

JUROR SUMMONS PAMPHLET

You've checked in on-line or through our phone line, so what can you expect next?

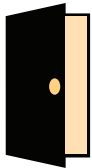
You will receive a Red & White summons with a Group Number. Please check our website just before your summons date for your group's instructions.

On the date your group number is called to show up, you will arrive at **PIERCE COUNTY SUPERIOR COURT** which is located at 930 Tacoma Ave S. Room 123 in Tacoma, WA 98402.

**YOUR COMMITMENT
IS 1 WEEK OR 1
TRIAL, WHICHEVER
IS LONGER.**



FIND PARKING On pages 2,3 of this pamphlet there is a list of available parking lots. Street parking is also available, but make sure you read the signs. You will not have time to leave the courthouse to move your vehicle.



DOORS OPEN to jurors at 7:30 AM, but the line forms to get through security much earlier than that.



DO NOT BRING knitting needles or sewing items, weapons, items with any type of blade, or metal silverware.

2ND FLOOR ENTRANCE is accessed from Yakima Avenue or 11th Street. Upon entering, when you clear security, take the elevators down to the 1st floor.

1ST FLOOR ENTRANCE is accessed from Tacoma Avenue. Upon entering, when you clear security, turn left down the hallway.



SCAN IN when you arrive in Jury Administration (Room 123) please scan yourself in using your juror summons.

Jury Administration
Juror Summons Response Line
Juror Call-In Line
Email:

(253) 798-7606
(253) 798-8808
(253) 798-7782 - after 5:00 PM
pcjuryoffice@co.pierce.wa.us

WHERE TO PARK?

LIMITED FREE PARKING is available.

Free parking usually fills up by 7:45 AM - Arrive early!

Be sure to place your Juror Parking Pass/Blue Card on the dashboard of your vehicle if you park in one of the FREE spaces.

ADA Parking is available FREE in the Green Lot to those with a valid ADA Placard/Disability Card. The Individual must present Disability Card to booth attendant upon exiting the lot.

Yakima Garage

Entrance located on S. 10th Street between Yakima Avenue and S. I Street.

Features:

- 98 spaces on lower levels reserved for no cost juror parking with permit

Red Lot

Entrance located on Court E, North of the 945 Tacoma Avenue Building.

Features:

- 17 spaces reserved for no cost juror parking with permit Monday- Friday
- Monitored and managed by Diamond Parking Juror parking only

Green Lot

Entrance located at S. 11th Street and S. Altheimer Street.

Features:

- 130 spaces for paid public parking
- 18 ADA spaces for the public
- Attendant and site managed by Diamond Parking

Blue Lot

Entrance located at S. 10th Street and Yakima Avenue.

Features:

- 89 spaces for paid public parking
- 15 spaces Van/Carpool Parking
- 1 Public Electric Vehicle (EV) charging station
- Self-service payment kiosk
- Monitored and managed by Diamond Parking

On Mondays and Tuesdays 60 of the 89 public spaces are reserved for juror parking at no cost with permit.

Diamond Parking Lots

There are two small lots for \$5 per day.

One is located at 11th and Yakima, while the other is located at 10th and S. I St.

PAY

- You will receive \$10 a day and mileage.
- Mileage and bridge toll is pre-calculated for you.
- Payroll is processed every 2 alternating weeks. You will get one check with your daily pay and mileage together.
- It is up to you to reimburse your employer the \$10 per day, if necessary.

TRAVEL

- Fill out a Bus Application on your first day of jury services at the jury office window.
- You will not receive mileage.
- We will give you an all-day bus pass to use for each day.
- Get your passes first thing in the morning, before court or at lunch.

WEATHER

- If inclement weather occurs while you are assigned to a trial, court staff will advise you of how to check on the status of the trial.
- Check our jury "Call-In" number at 7:00 AM for latest updates.
- Jurors not assigned a case, should follow the schedule posted by the Tacoma School Dist. #10
- Closures will be posted on the web.

BREAKS

- Lunch is from 12:00 - 1:15 PM.
- You may leave or bring your lunch and eat it in the Jury Room.
- Check out our bulletin board for close, walkable restaurants.
- Seated jurors receive a morning and afternoon break.
- Coffee, salads and sandwiches are available for purchase in the lobby.

JURY ROOM

- You must wear your juror badge while in the County-City Building (CCB). Guests must display a guest badge.
- Appropriate dress code is "Casual Professional."
- You may use your electronic devices in the jury room, but not in the court room.
- You can bring and eat food in our room.

AMENITIES

- Juror lockers are available at no cost in the hallway leading into jury administration.
- There is a kitchenette with a sink, refrigerator, filtered water and a microwave for your use.
- There is an outdoor patio for fresh air.
- Smoking hut located near the 1st story entrance.

COMMITMENT

- Be prepared to be here all day and all week.
- Cases are usually 2-10 days, but can be longer.
- If you have work, health or other issues, please refer to our excusal page on our website.
- You must be on-site to be in attendance.
- Work attendance slips are available online or in our office.

YELLOW LIGHT

- Please watch for the yellow flashing light and return to the Jury room.
- A yellow light can be found in the Hall by the ceiling, over the hallway in the Lobby, outside at the Water Feature and Smoking Area.

NEED TO KNOW INFO

3 STEPS OF JURY SERVICE

- STEP **1**
- You are here and ready to be assigned to a case.
 - Red and White Badges - please scan in.
- STEP **2**
- You are attached to a case.
 - Jury Administration will call your name.
 - You will now have two badges and will follow the Judge's instructions.
- STEP **3**
- You are the "Seated Panel" for that case.
 - You are sworn in and available to stay until the verdict is read.

WHAT TYPE OF CASE WILL I HEAR?

You may be assigned to a Tacoma Municipal, Pierce County District Court or Pierce County Superior Court Case.

The case could be a Misdemeanor or Gross Misdemeanor (Tacoma Municipal or Pierce County District Court) or a Felony Criminal, or Civil case, if through Superior Court.

ADA ACCOMMODATIONS ARE AVAILABLE UPON REQUEST

- Listening Devices
- Available Breaks
- ADA Free Parking in Green lot off 11th



I HAVE MY RED AND WHITE SUMMONS

The weekend before your report date - you call (253) 798-7782

- Continue calling in all week.
- If your number is told to come in, then please follow the instructions.
- If you cannot complete your jury duty listed on the Red Badge, please contact us via email as soon as possible.
- If your group is not called in for the next day, you should report to work or do whatever you would normally do.
- pcjuryoffice@co.pierce.wa.us

**PRESIDING JUDGE ELIZABETH MARTIN
COURT ADMINISTRATOR CHRIS GADDIS**