



Office of the Clerk, Thomas L. Dorwin

SUMMONS FOR FEDERAL JURY SERVICE

UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN



999 99 (NAME)
(ADDRESS)
(CITY/STATE/ZIP)

Participant Number: _____

Juror Number: _____

JURY TERM BEGINS: _____

(Begin checking your status after 12 noon on the Friday before the above date.)

Only report in person if instructed to appear.

Each jury term is four (4) weeks.

Reporting status is updated each week.

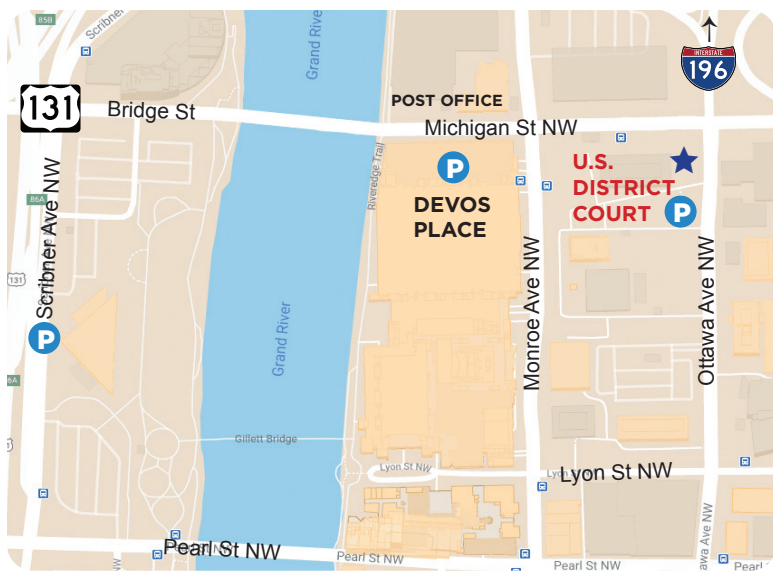
YOUR JURY SERVICE LOCATION:

GERALD R. FORD FEDERAL BUILDING

110 Michigan St. NW

Room 201 (Jury Assembly Room)

Grand Rapids, MI 49503



U.S. District Court 110 Michigan St., NW, Grand Rapids, MI 49503
Parking Available Ottawa Avenue Government Ramp, DeVos Place or Scribner Avenue lot

Thank you in advance for fulfilling one of American citizens' most important responsibilities—jury duty. This federal court randomly draws citizens from Western Michigan to serve on its juries. You may be called outside of your county of residence for this federal jury service.

STEP 1 – COMPLETE QUESTIONNAIRE

Visit the court's website at www.miwd.uscourts.gov/jury and use eJUROR to complete the questionnaire **within ten (10) days.**

To request a paper questionnaire, call **(800) 446-8713** and one will be mailed to you. We will allow you additional time to mail it back.

We require questionnaires to be completed by all summoned jurors (or their representative) before any disqualification, excuse or postponement request can be processed. If you have moved, changed your name, are not a U.S. citizen, or have been convicted of a felony, you will provide this information as part of completing the questionnaire.

STEP 2 – SUBMIT ANY REQUESTS

Requests to be excused or to have your term deferred will only be processed after your questionnaire has been completed. Refer to the back of this Summons for more information on submitting a request. **DO NOT WAIT UNTIL YOU ARE REQUIRED TO REPORT BEFORE SUBMITTING YOUR EXCUSE REQUEST.**

If you are age 70 or above, we welcome your service! However, if you are unable to serve or do not wish to serve, we will excuse you upon request. Medical documentation is not required if age 70 or above.

STEP 3 – CHECK REPORTING STATUS

Call (800) 553-6050 or log into eJUROR

Your initial reporting status will be available on the Friday before your Jury Term begins (after 12 noon). Follow the reporting status instructions for when to check for an updated status.

STEP 4 – REPORT ONLY IF REQUIRED

We value your time and only require you to appear in person if needed for a jury selection. Follow the reporting instructions, including checking back for updates as necessary. Trials may be rescheduled or canceled on short notice. **If you fail to check your reporting status and appear for jury service unnecessarily, we cannot pay you.**

Helpful information on planning your visit to our Court is contained on the back of this form and on our website.

If instructed to appear in person, please bring your PHOTO ID and this Summons with you.

The U.S. Constitution guarantees all people the right to trial by an impartial jury. The law requires your service.

Frequently Asked Questions...

WHY AM I SUMMONED OUTSIDE OF MY LOCAL AREA?

As a federal court, our jurisdiction encompasses multiple counties throughout Western Michigan. Visit our website for a complete list.

WHO IS QUALIFIED TO SERVE ON THE JURY?

You must be at least age 18, a citizen of the U.S., reside in the Western District for at least one year, speak/write/understand English, be mentally and physically able to serve, and not have a pending criminal charge or prior felony conviction that revoked your right to serve on a jury. Complete a questionnaire even if you think you are not qualified. We may ask you to provide additional documentation. We will notify you if you are disqualified from service.

WHO IS EXEMPT FROM FEDERAL JURY SERVICE?

Active military service members, members of fire or police departments, and public officers elected to or directly appointed by someone elected to office are exempt from federal jury service. Complete a questionnaire and we will verify your exemption status.

WHO CAN BE EXCUSED UPON REQUEST?

Complete a questionnaire and you will be excused upon request if you: 1) are least age 70, or 2) have served on a jury in this federal court in the past two years, or 3) are a member of a volunteer fire department, rescue squad or public agency ambulance crew.

CAN I POSTPONE MY JURY DUTY?

We understand life happens. If you cannot serve during the time specified, you may ask to be deferred to a later term. Submit your request through **eJUROR**, or by mail, email or fax. Depending on your situation, we may be able to partially excuse you for specific dates during your upcoming jury term.

WHEN DO I SUBMIT A HARDSHIP EXCUSE REQUEST?

Do not wait until you are instructed to appear in person before requesting to be excused. Excuse requests must be submitted at least five (5) days prior to the start of your jury term.

HOW DO I SUBMIT A HARDSHIP EXCUSE REQUEST?

Use the **Request for Excuse/Deferral form** on our website, or email, fax or mail your request to us. If your hardship involves a medical condition, you must submit a doctor's note explaining why you cannot serve (*a special form is not required*).

If you are employed, the note must also address why your medical hardship permits you to work but not serve on a jury.

WHAT IF MY EXCUSE REQUEST IS DENIED?

Excuse requests are reviewed by a federal judge. You will be notified of the decision. If your request is denied, you will have an opportunity to explain your hardship to the judge in court should you be required to appear for a jury selection.

HOW LONG DOES MY JURY SERVICE LAST?

Jury terms are four (4) weeks. Typically, jurors check their status once each week and appear in person once for jury selection. If required to appear and selected as a juror, a trial normally begins the same day. Trials average 3-5 weekdays; however, the judge will let you know the expected length of trial during jury selection. If chosen as a juror, your service is completed when the trial ends.

NOTE: A trial which begins during your term may extend beyond the end of the four-week term.

HOW AND WHEN DO I CHECK MY REPORTING STATUS?

Begin checking your status after 12 noon on the Friday before the start of your term. Call (800) 553-6050 or log into eJUROR.

WILL I BE PAID?

Jurors who are non-federal employees will receive a \$50 daily attendance fee, plus round-trip mileage for each day of service.

CAN I TRAVEL THE NIGHT BEFORE / STAY OVERNIGHT?

If selected to appear and you live at least 75 miles one way (or 50 miles during winter months), you may choose to stay overnight in a hotel of your choice or stay with family/friends. (You should request the government rate, if available, when reserving your room.) Hotel receipts **MUST** be submitted to us in order to be reimbursed. You will receive your actual lodging expenses up to and including the current government rate, plus taxes. You will receive reimbursement at the government rate for meals and incidentals (*receipts not necessary*). Check our website for current government rates, as well as some area hotel information. PLEASE always verify your reporting instructions before traveling and check out in a timely manner. We cannot reimburse expenses if you were not required to report or if you incur late charges/cancellation fees.

WHERE SHOULD I PARK?

Nearby parking is shown on the map on the front of this form. We reimburse for parking upon proof of a paid receipt or, where available, we will validate your parking once per day. **We cannot reimburse for parking tickets.**

WHAT MAY I BRING TO THE COURTHOUSE?

As a federal facility, you should expect airport-style screening. You may be asked to remove shoes or other items. Please allow a few extra minutes for this essential safety process. Bring photo ID and this Summons. You may also bring your phone (Wi-Fi is not available), beverages, snacks and reading material. **DO NOT** bring any weapons, knives, blades, tools, other sharp objects, or aerosol sprays.

WHAT SHOULD I WEAR?

Please use good judgment when dressing for jury duty. Distracting or disturbing clothing, shorts, tank tops and flip flops are prohibited. Dressing in layers is advised due to cooler courtroom temperatures.

WHAT IF I DO NOT RESPOND OR APPEAR?

Federal law requires that upon receiving this summons, you fill out a qualification questionnaire and, if called to do so, appear in person. Otherwise, you may be ordered to appear before a federal judge to explain why you failed to fulfill your legal obligation. If found in contempt, you may be fined up to \$1,000, imprisoned up to three days and/or ordered to perform community service.

OUR CONTACT INFORMATION

Website/eJUROR: www.miwd.uscourts.gov/jury

Paper Questionnaire Requests: (800) 446-8713

Email: jury@miwd.uscourts.gov

Fax: (616) 432-6987

Jury Department: (800) 553-6050 or (616) 456-2383

Mailing Address: U.S. District Court

Attn: Jury Dept.

110 Michigan NW, Room 399

Grand Rapids, MI 49503

JUROR REPORTING STATUS INFO:

(800) 553-6050