

# UNITED STATES DISTRICT COURT

Central District of Illinois, Urbana Division

201 S. Vine St., Urbana, IL 61802

(217) 373-5830



Welcome as a Petit Juror in the United States District Court for the Central District of Illinois - Urbana Division. Read the following instructions and keep them available during your term of jury service. These instructions answer some common questions about jury service. If you need further assistance, you may contact the Jury Clerk at (800) 207-7207, weekdays from 8:30 a.m. to 5:00 p.m.

**1. How long will my term as juror last?** You will be **"on call"** for a two month period.

Although you are "on call," you will only be required to report for jury selection a few times during your term of service. The number of times may vary depending on the needs of the Court. If you are selected for a trial that exceeds the service period, you will be required to serve until the completion of the trial.

## 2. Returning the Juror Information Form

You **MUST** complete the three-page questionnaire and the Juror Information Form attached to the lower half of your summons and return them to the Court within five (5) days of receiving them. A postage-paid reply envelope is enclosed for your convenience. **Please keep the top half of the summons and bring it with you when you are asked to report for jury selection.**

**3. How will I know when to report?** We use a toll-free number phone-in system to verify service dates. The recorded information is updated weekly. **The toll-free number is: 1-800-207-7207.**

You must begin calling the toll-free number after 6:00 p.m on the Thursday or Friday (or anytime Saturday or Sunday) during the week prior to the first day of your term of service as stated on your summons.

*When calling the toll-free number, it is very important that you listen carefully for specific instructions pertaining to your juror number. If your juror number is not called to report on a specific date and time, please listen carefully to the remainder of the message for information on when you are to call the toll-free number again.*

You may also check your reporting status online at: [www.ilcd.uscourts.gov/urbanajury.htm](http://www.ilcd.uscourts.gov/urbanajury.htm)

## ATTENDANCE OBLIGATIONS

**IT IS VERY IMPORTANT THAT YOU CALL THE 800 NUMBER AND FOLLOW ALL INSTRUCTIONS.**

You should be aware that Title 28, United States Code, Section 1866(g) provides, "Any person summoned for jury service who fails to appear as directed shall be ordered by the district court to appear forthwith and show cause for his/her failure to comply with the summons. Any person who fails to comply with the summons may be fined not more than \$100 or imprisoned not more than three days or both." **IF YOU FAIL TO CALL THE 800 NUMBER AND APPEAR UNNECESSARILY, YOU WILL NOT BE PAID FOR THAT APPEARANCE.**

**4. What if I have a doctor's appointment or a planned vacation?** Jurors may request a temporary absence from jury service. These absences are generally for appointments with a physician, scheduled vacation time, business obligations, etc. *Requests for temporary excuses will be automatically granted and you will not receive written notice of approval.* Please complete the enclosed Temporary Excuse form and return it with your questionnaire and juror information form. You may also notify the Court of unavailable dates by calling the Jury Clerk Monday through Friday from 8:30 - 5:00. Should you require more than two weeks off during your term, your request may need approval by the Court. In some cases, your term of service may be deferred to another date.

**5. Where is the Courthouse?** The U.S. Courthouse is located at 201 S. Vine Street in Urbana, at the corner of Vine and Elm Streets.

**6. Where do I park?** Juror parking is located one block south of the building in lot **10X**, at the corner of Vine and Illinois Streets. **PLACE PARKING PERMIT ON THE DASH OF YOUR CAR. You may be subject to a parking ticket/fine if you park anywhere other than Lot 10X.** Also, you will not be reimbursed if you park in the parking deck at Race and Elm Streets or at a meter. **If you require handicapped parking, please notify the clerk's office.**

**7. How can I be permanently excused?** Only the Judge can grant permanent excuses. Send a letter explaining the reason for your request, along with your completed three page questionnaire and juror information card. Unless you are notified that you have been permanently excused, you will be expected to report as directed.

## **COURTHOUSE SECURITY**

Everyone who enters the Courthouse must have a photo identification and must pass through a magnetometer, which senses metal. To expedite going through the security check station, please have your ID available and do NOT bring the following items with you (this list is by no means totally inclusive): Pagers; any and all knives; mace or pepper spray; footwear with safety steel toes; scissors; box or letter openers; cameras and other electronic devices; and large amounts of jewelry. Cellular phones must be turned off while in the courtroom. Otherwise, cell phones may be used outside of the building or on the second floor ONLY. We regret any inconvenience this may cause, but the security measures are for everyone's safety.

## **JUROR FEES**

You will receive an attendance fee of **\$40.00** per day plus mileage at the rate of **36** cents per mile round trip. Payments to jurors are made bi-weekly. Each juror is required to report his or her one way mileage on their first appearance. A subsistence fee is allowed if you live **fifty (50)** miles or more from the court and must spend the night. In order to obtain proper reimbursement, it is the juror's responsibility to provide the clerk with the **original itemized hotel bill**. Please check with the clerk's office for more information on overnight travel.

## **ORIENTATION**

Jurors will watch a movie on Petit Jury Service and will have an opportunity to ask questions at that time. The temperature in the courthouse can be **cool**, especially during the summer months. *You may be more comfortable with a sweater or light jacket.* Only those instructed to report for jury duty are allowed in juror orientation.

Generally, the Court will be in session from 9:00 to 4:30 p.m. Monday through Friday, unless the Judge instructs otherwise. During trial there will be a lunch break each day, as well as one short break in the morning and one in the afternoon.

**Please Note: The courthouse is not open before 8:00 a.m.**

If you have any questions during your term of service, please feel free to contact the Jury Clerk at 217/373-5830 or 800/207-7202.

This information is also available on the Court's web site at: [www.ilcd.uscourts.gov/urbanajury.htm](http://www.ilcd.uscourts.gov/urbanajury.htm)