Turn right onto **East Kinney Street** (1 block after the gas stations). At light make a right onto **Mulberry Street**. Juror parking lot is on your right.

**Pulaski Skyway** straight onto **Route 1-9 South** for about 2 -3 miles. As Airport approaches follow **Routes 22-21** signs straight for about 1/4 mile to **Route 21** sign (**McCarter Highway**). Follow **Route 21** about 2 miles North to **East Kinney Street**. Make a left onto **East Kinney Street**, At light make a right onto **Mulberry Street**. Juror parking lot is on your right.

**FROM THE SOUTH**

Take **Garden State Parkway North** to **New Jersey Turnpike North** to **Exit 13A**. After toll, bear left onto **Route 1-9 North** — stay to the left onto **Route 21 North** (Newark). Take **Route 21** over the viaduct onto **McCarter Highway (Route 21)**. Go about 2 miles (past McDonald’s). Turn left onto **East Kinney Street**. At light make a right onto **Mulberry Street**. Juror parking lot is on your right.

**FROM THE WEST**

**Routes I-80, I-287, 46 and I-280.** Take **Route I-287 North** to **Route I-80 East** and to **Route I-280 East**. Exit at **Exit 15** (Newark/Harrison). Stay right to **Route 21 South**. Make a right at light onto **Route 21/McCarter Highway**. Go 1 and 1/2 miles. Make a right onto **East Kinney Street** (1 block after the gas stations). At light make a right onto **Mulberry Street**. Juror parking lot is on your right.

**FROM ROUTE I-78 EAST**

Take **Route I-78 East** to **Exit 57**. Stay right after exiting to **Route 21 North** (Newark). Follow signs **Route 21 North/McCarter Highway**. Go straight. At the 8th light make a left onto **East Kinney Street**. At light make a right onto **Mulberry Street**. Juror parking lot in on your right.

**FROM PENN STATION (WALKING)**

**Exit the front of Penn Station.** Turn left and walk to corner which is **Market Street**. Turn right and go up 2 lights to **Mulberry Street**. Make a left onto **Mulberry Street** and follow for 4 blocks. Post Office Building is on the corner of **Franklin Street**. The next corner is the courthouse on **Walnut Street**.

[www.njd.uscourts.gov](http://www.njd.uscourts.gov)



Newark Vicinage  
Jury Department  
973-645-3499

**PLEASE TAKE A MOMENT TO READ THIS IMPORTANT INFORMATION**

This has been prepared to help answer some of the commonly asked questions about federal jury service. For additional information, visit our website at [www.njd.uscourts.gov](http://www.njd.uscourts.gov) and click on “Jury Duty”.

**INFORMATION ABOUT YOUR SUMMONS**

**NEWARK VICINAGE**  
**(Bergen, Essex, Hudson, Northern Middlesex, Morris, Passaic, Sussex, and Union)**



**A WORD OF THANKS**

Jurors perform a vital role in the American System of Justice. The protection of our rights and liberties is largely achieved through the teamwork of Judge and Jury who, working together in a common effort, put into practice the principles of our great heritage of freedom.

We in the Courts want you to know how much your cooperation and participation in this process of justice means to the Judges, attorneys and parties in the trials and how vital each individual juror is to the success of the whole judiciary system - “Being judged by a Jury of our Peers”.

**United States District Court  
For The  
District of New Jersey**

## RETURNING THE JUROR INFORMATION PORTION OF YOUR SUMMONS

The juror information portion of your summons is located on the lower half of your summons form. You must complete, sign and return it to the Court **within 5 days of receipt of your summons**. A return address envelope is enclosed for your convenience.

**Important:** Please verify that **all** information is clear and complete. **Social security numbers and telephone numbers are required. If your home telephone number is "blocked", please indicate "Blocked" next to the number.** Please retain the top part of the summons and bring it with you when you report. Also, you will need to have it available when accessing the automated phone (or internet) systems.

## HOW DO I KNOW WHEN TO REPORT?

Prior to reporting for jury service, you **MUST CALL** (1-866-363-8154 or outside New Jersey 609-989-2374) for your reporting instructions, **after 5:00 P.M. the business day prior to the date on the summons.** When calling for your instructions, you must have your 9-digit participant number to access the system. The 9-digit participant number is located above your name on the summons.

You may also obtain reporting instructions via the internet at our website [www.njd.uscourts.gov](http://www.njd.uscourts.gov). Click on the "**Jury Duty**" link and "**Check Status of Your Jury Court Appearance**" link and proceed as instructed. When using the website, you need your 9-digit participant number along with your zip code.

**R**EMINDER: When you call the automated phone system for updated reporting instructions OR to obtain the status of your jury service, **PLEASE HAVE YOUR 9-DIGIT PARTICIPANT NUMBER AVAILABLE** (located above your name and address on the summons). If you are accessing your information on-line, you will also need to enter your zip code to access your information.

**I**t is important to listen to or read the **entire message carefully** for your specific reporting instructions. You will be told when to actually report OR when to check again for further instructions. **Please ONLY report for jury duty when instructed to do so.** You **WILL NOT** be paid if you appear when you were instructed NOT to appear.



## HOW LONG IS MY TERM OF SERVICE?

You will be "**ON CALL**" for a period of 2 weeks. You may be required to report for jury selection periodically during your term. The number of reporting days may vary depending on the needs of the court. You will have to **appear only** on specific days as directed. You will not have to appear everyday. **If you are selected for a petit jury you must serve until the conclusion of the trial.**

## WHAT IF I HAVE A SERIOUS HARDSHIP OR NEED A POSTPONEMENT?

If you have a compelling reason to request to be excused from jury service, **you must notify the jury office IN WRITING. The Court will not entertain requests made by telephone. Any request MUST BE PREPARED BY THE JUROR AND MUST DETAIL THE HARDSHIP.** Letters from employers will not be entertained. You must include your 9-digit participant number and your summons date. You may also include any attachments you deem appropriate to aid the Court in rendering a decision. ALL MEDICAL excuses must have a doctor's statement attached. All requests will be reviewed by the court. Please include your completed information card with your request.

## HOW DO I KNOW IF MY REQUEST IS GRANTED OR DENIED?

You must call the automated phone system (1-866-363-8154 or outside NJ 609-989-2374) or go to our internet website to receive the status of your request. Please allow 7-10 business days after submitting your request. You **WILL NOT** receive a written response in the mail.

## FINANCIAL HARDSHIPS

The jury department cannot excuse you from jury service due to a financial hardship. You must appear on the date specified and present your situation to the judge. You will be paid an attendance fee of \$40 for each day of service (increased to \$50 per day after 10 days of service) and any mileage reimbursement for travel to and from the courthouse.

## SCHEDULING CONFLICTS

If you are requesting a postponement of jury service within your 2 week term (i.e., medical appointments, vacations, business obligations), the jury department will work with you to coordinate your jury service within your term of service. A written request is still required.

## ARE THERE RESTRICTIONS AT THE COURTHOUSE?

All persons will be screened upon entering the Courthouse. Please have photo identification and your summons available.

### PERMITTED

Cell phones, pagers and laptop computers.

### PROHIBITED

Cameras, recording devices, knives, scissors, and similar items. Please do not have these items in your possession upon arrival.