

U.S. DISTRICT COURT HOTEL INFORMATION

SCRANTON DIVISION

Below are some answers to frequently asked questions about planning an overnight stay during your jury service. If you have additional questions, please call the Jury Administration Office at 1-800-578-1707.

HOTEL FAQ:

1. [Do I qualify for overnight accommodations?](#)

If you live more than 60 miles (one way) from the courthouse, or one hour travel time (one way) from residence to courthouse.

2. [How do I find a hotel close to the Courthouse?](#)

Below are a few options for hotels that offer rooms at the Government Rate.

3. [How much is the daily per diem?](#)

The daily lodging per diem for Scranton Division is \$110. When booking your hotel, **request the Government Rate**. You will also be paid a daily meal stipend of \$64.

4. [What do I take to check in at hotel?](#)

You will present your **Summons** to the hotel clerk to verify eligibility for Government Rate, and you also must present a **Tax-Exempt form**. (Please contact the Jury Clerk for a printable version)

5. [What if I want to stay at a different hotel?](#)

You can stay at a hotel of your own choosing, however, **if you elect lodging in excess of the per diem, you will be responsible for the overage.**

6. [Do I have to pay up front for my room?](#)

You will pay up front for your room and submit your receipt to the jury staff for reimbursement.

7. [What if paying for a hotel causes a financial hardship?](#)

Please contact the Jury Clerk at 1-800-578-1707 prior to your selection date to request hotel accommodations because it would cause a financial hardship to cover the cost yourself.

8. [If I pay for my own room, how and when will I be reimbursed for my expenses?](#)

To claim reimbursement, you **MUST** submit your hotel receipt to the jury clerk during check in. The jury clerk will give you an Authorization for Per Diem Expense form (AO J-05) to complete and attach to your receipt. Your per diem will be include in your weekly jury check.

9. [What if I can't find a room at the Government Rate?](#)

If you can't find a hotel that offers the Government Rate, please contact the Jury Clerk for help.

Hotel Options:

- Hilton Scranton & Conference Center
100 Adams Avenue
Scranton, PA 18503
570-343-3000 (Dial Zero)