

## **ATTENTION:**

**The Court validates juror parking for the Merchant Street juror parking lot. Please bring your pink parking ticket to the jury room for validation. Do not leave in car.**

**DIRECTIONS TO MERCHANT STREET PARKING LOT FOR THE CLARKSON S. FISHER FEDERAL BUILDING AND U.S. COURTHOUSE LOCATED AT 402 EAST STATE STREET, TRENTON, NJ 08608**

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

### **DIRECTIONS FROM ROUTE 31 SOUTH**



Take Route 31 South to its end (Pennington Rd), bear right onto U.S. 206 South (Warren St.), travel 1/4 mile and turn left onto Perry St. Travel approximately 1/2 mile and turn right onto N. Stockton St (firehouse on left.), travel 1/4 mile and turn left onto Merchant St, enter 2nd parking lot on left.

### **DIRECTIONS FROM ROUTE 206 SOUTH**

Take Route 206 South to Circle in Lawrenceville, follow signs for Route 1 South (Strawberry St) to Route 1 South (Trenton Freeway) to Perry St exit. Take ramp to traffic light and turn left at next traffic light (firehouse on your right), turn left onto N. Stockton St, continue 1/4 mile, turn left onto Merchant St, enter 2nd parking lot on left.

### **DIRECTIONS FROM ROUTE I-195 WEST**

Take Route I-195 West to its end, continue onto Routes 29 and 129, highway will split, follow Route 129 North, go through 3 traffic lights, road will merge onto Route U.S. 1 North (Trenton Freeway) to Perry St exit. Take ramp and turn left at stop sign (go over Route 1) to 2nd traffic light (N. Stockton St) (firehouse on right) and turn left, continue 1/4 mile and turn left onto Merchant St, enter 2nd parking lot on left.

### **DIRECTIONS FROM ROUTE 29 SOUTH**

Take Route 29 South to the Market St exit, continue on Market St through 6 traffic lights to S. Stockton St (Dept of Motor Vehicles on left) and turn left, continue on S. Stockton St (becomes N. Stockton St) through 3 traffic lights, 1 block past 3rd traffic light make a right onto Merchant St, enter 2nd parking lot on left.

### **DIRECTIONS FROM ROUTE 33 WEST**

Take Route 33 (Greenwood Ave) to S. Clinton Ave and turn right continue on S. Clinton Ave over railroad bridge, pass the train station to E. State St, turn left onto E. State St, travel 1/4 mile to W. Canal St and turn right, bear left onto Merchant St, turn right into the Merchant Street parking lot.

### **DIRECTIONS FROM ROUTE 539 SOUTH**

Take Route 539 North to Route I-195 West (follow directions from Route I-195 West above).

### **DIRECTIONS FROM ROUTE 1 SOUTH**

Take Route 1 South to the Perry St exit, take the ramp to the traffic light and turn left, at next traffic light (firehouse on right) make a left onto N. Stockton St, continue 1/4 mile and turn left onto Merchant St, enter 2nd parking lot on the left.

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



Trenton Vicinage  
Jury Department  
609-989-2141

**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**

**TRENTON VICINAGE  
(Hunterdon, Mercer, Monmouth, Southern  
Middlesex, Ocean, Somerset, and Warren)**



### **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?

**P**rior 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.

**Y**ou 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?

**Y**ou 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?

**I**f 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?

**Y**ou 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

**T**he 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

**I**f 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?

**A**ll 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.