

GRAND JURY REPORTING INSTRUCTIONS



IN THE UNITED STATES DISTRICT COURT FOR THE CENTRAL DISTRICT OF ILLINOIS - SPRINGFIELD DIVISION FEBRUARY 2007 GRAND JURY

AT SPRINGFIELD

We welcome you as a Prospective Grand Juror in the United States District Court for the Central District of Illinois. Please read the following material and keep it available for reference during your term of jury service.

YOU ARE TO REPORT TO: THE UNITED STATES DISTRICT CLERK'S OFFICE, THE PAUL FINDLEY FEDERAL BUILDING, 600 EAST MONROE ST. -- ROOM 138, AT SPRINGFIELD, ILLINOIS
A reminder letter will be mailed to you approximately one (1) week prior to your reporting date. FOR DIRECTIONS PLEASE SEE THE ENCLOSED MAP.

ALL REQUESTS TO BE EXCUSED MUST BE SUBMITTED *****IN WRITING***** TO THE JURY ADMINISTRATOR. THOSE LETTERS WILL THEN BE FORWARDED TO CHIEF JUDGE MCCUSKEY FOR HIS CONSIDERATION. YOU WILL BE NOTIFIED BY MAIL OF HIS DECISION.

JUROR SELECTION SOURCES

The names of grand and petit jurors are selected at random from the gubernatorial general election voters' registration lists.

PLEASE COMPLETE THE BOTTOM HALF OF THE SUMMONS AND RETURN IN THE ENCLOSED POSTAGE-PAID ENVELOPE.

TERM OF SERVICE

Approximately seventy-five (75) summonses have been mailed to prospective grand jurors. Of those seventy-five persons, twenty-three people will actually be selected and sworn to serve on the **GRAND JURY PANEL**. An additional six (6) people will be selected and sworn as alternate Grand Jurors and will be called as needed. After jury selection has been completed, those people who are not selected will return home. Selected jurors will remain for further orientation by the U.S. Attorney and at that time will be furnished tentative dates of **THREE DAYS PER MONTH FOR A PERIOD OF EIGHTEEN (18) MONTHS**. A letter confirming those dates will be mailed to you each month approximately one week prior to the reporting date.

FEES

You will receive a \$40.00 attendance fee per day and 48.5 cents per mile round trip. A subsistence fee of \$125.00 is allowed if you live fifty (50) miles or more from the Court and must stay overnight. A list of hotels providing a federal

government rate is enclosed. **SEE THE ENCLOSED MAP. **HOTEL RECEIPTS ARE REQUIRED*****

Your check for attendance during any week you report for jury service will usually be mailed to you within twenty (20) days after appearance. Please allow a few days for the Post Office to make delivery.

A Federal Government Employee is not entitled to an attendance fee unless that person is in a non pay status during all or part of his/her period of jury service. If you are a Federal Government Employee, please make sure you notify the Clerk's office on your first appearance.

Attendance fees are considered taxable income. However, mileage and subsistence fees are **not**. You may deduct any expenses involved (i.e., baby-sitting costs). It will be necessary for you to keep record of the fees you receive as no tax has been withheld and no W-2 forms are furnished. However, you do not need to report the travel or subsistence allowance as income.

ATTENDANCE SLIPS

Attendance slips are available upon request. Again, please advise the Jury Administrator.

AVAILABLE PARKING RAMPS NEAR THE COURTHOUSE

THE THREE AUTHORIZED PARKING RAMPS ARE: **TWO MUNICIPAL PARKING RAMPS AND THE PRAIRIE CAPITOL CONVENTION CENTER PLAZA PARKING RAMP. SEE THE ENCLOSED MAP.**

THE **FIRST MUNICIPAL PARKING** is located at Seventh and Monroe Streets on the **NORTHEAST** Corner. You must enter from Seventh Street going **SOUTH** or from Monroe Street going **EAST**.

THE SECOND** MUNICIPAL RAMP** is located at Sixth Street and Capitol Avenue on the **Southeast** corner (the street directly behind the Courthouse). You must enter from Sixth Street going **NORTH**.

THE PRAIRIE CAPITOL CONVENTION CENTER PLAZA PARKING RAMP is located at Seventh and Washington Streets on the **SOUTHEAST** Corner. You must enter from Seventh Street going **SOUTH** or from Washington Street going **EAST**.

YOU MUST BRING YOUR PARKING TICKET WITH YOU FOR VALIDATION. *ANY OTHER PARKING WILL BE PAID BY THE JUROR INDIVIDUALLY*****

If you should have further questions you may contact the Jury Administrator:

Gloria Utsinger
U.S. Courthouse
600 East Monroe - Room 151
Springfield, IL 62701
217/492-4706