

Current Insert Information

Inserts are all printed on 8.5" x 11" paper with black ink only.

The Prospective Juror letter is simplex.

The Information about Jury Duty and the Map & Directions are printed duplex with the Map and Directions page being the 'front' of the document.

The Prospective Juror letter is the only one that will change. It will change every two years when a new Presiding Judge is elected.

None of the information is of a variable nature in the inserts.



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN MATEO**
400 County Center
Redwood City, CA 94063
Telephone 650-599-1700 or TTY 650-599-7205
www.sanmateocourt.org



Dear San Mateo County Prospective Juror:

Welcome to jury service in San Mateo County. We hope this will prove to be an interesting experience for you. The judges of our court value your time as a prospective juror and we understand you have obligations to your employer, business and family that are temporarily interrupted while you perform this duty. We make every effort not to call you in unnecessarily.

One of the greatest concerns you may have is the length of your service. About eighty percent of prospective jurors serve just one day. If you are selected as a juror on a trial, typically your service will be three to five days. Out of respect for your personal and professional commitments, we offer you the opportunity to postpone your jury service one time for up to six months from the original appearance date. Please refer to the Summons for Jury Duty for specific information regarding postponements. We also provide the ability for you to request a continuance online on our website: www.sanmateocourt.org, click on "jury duty" to access your record.

Under state law, San Mateo County comprises one judicial district. As such you may be randomly assigned to any of our three court locations: Redwood City, San Mateo or South San Francisco. We understand that the court to which you have been summoned may not be the closest to your home; however, the random assignments made are done to conform to California law.

In an effort to make your time spent serving as jurors integrate seamlessly into your schedules, we have strived to improve juror accommodations for you. We hope you will find our improvements significant and helpful. We now offer free wireless Internet access so that you may bring your laptop and stay connected while you are in the courthouse (please inquire with staff about designated locations). We also have computers with free Internet access located in the Juror Assembly Rooms. Many prospective jurors have used these services to work away from the office while awaiting courtroom assignment.

In addition to making improvements for San Mateo jurors, the court has a number of online services, called "e-court", for the residents of San Mateo County. We implemented e-court because we feel that providing information and assistance over the Internet is a user-friendly way to deliver services at a time and location that is convenient to the community. These Internet-based services include a virtual self-help center, I-CAN (a program that helps you fill out required court forms) and an online Traffic System - you can pay your traffic ticket, sign up for traffic school, schedule a hearing date or request a 30-day extension. We encourage you to visit the court's web site at www.sanmateocourt.org to see our e-court.

We value your ideas and input. If you have any thoughts as to how we can improve our service to you, please feel free to write to either of us at the address above. On behalf of all the judges in San Mateo County, thank you for your attention to this summons and for your service. We hope to thank you personally for the service you give to our community.

Hon. Robert D. Foiles
Presiding Judge

Hon. Joseph C. Scott
Assistant Presiding Judge

Information about Jury Duty

(map and directions to courthouse on reverse)

Eligibility Period

California has a “one-day or one-trial” term of jury service. This means that a trial juror serves for one day or for the duration of one trial. Statewide, the majority of jurors serve for just one day. Most trials are completed within one week. After you serve one day or are seated for one trial, you are exempt from further jury service for 12 months.

Jury Selection

Because we pull from the DMV system and the list of registered voters, if you are known by more than one name the system will count you as two different people. For instance, at the DMV, if your license reads “John Andrew Smith” and with voters registration you register as “John A. Smith” the DMV and voters registration systems will think you are two different people. Additionally, the same will occur if you have two different addresses at DMV and voters registration: for instance if you have a PO Box and a street address.

To correct this duplication: Please contact DMV or Voters Registration. Voters Registration’s phone number is 650-312-5222. You will need to make an appointment to change your name at DMV, go online at www.dmv.ca.gov or call 1-800-777-0133 (TTY 1-800-368-4327). Please note that the Court is unable to edit the DMV’s or Voters Registration’s systems.

Exclusion From Jury Duty

The only legal reasons to be excused from jury duty are listed under the “Request for Exemption” section located on your Jury Summons. Personal inconvenience, dependent care, financial or business hardship are not legal excuses. The only person who can excuse you for any reason other than those listed on the Jury Summons, is the judge when you appear for your jury duty. By state law, no one can be permanently removed from the jury system for any reason.

Transferring Jury Duty to a Different Courthouse

While we understand that sometimes the courthouse you are assigned to is not the one closest to your home or work, we are unable to take into account your proximity to a particular court facility because, under state law, San Mateo County is one judicial district.

Children’s Waiting Room

The Children’s Waiting Room at the Redwood City Courthouse is a free service for children of jurors and prospective jurors. Children must be at least 2 ½ and toilet trained. For more information, please call the room at 650-363-4307.

Court Security

The law [PC §171(b)] prohibits anyone from entering a public building with any weapon. This includes, but is not limited to, pocketknives, scissors, box cutters, bottle openers, metal tools, mace or anything else that can be used as a weapon.

Juror Compensation

Jurors who appear for more than one day will receive \$15.00 per day and will receive mileage compensation at a rate of 34 cents per mile, one-way from your city of residence to the court location at which you serve. Payment begins on the second day. Payment is mailed to you the month after your jury service. Government or public entity employees who receive regular compensation and benefits while performing jury service will not receive juror pay (Civil Code of Procedure sections §215 & §481.200). If you are a government or public entity employee and you appear for more than one day, you will receive a check for the mileage reimbursement only.

Assistive Listening Devices

Assistive listening devices are available upon request. Please notify the Jury Commissioner’s Office (650-599-1700 or TTY 650-599-7205) in advance of your summons date.

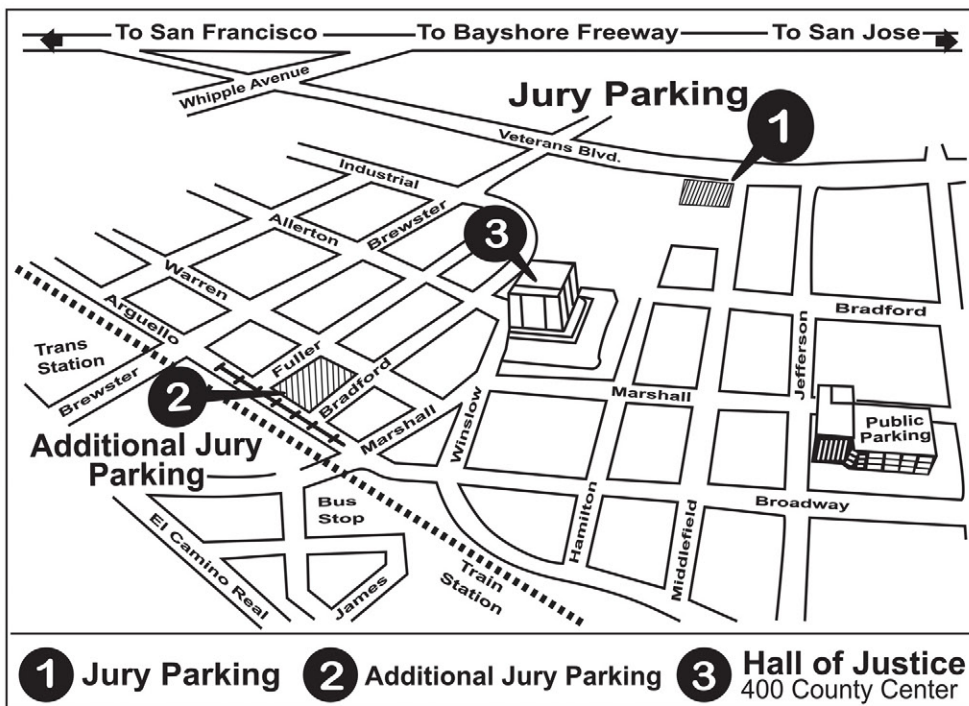
Employer Retaliation

State law prohibits discrimination or retaliation against an employee for taking time off to serve as a juror (California Labor Code §230(a)).



Maps and Directions to Courthouses

(further information about jury duty on reverse)



Redwood City – Hall of Justice – Southern Courthouse
400 County Center, Redwood City

Southbound on Highway 101: take the Whipple Avenue exit. This exit places you on Veterans Blvd. Proceed straight on Veterans Blvd. to Middlefield Road. Turn right onto Middlefield Road. Turn right into the County parking lot and park in the Jury parking lot on the right-hand side.

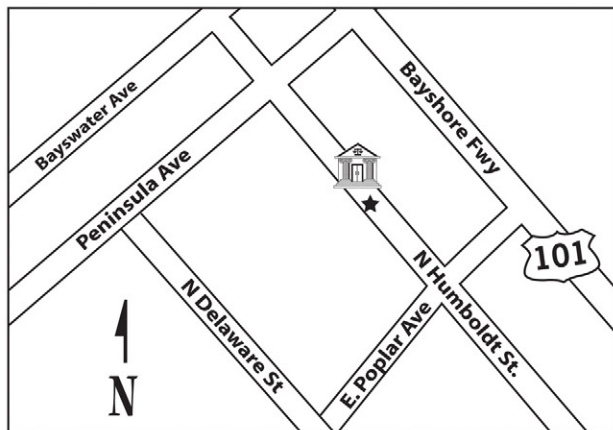
Northbound on Highway 101: take the Whipple Avenue exit. Turn left onto Whipple, at the next light, turn left on Veterans Blvd. Follow directions above to get to the jury parking lot from Veterans Blvd. Place your parking permit (located on your summons) on your dashboard.

Additional parking is available at the “J” marked meters on Arguello between Marshall and Brewster (see map). Please display your parking permit on your dashboard.

The jury assembly room is located in the basement of 400 County Center, the stairs and elevators are located to the right of the security check-point.

- 1** Jury Parking
- 2** Additional Jury Parking
- 3** Hall of Justice
400 County Center

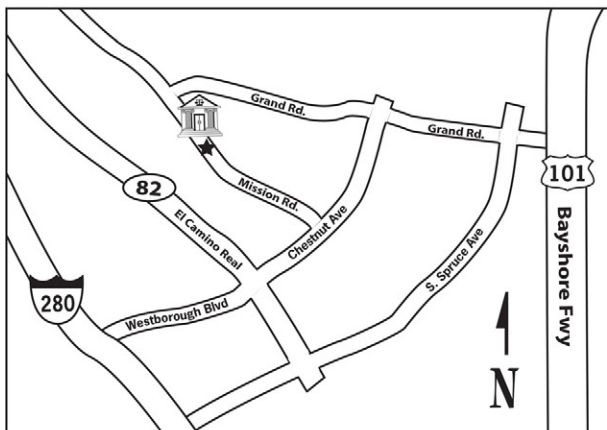
San Mateo Courthouse – Central Courthouse
800 N. Humboldt, San Mateo



If you are traveling north on Highway 101, take the Peninsula Avenue exit and proceed over the overpass. When you come off the overpass, enter the left hand turn lane at the first traffic signal. Turn left and you will be on North Humboldt Street. The court will be on your left, halfway down the block.

If you are traveling south on Highway 101, take the Poplar Avenue off-ramp. Turn right at the first traffic signal light and you will be on North Humboldt Street. The court will be on your right at 800 N. Humboldt.

South San Francisco Courthouse – Northern Courthouse
1050 Mission Road, South San Francisco



From Highway 101: take the Grand Avenue exit. Proceed west on Grand Avenue, approximately 1.5 miles, to Mission Road. Turn left onto Mission Road. The court will be on your left, halfway down the first block.

From Highway 280: take the Westborough exit. Traveling south from San Francisco area, turn left onto Westborough. Traveling north from San Mateo area, turn right onto Westborough. Proceed east on Westborough, approximately 1.5 miles, to El Camino Real. Go straight, crossing over El Camino Real. As you cross El Camino Real, the street becomes Chestnut. At the second stop light on Chestnut, turn left onto Mission Road. The Court is on the right at 1050 Mission Road.



Take public transportation to the Court. Use www.511.org or call 1-800-660-4287

(TTY 1-650-508-6448) to plan your trip!

www.sanmateocourt.org