



SAMPLE

Office of the Clerk, Ann E. Filkins

SUMMONS FOR FEDERAL JURY SERVICE

UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN

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

STEP 1 - COMPLETE QUESTIONNAIRE

Within 10 days, access the electronic qualification questionnaire on the Court's website:

- (1) www.miwd.uscourts.gov/jury
- (2) Click eJUROR (Respond Online/Check status)
- (3) Follow prompts for qualification questionnaire

If you have questions or need a PAPER questionnaire mailed to you, please call the **JURY ASSIST LINE (800) 446-8713**

Participant Number:

Juror Number:

JURY TERM BEGINS:

****Each jury term is 4 weeks****

DO NOT APPEAR IN PERSON UNLESS INSTRUCTED TO DO SO.

Refer to the back of this form for more information.

YOUR JURY SERVICE LOCATION:

(REPORTING ADDRESS APPEARS HERE)

(CITY MAP APPEARS HERE)

STEP 2 - SUBMIT ANY REQUESTS

A qualification questionnaire must be completed before submitting a deferral or excuse request. Refer to the back of this form or call the **JURY ASSIST LINE (800) 446-8713** for more information.

If you need to submit a request (electronically):

- (1) Complete online Questionnaire and Exit eJUROR
 - (2) Return to the website: www.miwd.uscourts.gov/jury
 - (3) Click Request an Excuse or Deferral and follow instructions
 - (4) We will notify you once your request has been processed.
- If sending a request in paper, see back of this form for address.

STEP 3 - CHECK REPORTING STATUS

After 12 noon, on the Friday before your Jury Term Begins, you will need to check your reporting status:

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

STEP 4 - REPORT ONLY IF REQUIRED

DO NOT APPEAR IN PERSON UNLESS INSTRUCTED TO DO SO. Trials may cancel or be rescheduled on short notice. We are unable to pay you if you appear unnecessarily and were found to have not checked your confirmed reporting instructions.

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

Frequently Asked Questions...

WHO IS QUALIFIED TO SERVE ON THE JURY?

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

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?

Ask to be deferred to a later term if necessary. Submit your request through **eJUROR**, or by mail, email or fax. Depending on the situation, we may be able to partially excuse for specific dates during your 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. Once you are notified to appear in person, the judge may excuse you in court.

HOW DO I SUBMIT A HARDSHIP EXCUSE REQUEST?

Use the **Request for Excuse/Deferral form** on our website, or email, fax or mail the request to us. Medical hardships should include a doctor's note (*a special form is not required*). **If you are employed, the note must also address why you cannot 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. 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. A trial normally begins the same day as a jury selection. Trials average 3-5 weekdays. The judge will let you know the expected length of trial during jury selection.

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?

Non-federal employees receive \$50 daily, plus round-trip mileage for each day of service.

CAN I TRAVEL THE NIGHT BEFORE / STAY OVERNIGHT?

You may qualify for subsistence (if you live at least 75 miles one way or 50 miles during winter months) and if selected to appear, you may choose to stay overnight in a hotel of your choice or stay with family/friends. Request the federal government rate when reserving your room as this is the MAXIMUM per night rate that we can reimburse. Hotel receipts **MUST** be submitted in order to be reimbursed. Check our website for current government rates, as well as some area hotel information. 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, if you do not qualify for subsistence, or if you incur late charges/cancellation fees.

WHERE SHOULD I PARK?

Refer to 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?

Expect airport-style screening. You may be asked to remove shoes/other items. Allow time for this essential safety process. Bring photo ID and this Summons. You may bring a cell phone (WI-FI is not available). **DO NOT** bring any weapons, knives, blades, tools, other sharp objects, or aerosol sprays.

WHAT SHOULD I WEAR?

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 you to complete a qualification questionnaire and, if qualified and called to do so, appear in person. Failure to appear may require your appearance before a federal judge to explain why you failed to fulfill your legal obligation. If held in contempt, you may be fined \$1,000, imprisoned up to 3 days, and/or ordered to perform community service.

OUR CONTACT INFORMATION

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

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**

Jury Assist Line: (800) 446-8713

Juror Reporting Status (automated): (800) 553-6050