



Office of the Clerk, Ann E. Filkins

SUMMONS FOR FEDERAL JURY SERVICE

UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN

STEP 1 – COMPLETE QUESTIONNAIRE

You (or someone on your behalf) **MUST** complete a qualification questionnaire within 10 days of receipt of this federal summons. The questionnaire will prompt for any name or address changes. Provide an email address, if possible. A completed questionnaire must be received by the court before any other requests will be processed.

To complete the questionnaire electronically:

- (1) www.miwd.uscourts.gov/jury
- (2) Click eJuror (Respond Online/Check status)
- (3) Follow prompts and submit questionnaire
- (4) If you need a **PAPER** questionnaire or have questions, please call the automated **JURY ASSIST LINE at (800) 446-8713**.

NOTE: If you are age 70 or above and do not wish to serve, select the "Over 70" exemption when completing the questionnaire. No other reason is required. A confirmation will be sent to you once excused.

IMPORTANT: All dates of travel, appointments or other conflicts must be disclosed before the start of the jury term. The back of this form contains information regarding excuse/postponement requests.

STEP 2 – CHECK REPORTING STATUS (for those not excused or postponed)

FIRST STATUS: Reporting information for Week 1 will be available after 12 noon on Friday BEFORE the term begins.

WEEKS 2-4: If you are not selected to report the first week, you must continue to check your status once each week until either the term ends or you have been selected and served as a juror in a trial.

HOW TO CHECK REPORTING STATUS:

- (1) Call (800) 553-6050 -or- log into eJUROR
- (2) Enter your 9-digit PARTICIPANT NUMBER
- (3) Follow the instructions given

STEP 3 – REPORT ONLY IF REQUIRED

Not all qualified persons will have to report in person. If you report to court unnecessarily without checking your reporting status, the court cannot pay you. The Jury Office cannot process excuse requests submitted after you are notified to appear in person.

If you are required to appear in person for jury selection, **BRING YOUR PHOTO ID AND THIS SUMMONS FORM WITH YOU.**

PARTICIPANT NUMBER:

JUROR NUMBER:

JURY TERM BEGINS:

LENGTH OF TERM: 4 WEEKS

**DO NOT REPORT IN PERSON
UNLESS INSTRUCTED TO DO SO**

YOUR JURY SERVICE LOCATION:

THIS IS A COURT ORDER. FAILURE TO RESPOND AND/OR APPEAR MAY RESULT IN A FINE OF UP TO \$1,000, IMPRISONMENT OF UP TO (3) DAYS, ORDER TO PERFORM COMMUNITY SERVICE, OR SOME COMBINATION THEREOF. 28 U.S.C. § 1866(g). The 5th Amendment to the U.S. Constitution guarantees all people the right to a trial by jury. The law requires your service.

FEDERAL JURY SERVICE INFORMATION



Federal Court Jurisdiction

This federal court's jurisdiction covers 49 counties within the State of Michigan and has only 4 reporting locations. You are summoned to the reporting location nearest the address on your voter registration or driver's license/state identification card.



Name and/or Address Change

If your current name and/or address does not match what is on the summons form, please provide updated information when completing the questionnaire. If you still reside within this district's jurisdiction, you may need to be re-summoned to a different reporting location. If you no longer reside within this district, you will be disqualified from service.



Active Military, Elected Officials, Police/Fire/Safety Personnel

Complete questionnaire and select applicable item. Do not submit a separate request. Upon review, the court will exempt you from jury service.



Persons Aged 70 or Above

The court offers an exemption to citizens who are age 70 and above who do not wish to serve. No reason is required other than to select the "Over 70" reason when completing the qualification questionnaire.



Non-U.S. Citizens

Complete questionnaire and select applicable item. Do not submit a separate request. Upon review, the court will disqualify you.



College Students

Complete questionnaire and include school information. Students are not automatically excused and may request postponement to more convenient summer or winter terms when possible. Students who attend school outside of the court's jurisdiction should update their address information and provide dates of their absence from this district/state. The court will do its best to accommodate student needs.



Pending Charges/Prior Convictions

Complete questionnaire which will ask about any pending criminal charges and/or prior convictions. In most situations, the court will notify you of disqualification unless you provide information that your right to serve on a jury has been restored.



Health (Mental/Physical) Impairments

Complete questionnaire and indicate physical/mental status. An excuse request will be required, along with a doctor's statement indicating the nature of the impairment. If the summoned person is currently employed, the medical statement must explain why the person can work but not serve as a juror.



Travel / Prior Commitment / Appointments

Complete questionnaire and indicate specific dates within the 4-week jury term that may conflict with travel plans or other scheduled commitments. Upon review, the court may be able to accommodate you during the term or may postpone you to a new term.



Financial / Business / Employment Hardship

In most situations, the court expects a person summoned, and otherwise qualified, to appear and participate in the jury selection process (if required). During the selection process, each person will have an opportunity to explain to the judge and attorneys on the case a hardship that might result from serving as a juror. The judge may choose to excuse at that time.



Childcare / Care Givers for Minors or Elderly Persons

The court does not provide childcare, nor are children permitted to attend court proceedings. Accommodations should be made in advance if a parent or care giver for minors or elderly persons is required to appear for jury selection. Generally, if another adult resides in the household or is available as an alternate care giver, the summoned person will need to appear (if required) and participate in the jury selection process. The summoned person will have an opportunity to explain their situation, and the judge may choose to excuse at that time.



Transportation

The court does not provide transportation to or from any reporting location. A person without reliable transportation and/or a driver's license should indicate such on their questionnaire and attempt to make alternate transportation arrangements if they are required to appear for a jury selection. A summoned person who is required to appear will receive roundtrip mileage on their juror check regardless of the travel method used; however, the court is not allowed to reimburse for taxi service or traffic tickets.



Attendance Fees/Parking/Mileage

If required to appear in person, federal jurors receive \$50 per day, validated or reimbursed parking expenses (refer to map on front of this form) and round-trip mileage. All payments are made via check, typically within 10-15 days.



Entering Federal Courthouse

If required to report in person, expect airport-style security screening. You may be asked to remove shoes, belts, other items. Cell phones are allowed for jurors only (Wi-Fi is not available). Do not bring any weapons, knives, blades, tools, other sharp objects, or aerosol sprays. Avoid perfume/scents. Food (sack lunch/snacks) and drink are permitted (only water may be consumed in courtroom). Additional information will be provided should you need to report.



Overnight Accommodation

Jurors who must travel 50 miles in winter or 75 miles in summer from home to court may arrange for overnight lodging, reimbursed up to current federal government rate. Additional information will be provided if you are required to appear in person for jury selection.

HOW TO SUBMIT EXCUSE / POSTPONEMENT REQUEST

The jury office cannot excuse you over the telephone. Requests must be submitted in writing. To allow the jury office to process requests as quickly as possible, **ONLY SUBMIT A REQUEST ONCE.**

*To submit a request electronically via eJUROR:

- Read all information on this form
- Complete qualification questionnaire
- Log into eJUROR and select the Excuse/ Postpone / Partial Excusal tab.
- Upload supporting documentation, if applicable

[Note: you will receive a message that your status does not allow you to submit a request via eJUROR if your questionnaire is still pending review by the jury office.]

*To submit a request electronically via court's website:

- Read all information on this form
- Complete qualification questionnaire
- Go to the court's website: www.miwd.uscourts.gov/jury
- Select the tab "Request an Excuse or Deferral"
- Follow the instructions to submit the form online
- Use Upload File option in eJuror or email any supporting documentation to jury@miwd.uscourts.gov

*To submit a request in paper format:

- Read all information on this form
- Request a paper questionnaire at (800) 446-8713
- Mail excuse/postponement request, doctor's note, etc., along with completed paper questionnaire (if not already submitted) to the jury office at the address below.

The court will notify you by email or letter once your request has been reviewed and a decision has been made. In some instances, the jury office may contact you for additional information. If your request is denied and you are required to appear in person for a jury selection, you will have an opportunity to explain your situation to the judge during that process.

CONTACT INFORMATION

Automated Information

Paper Questionnaire Requests: (800) 446-8713

Juror Assist Line (800) 446-8713

Juror Reporting Status: (800) 553-6050

Mailing Address:

U.S. District Court
Attn: Jury Dept.
110 Michigan NW, Room 399
Grand Rapids, MI 49503

Website/eJUROR:

Scan QR code or visit www.miwd.uscourts.gov/jury



Email: jury@miwd.uscourts.gov

Fax: (616) 432-6987

Jury Department:

(800) 553-6050 or

(616) 456-2383