



United States District Court  
Southern District of Ohio

Richard W. Nagel, Clerk of Court  
Potter Stewart U.S. Courthouse  
100 East 5<sup>th</sup> Street, Cincinnati, OH 45202  
Email: [ohsd\\_cinjury@ohsd.uscourts.gov](mailto:ohsd_cinjury@ohsd.uscourts.gov)

**NOTICE FOR PETIT JURY SERVICE**

You are hereby summoned by this Court to be available for jury selection during the following period: \_\_\_\_\_

**STEP 1: READ THE PACKET**

Please read this entire packet of information regarding your service as a petit juror. It contains very important instructions regarding your jury service.

**STEP 2: COMPLETE JUROR INFORMATION FORM AND QUESTIONNAIRE:**

- (1) Complete the Juror Information Form on the lower half of the enclosed Summons for Jury Service.
- (2) Complete the Supplemental Juror Questionnaire, OR
- (3) If possible, please complete the forms online. You can access the forms at [tinyurl.com/ohsd-jury](http://tinyurl.com/ohsd-jury) or scan the QR code to the right of these instructions.
- (4) Please verify all information is clear and complete. Telephone numbers are required and must be provided.
- (5) If you choose to mail the forms, please detach the Juror Information Form from the Summons for Jury Service and return the Juror Information Form, along with the Supplemental Juror Questionnaire, within five (5) days of receipt, in the enclosed postage-paid envelope.
- (6) Please note, if you choose to complete the forms online, please DO NOT mail the printed forms as well.



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**STEP 3: CALL TO SEE IF / WHEN YOU ARE NEEDED:**

Call the automated Juror Information Line (1-866-976-0526) or visit [tinyurl.com/ohsd-jury](http://tinyurl.com/ohsd-jury) for reporting instructions and to obtain the status of your jury service (instructions are enclosed).

## JUROR REPORTING INSTRUCTIONS

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Please **DO NOT** report to the Courthouse on June 1st unless instructed to do so by the Juror Information Line or online system.

JUROR INFORMATION LINE: 1-866-976-0526

ONLINE: [tinyurl.com/ohsd-jury](https://tinyurl.com/ohsd-jury)

Please locate your Juror Participant Number and record it here: \_\_\_\_\_.

(Example: 101101234)

YOUR FIRST PHONE CALL

MUST BE MADE AFTER **6:00 p.m.** ON:

\_\_\_\_\_

**Below are instructions on how and when to check your jury service status:**

- (1) Please locate your Juror Participant Number, which is located above and to the right of your name and address (next to the bar code) on the Summons for Jury Service. Then write your Juror Participate Number in the box provided above, for your use when checking your jury service status.
- (2) Please plan to call the Juror Information Line or log onto the online system to check your juror status **EVERY FRIDAY after 6:00 P.M.** until your jury service is complete. You may choose to check-in either by calling the Juror Information Line, logging into the online system, or scan the QR code to the right of these instructions.
- (3) When calling, please follow the prompts and listen to the entire message. You will be asked to enter your nine-digit Juror Participant Number, (as found on the Summons for Jury Service), and the first 3 characters of your last name, then follow the prompts.
- (4) If you are instructed to appear, you **MUST** report for jury service as indicated in the message you receive. You are not required to report to the Courthouse every day during your scheduled jury duty. You will only report when instructed to do so by the automated message.



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## NOTICE TO REPORT FOR PETIT JURY SERVICE

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF OHIO  
WESTERN DIVISION, CINCINNATI

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### WHAT YOU NEED TO KNOW

#### 1. HOW WAS I SELECTED FOR JURY DUTY?

Jurors are randomly selected from Ohio voter registration records as well as the Ohio Bureau of Motor Vehicles records. The Cincinnati Seat of Court draws jurors from the following counties: Adams, Brown, Butler, Clermont, Clinton, Hamilton, Lawrence, Scioto and Warren Counties.

#### 2. WHERE DO I REPORT FOR JURY DUTY?

You have been **SUMMONED** to be available to serve as a Petit Juror for this Court on cases to be heard at the United States District Court, Southern District of Ohio, Western Division, located at:

Potter Stewart U.S. Courthouse  
100 East 5<sup>th</sup> Street  
Cincinnati, Ohio 45202  
Room 913B

A photo ID is required to enter the Courthouse. The Courthouse opens at 7:30 a.m.

**3. LENGTH OF SERVICE:** Petit Jurors will serve either on one case OR will appear two times for jury selection. Selection generally takes one morning. The average jury trial lasts approximately one week. Once you have served as a juror or have appeared two times without being selected as a juror, your obligation is completed for the remainder of the one-month period. However, any case on which you are serving that commences before the end of your assigned month, may continue into the following month, and if so, it will require you to serve as a juror on that case until its completion.

#### 4. WHEN DO I REPORT FOR JURY DUTY?

Jurors must plan to either call the Juror Information Line or log onto the Court's online system to check their juror status EVERY FRIDAY until jury service is complete. Please see the JUROR REPORTING INSTRUCTIONS, which are included in this packet, for additional information.

**5. POSTPONEMENT/HARDSHIP REQUESTS:** If you have a situation which would cause you undue hardship or extreme inconvenience by appearing in Court or you have a prepaid vacation during the time period indicated above, you may request a postponement of your service. In order to do so, you must do the following:

- Please notify the Court, in writing, that a postponement of your jury service is essential.
- The notice should be emailed to: **ohsd\_cinjury@ohsd.uscourts.gov** or submitted by regular mail using the enclosed business reply envelope.
- Please submit your request within ten (10) days of receipt of the summons.
- Please explain all the facts and include the earliest month in the near future when you can attend.
- All correspondence should include your name and nine-digit Juror Participant Number.
- Your request will be reviewed, and a decision letter will be sent via e-mail or regular mail within 7 to 10 business days.
- **All postponement/hardship requests must be received in writing.** The Jury staff cannot process requests over the phone.

**6. MEDICAL EXCUSE:** An excuse from jury service due to a physical and/or mental condition requires a written statement from a physician or registered nurse practitioner (“RNP”) licensed by the state. Some mental and physical conditions do not warrant an excuse from service but may warrant a postponement. The signed certificate is required before a determination of you will be excused. **All forms should be submitted to the Jury Clerk within ten (10) business days via email, fax, or regular mail.**

**7. ATTIRE:** Business casual attire is required while in the Courthouse. Please do not wear the following: hats, shorts, distressed jeans, sweatpants, flip flops, or tank tops. The temperature in the Courthouse can fluctuate, so please dress appropriately. If you have any questions regarding proper attire, please contact the Jury Clerk at 513-564-7522.

**8. PAYMENT:** Jurors receive payment of \$50 per day, plus round-trip mileage from your home to the Courthouse. Payments are issued from the U.S. Treasury and will be mailed to the address listed on the Summons for Jury Service.

U.S. Government employees, excluding postal employees, will receive their regular paycheck in lieu of the \$50 juror payment and they will receive special Court leave from their employer. Government employees will not have time deducted from other earned leave. The U.S. District Court will reimburse mileage and parking for U.S. Government employees. Please be sure to tell the jury clerk if you are a U.S. Government employee on your first day of service.

9. **MILEAGE:** The Court will reimburse you the current U.S. Government Services Administration privately owned vehicle (POV) mileage rate of \$0.70 cents per mile, to and from the address on file.
10. **PARKING:** Parking fees will be paid at \$20 per day.

11. **HOTEL ACCOMMODATIONS:** If you live at least 75 miles, one way, from the Courthouse, you may stay overnight in the city of Cincinnati the night before you are to report for service. The Court may reimburse up to \$163.00 per night, which is the current U.S. Government Services Administration daily lodging rate. If you would like to request the Court, make a reservation on your behalf, please email [oshd\\_cinjury@ohsd.uscourts.gov](mailto:oshd_cinjury@ohsd.uscourts.gov). The email should include your **name, Juror Participant Number, and current address**.  
**PLEASE BRING YOUR HOTEL RECEIPT WITH YOU TO THE COURTHOUSE.**

If you **do not** live at least 75 miles one way from the courthouse, and must stay overnight, you must receive prior authorization from the Court before you can be reimbursed. Please email [cinjury\\_hotelres@ohsd.uscourts.gov](mailto:cinjury_hotelres@ohsd.uscourts.gov) to request reimbursement. The email should include your **name, Juror Participant Number, current address, and justification for reimbursement**. Please ensure the email is received by 12:00 p.m. on the Friday before you are to report.

12. **PROTECTION OF JUROR EMPLOYMENT:** 28 U.S.C. 1875(a) states:  
*"No employer shall discharge, threaten to discharge, intimidate, or coerce any permanent employee by reason of such employee's jury service, or the attendance or scheduled attendance in connection with such service, in any court of the United States."*

If you have any concerns relating to your employer and jury service, please bring it to the attention of the Jury Clerk immediately.

13. **DO NOT CONTACT THE U.S. MARSHAL:** The U.S. Marshals Service is a federal law enforcement agency and cannot excuse you from or assist you with jury matters.
14. **DISCUSSION OF CASE(S):** Please **DO NOT DISCUSS** the aspects of any cases that are before this Court.
15. **NURSING POLICY:** The Court has adopted a Nursing Policy that promotes awareness and provides information and guidance to nursing individuals who need to express breast milk

at the courthouse. The complete Nursing Policy can be found on the Court’s website, [www.ohsd.uscourts.gov/nursing-policy](http://www.ohsd.uscourts.gov/nursing-policy).

- 16. FAILURE TO APPEAR:** Per the United States Code, you are required to appear as directed by the summons, unless you receive notice from this Court. **FAILURE TO APPEAR MAY BE PUNISHABLE BY FINE, AND/OR IMPRISONMENT.**

*28 U.S.C. 1866(g) “Any person summoned for jury service who fails to appear as directed may be ordered by the district court to appear forthwith and show cause for failure to comply with the summons. Any person who fails to show good cause for noncompliance with a summons may be fined not more than \$1,000, imprisoned not more than three days, ordered to perform community service, or any combination thereof.”*

United States District Court  
Southern District of Ohio

## PARKING

### Downtown Cincinnati

Parking is limited in downtown Cincinnati. Please plan to arrive early for parking availability in either a garage or parking lot. For current information about parking in downtown Cincinnati, visit: [www.bestparking.com/#cincinnati-parking](http://www.bestparking.com/#cincinnati-parking).

For current information and maps showing construction zones and alternate routes in and around Cincinnati, visit: [www.roadmapcincy.com](http://www.roadmapcincy.com).

| Parking                   | Location  | Estimated Daily Rate |
|---------------------------|---|----------------------|
| SP+ Parking               | 580 Walnut St.<br>Between E. 5th and E. 6th Streets<br>(Indoor – self park - 513-721-5528)    | 20.00                |
| Fountain Square – CENTRAL | 551 Walnut Street<br>Between E. 5th and E. 6th Streets<br>(Indoor – self park – 513-381-3410) | 25.00                |
| Fountain Square – SOUTH   | 412 Vine Street<br>Between E. 4th and E. 5th Streets<br>(Indoor - self park - 513-352-4066)   | 25.00                |
| Chiquita Center           | 553 Sycamore St.<br>Between E. 5th and E. 6th Streets<br>(Indoor - self park - 513-381-2464)  | 20.00                |
| First Financial Center    | 406 Main St.<br>Between E. 4th and E. 5th Streets<br>(Indoor - self park - 513-381-6840)      | 17.00                |

|                        |  |       |
|------------------------|--|-------|
| All Pro Parking        | 226 E. 6th St.<br>Between Sycamore and Main Streets<br>(Outdoor lot - 513-421-0670)  | 11.00 |
| SP Plus Parking System | 602 Main Street<br>Between E. 6th and E. 7th Streets<br>(Outdoor lot - 513-345-4450) | 10.00 |
| The Olympic Garage     | 120 E. 7th St<br>Between Main and Walnut Streets<br>(Indoor - valet - 513-241-6907)  | 7.75  |

United States District Court  
Southern District of Ohio

**DIRECTIONS TO POTTER STEWART U.S. COURTHOUSE - CINCINNATI**

Potter Stewart U.S. Courthouse is on Fifth Street between Walnut and Main Streets. The courthouse does not have parking available. (See attached sheet for parking in downtown Cincinnati.)

**From the North (I-71)**

Take I-71 South to the Third Street Exit (left side). Turn right on Main Street. Two blocks on left.

**From the North (I-75)**

Take I-75 South to the Fifth Street Exit (left side). Merge onto Fifth Street. Four blocks on left.

**From the South (I-75/I-71)**

Take I-75/I-71 North to the Fifth Street Exit (Exit 1C). Merge onto Fifth Street. Four blocks on left.

**From the South (I-471)**

Take I-471 North to the Sixth Street Exit (Exit 6B). Merge onto Sixth Street. Turn left on Walnut Street. One block on left.

**From the East**

Take US 50 West (Columbia Parkway). Take a slight right on Sixth Street. Turn left on Walnut Street. One block on left.

**From the West (I-74)**

Take I-74 South. Merge onto I-75 South. Take the Fifth Street Exit (left side). Merge onto Fifth Street. Four blocks on left.

**From the West (US 50)**

Take US 50 East (River Road). Continue to follow US 50 East. Go straight onto West Fifth Street. Four blocks on left.

SAMPLE



United States District Court  
Southern District of Ohio

**HOTELS IN DOWNTOWN AND GREATER CINCINNATI**

If you live at least 75 miles, one way, from the Courthouse, you may stay overnight in the city of Cincinnati the night before you are to report for service. The Court may reimburse up to \$163.00 per night, which is the current U.S. Government Services Administration daily lodging rate. Please ask for the government rate when make a reservation. You must show the jury summons when you check-in. Rates do not include tax and are subject to change.

**Hyatt Regency Cincinnati**

151 West Fifth Street, Cincinnati, Ohio 45202

Phone: 513-579-1234 | Toll-Free: 800-233-1234 | Fax: 513-579-0107

**Residence Inn Cincinnati Downtown**

506 East Fourth Street Cincinnati, Ohio 45202

Phone: 513-651-1234 | Toll-Free: 866-801-7046 | Fax: 513-651-1004

**Hampton Inn & Suites**

**Cincinnati Downtown** 617 Vine  
Street, Suite A, Cincinnati, Ohio  
45202

Phone: 513-354-2430 | Toll-Free: 800-HAMPTON | Fax: 513-354-2431

**Hilton Cincinnati Netherland Plaza**

35 West Fifth Street, Cincinnati, Ohio 45202

Phone: 513-421-9100 | Toll-Free: 800-HILTONS | Fax: 513-421-4291

**The Westin Cincinnati**

21 East Fifth Street, Cincinnati, Ohio 45202

Phone: 513-621-7700 | Toll-Free: 888-627-8071 | Fax: 513-852-5670

**Embassy Suites Cincinnati River Center**

10 E Rivercenter Boulevard, Covington, Kentucky 41011

Phone: 859-261-8400 | Toll-Free: 800-EMBASSY | Fax: 859-261-8486

**Holiday Inn Cincinnati-Riverfront**

600 West Third Street, Covington, Kentucky 41011

Phone: 859-291-4300 | Toll-Free: 800-HOLIDAY | Fax: 859-491-2331

**Hampton Inn Riverfront**

200 Crescent Avenue, Covington, Kentucky 41011

Phone: 859-581-7800 | Toll-Free: 800-HAMPTON | Fax: 859-581-8282

**Radisson Hotel Cincinnati Riverfront**

668 West Fifth Street, Covington, Kentucky 41011

Phone: 859-491-1200 | Toll-Free: 800-333-3333 | Fax: 859-491-0326

**Courtyard by Marriott** 500 West Third Street  
Covington, Kentucky 41011

SAMPLE



United States District Court  
Southern District of Ohio  
Richard W. Nagel, Clerk of Court

**REQUEST FOR MEDICAL EXCUSE FROM JURY SERVICE**

The below-named individual has been selected by the U.S. District Court, Southern District of Ohio to serve as a potential juror. If chosen for jury duty, the individual will be sitting for approximately 6 hours per day with periodic breaks. The average jury trial lasts approximately 7 days. Every effort will be made to accommodate juror needs.

An excuse from jury service due to a physical and/or mental condition requires a written statement from a physician or registered nurse practitioner ("RNP") licensed by the state. Some mental and physical conditions do not warrant an excuse from service but may warrant a postponement. For any excuse that you provide, please be aware that you may be called to testify before the court about your representations regarding your patient's inability to perform jury service. ALL questions must be answered legibly.

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**Patient Name:** \_\_\_\_\_ **Juror Participant Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

Describe any mobility, physical or mental restrictions that may disqualify the prospective juror for jury service:

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Please describe how this condition disqualifies the above from jury service?

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If the condition is temporary, how long will the individual be unable to serve?

3 months       6 months       9 months       1 year

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**Print Name of Physician or RNP:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Business Phone:** \_\_\_\_\_ **License/Certificate Number** \_\_\_\_\_

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**Signature of Physician or RNP** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this form by email at: [ohsd\\_coljury@ohsd.uscourts.gov](mailto:ohsd_coljury@ohsd.uscourts.gov); or by fax to: 614-719-3012.