

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN

In Re: PROCEDURES REGARDING
JURORS WHO FAIL TO APPEAR

Administrative Order
No. 24-MS-043

If any person summoned for possible service in a grand or petit jury fails to appear as directed, the following procedures shall apply:


- A. The Clerk shall issue a notification to the summoned person, directing the person to contact the jury clerk. If the person presents a reasonable excuse for failure to appear, the jury clerk has discretion to continue the person's appearance to another term. If the person fails to contact the jury clerk or presents an unacceptable excuse, the jury clerk shall first verify the juror's address and then refer the matter to the designated magistrate judge.
- B. The designated magistrate judge may issue an order to show cause directing the person to appear and show cause why the person should not be held in contempt of court for failure to appear for jury service as summoned. The order to show cause shall be served upon the person by certified mail to the person's last known current address, unless otherwise directed.
- C. If a person fails to appear as ordered, a warrant may be issued for the person's arrest. A person so arrested shall be taken before a United States Magistrate Judge of this court for further proceedings.

Any person appearing before the Court in response to an order to show cause or warrant for arrest shall show cause why the person should not be held in contempt for failure to appear for the jury service as summoned. If the person presents a reasonable excuse, the designated magistrate judge shall have discretion to continue, excuse, or defer the juror's service. Otherwise, the designated magistrate judge shall forthwith certify facts establishing probable cause and refer the matter to the Chief Judge for scheduling of a contempt hearing. 28 U.S.C. § 636(e). The Chief Judge shall thereupon hear the evidence and, if it is such as to warrant punishment, punish such person for contempt of court for noncompliance with a summons. The person may be fined not more than \$1,000, imprisoned not more than three days, ordered to perform community service, or any combination thereof. 28 U.S.C. § 1866(g).

This order supersedes Administrative Order 01-002.

FOR THE COURT:

Dated: June 17, 2024


HALA Y. JARBOU
CHIEF UNITED STATES DISTRICT JUDGE