



EMPLOYEE RELATIONS BULLETIN

September 3, 1993

To: Department Management Representatives

Subject: JURY SERVICE

The Los Angeles Superior Court has announced that effective October 4, 1993 jurors must serve one sworn trial (regardless of length) or ten days whichever comes first. The previous policy required only five days or one sworn trial. Data from Juror Services indicates that 75% of sworn trials are completed in five days while 92% are completed in ten days. Previous Employee Relations Bulletins dated April 20, 1993; and April 28, 1993 are hereby superceded.

1. Service

- a. The current requirement is one sworn trial.
- b. If selected as a juror or alternate, the obligation is concluded upon completion of the case regardless of duration.
- c. Jurors are expected to accept all trials regardless of length unless there is a financial hardship.
- d. Jurors who have reported for ten days and are not assigned to a courtroom as a sworn or alternate juror will be excused at the conclusion of tenth day of service.
- e. Service need not be consecutive days. In those courts where a telephone call-in service program exists, the ten days of actual reporting may extend over a 2-3 week period.

2. Call In Service

- a. Some courts have a noon call-in requirement for same day service generally starting at 1:30 p.m.
- b. Some courts may require call-in after 5:00 p.m. for next day service.
- c. Employees who are not required to report to court are expected to return to work.

3. Requests For Consecutive Days Service

The courts will, where possible, accommodate requests for consecutive days service. Requests should be signed by the department head and include a brief explanation of the need. The letter should be presented upon reporting for service. It should be noted that this accommodation only applies to time spent in a jury assembly room. If the employee becomes a sworn or alternate juror, the timing will be dictated by the judge.

4. Requests For Exemption From Jury Service

With the implementation of one sworn trial or ten days service, the courts are unlikely to approve exemption requests. Employees who have personal hardships (such as shift work) should address them to the court from which the summons is received. A department head may write to the Jury Commissioner requesting delayed service or excuse for a critical need. The letter should briefly explain the need for delay or excuse. All letters must include a copy of the summons and must be endorsed by the employee as follows:

I concur with this request:

John Q. Employee

Department head correspondence should be addressed as follows:

Jury Commissioner
Hall of Records
320 West Temple Street
Los Angeles, California 90012

5. Alternate Work Schedules

Employees on alternate work schedules should be placed on a 5/40 schedule for the duration of jury service.

6. Grand Jury Service

Service on a Grand Jury is voluntary and usually lasts for 12 months. Under the provisions of Section 4.111 of the Los Angeles Administrative Code, employees who have been nominated and selected to serve on a Grand Jury are entitled to paid leave for this purpose. However, in most instances nominees have been asked to provide a letter from their employer indicating a willingness to allow such service. City Departments are not obligated to support the nomination and should not agree to such service.

7. Application

This information applies to service in Los Angeles County. Employees who are called to jury service in other counties or for federal service should be requested to provide appropriate service requirement information to the department.

Any questions on this matter should be directed to Paul K. Cauley at 485-2886.



The Superior Court
LOS ANGELES, CALIFORNIA 90012
CHAMBERS OF
AURELIO MUNOZ JUDGE

Rec. 1-
FEB 21 1995
Employee Relations

RECEIVED
FEB 17 1995
BEVERLY J. KING

TELEPHONE
(213) 974-1234

February 14, 1995

Dear Employer:

On behalf of the judges of the Superior and Municipal Courts, thank you for the many years that your organization has supported the jury system. The courts could not dispose of their caseloads without the jurors that you provide.

JUROR TELEPHONE CENTER

I am pleased to inform you that the Court's Juror Telephone Center will be implemented in late April 1995. Among other options, the computerized telephone system will enable prospective jurors to contact our office 24 hours a day through the use of an Interactive Voice Response System (IVR) for general juror service information. In addition, your employees may postpone their service through the Telephone Center Monday through Friday from 6:00 a.m. to midnight and Saturday 8:00 a.m. to 5:00 p.m.. The Telephone Center phone number is (800) SRV-JURY (778-5879).

EMPLOYER BROCHURE

I am also taking this opportunity to provide you with our current employer brochure and hope that you find its contents both insightful and of benefit. The current term of service, ONE SWORN TRIAL, is covered in the brochure. As you are aware, under this term, jurors are expected to report for service to the assembly room for up to ten days and to accept all trials regardless of length unless it would be a personal hardship.

The Court's are appreciative that most employers continue to support ONE SWORN TRIAL. It may interest you to know that on the average, a juror may only be in service for approximately six (6) days under this term.

2/21/95 c: Jeff Pfau 2/22/95 mj
Jon Reuschel c: Jon Reuschel Orig. to file (Jury Duty)
Judy Davis Paul Cauley (faxed)

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EMPLOYER JURY LEAVE PAY POLICY

I also wish to thank you for your patience and courtesy in providing us information respecting your current jury leave pay policy in our recent telephonic survey. Again, this is demonstrative of your organization's dedication to the jury system. As you may know, all Superior and Municipal Court judges and the Jury Commissioner's staff rely on this information daily in processing juror requests for excuse due to financial hardship. As such, we must keep current with any changes that are made by any of our employers providing jury pay for our jurors. We would greatly appreciate it if you would notify the Office of the Jury Commissioner's staff at (213) 974-5814 when and if there are any changes in your pay policy. Gloria Gomez, Manager of the Juror Services Division, will be pleased to accept new information.

POSTPONEMENTS/EXCUSALS

I also want to restate our current postponement and excuse policy for your future reference. While the courts cannot guarantee they will only summon a certain percentage of your employees, the Jury Commissioner's staff is most anxious to work with employers whose employees have been summoned to serve.

California law and court policy specifies a preference for deferrals of service rather than excusals and all requests for postponements and excusals from jury duty must be made with the knowledge and concurrence of the employee who has been summoned.

If more than one of your employees are summoned for approximately the same date, or if the date an employee is scheduled to appear is inconvenient, because of work priorities, the employee should call the Telephone Center number appearing on the summons and arrange for a suitable continuance (usually 60 to 90 days) so that jury service can be accomplished with the least inconvenience possible. A new juror may postpone up to 180 days from the original summons date through the center. In extreme circumstances, service can be postponed for up to one year from the original date of summoning by calling the jury supervisor's telephone number appearing on the summons. There is no need for written communication for deferrals of service.

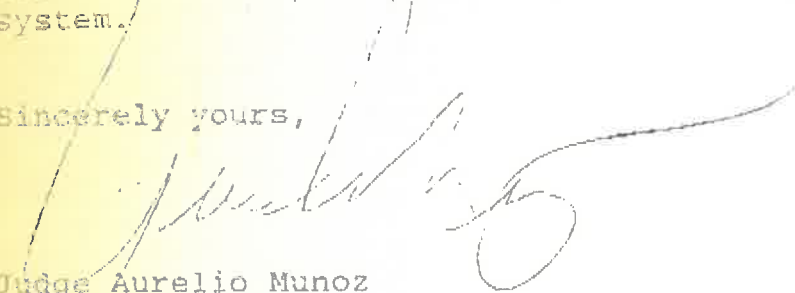
Excuse from service is also possible for your employees, depending on the legal sufficiency of the reason for the excuse. Key employees, e.g. executives and managers, who are central to the day-to-day operations of your organization or are indispensable to

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a particular project at the time of summoning, may qualify for an excuse depending on the hardship. Requests for excuse must be in writing, must state in detail the reason for the excuse, and must be signed by the employee who has been summoned.

Again, on behalf of the trial courts of Los Angeles County, the Grand and Trial Jurors Committee, and the Office of the Jury Commissioner, thank you very much for your support of the jury system.

Sincerely yours,



Judge Aurelio Munoz
Chairman, Grand and Trial
Jurors Committee

Attachment

GG:br

THE NUMBERS: A PERSPECTIVE

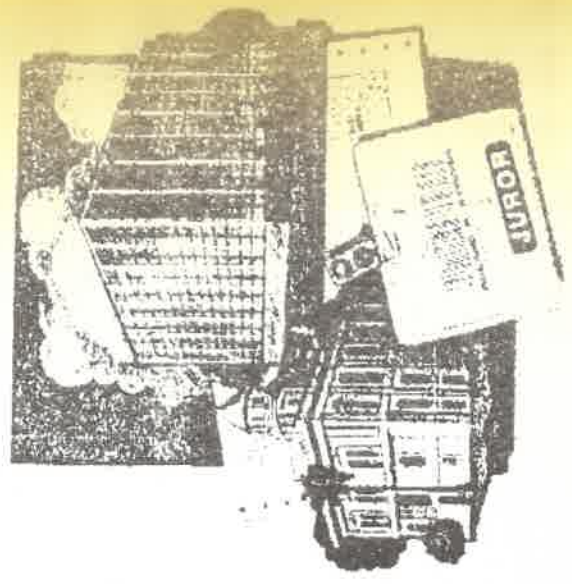
Fiscal Year 1993-1994:

- 4.1 million affidavits were sent to prospective jurors.
- Of those, 426,740 or 10.4% were not qualified to serve
- Another 565,505 or 13.8% were not able to serve due to various hardships.
- 391,676 jurors were summoned for service
- 187,520 of those summoned actually served. Many of the summoned individuals were granted an excuse from service.
- 5,766 trials were held in L.A. County.
- 75% of all jury trials lasted 5 days or less.
- Most jurors served an average of 6.2 days.

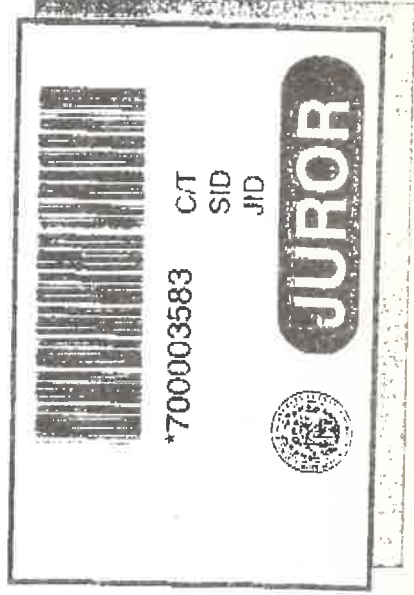
IMPORTANCE OF EMPLOYER PARTICIPATION

On behalf of the courts of Los Angeles County, we wish to extend our deepest appreciation to private employers in Los Angeles County for supporting the jury system. We cannot overemphasize how crucial that support is. Without employer participation, jury trials would come to a standstill. As a consequence, private and corporate residents would lose a fundamental principle on which we all depend — justice! ■

INFORMATION FOR EMPLOYERS ABOUT JURY SERVICE



Los Angeles Superior Court
Juror Services Division
(213) 974-5814



HOW JURORS ARE SUMMONED

The selection and management of jurors is governed by the Code of Civil Procedure. By law, potential jurors for Los Angeles County courts are selected randomly from the Voter Registration list and the Department of Motor Vehicles drivers and identification card holders lists. Duplicate names are eliminated and a master list is created by the court annually. Prospective jurors are selected from that list to receive a qualification questionnaire, called an affidavit. The affidavit includes basic questions required by law. Included are questions about juror's ability to speak and understand English, United States citizenship, and Los Angeles County residency. The juror completes the questionnaire and returns it to the Juror Services Division where it is read and coded. On the affidavit a juror may ask to be excused from service for a number of reasons.

However, if the juror does meet the requirements and does not ask to be excused, or if the stated reason for excuse is not legally sufficient, the juror's name is placed on the qualified juror list. Names are drawn randomly from that list. With few exceptions, jurors are provided at least three weeks notice prior to



THE COURTS

Los Angeles County has a two-tiered court system — the Municipal Courts and the Superior Court. They include 12 Superior Court districts and 24 separate Municipal Courts. The Superior Court has jurisdiction over all felonies and civil claims more than \$25,000. The Municipal Courts have jurisdiction over infractions, misdemeanors, initial proceedings in felony matters, and civil claims less than \$25,000. Los Angeles County courts average more than 6,000 jury trials a year. ■



Every year in Los Angeles County many private employers perform an essential community service. They provide jurors for the court's jury system. The jury system cannot exist without that support. ■

JURY DUTY

In Los Angeles County, the term of service is ONE SWORN TRIAL or TEN REPORTING DAYS. Jurors are expected to report for service for ten days and to accept all trials regardless of length unless it would be a personal hardship. Jurors who are in the jury selection process (called voir dire) or who are sworn to a case, are not limited to ten days of service. If an individual is a member or an alternate member of a jury panel, his or her term of service will end when the trial reaches a verdict. If an individual is not in jury selection or serving on a trial by the tenth day of service, then his or her term will end at the close of business that day.

Most jurors are sent to courtrooms for or dire in panels of 30 or 35 depending on the length of trial. This helps ensure efficient court-room use of each juror. ■