

REPORTING INSTRUCTIONS

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF ILLINOIS SPRINGFIELD DIVISION



We welcome you as a Petit Juror in the United States District Court for the Illinois - Springfield Division. Please take a moment to read the following instructions and keep them available during your term of jury service. These instructions have been prepared to help answer some of the commonly asked questions about jury service. Our website is located at www.ilcd.uscourts.gov.

If you have any questions, you may contact the Jury Administrator at jury.springfield@ilcd.uscourts.gov.

Central District of
217/492-4706 or e-mail at

1. How long will my term as a juror last?

You will be on **"on call"** for a two month period.

Your juror number is the last 3 digits of the juror number listed on the summons. For example, 01-0053 would be juror number 53.

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. The jurors instructed to report are rotated within the panel to help minimize appearance dates. 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 Juror Information Form attached to the lower half of your summons and return it to the Court within **five (5) days** of receipt of the summons. Also please complete and return the questionnaire, answering all 20 questions.

ATTENDANCE OBLIGATIONS

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."

3. What if I have a doctor's appointment or a planned vacation?

The Court realizes that from time to time jurors may need to request a temporary absence from jury service. These absences are generally for appointments with a physician, scheduled vacation time, business obligations, etc. Because the Court will make every effort to accommodate temporary absences during your term, these absences **do not** constitute a valid reason for being excused from the entire term.

When requesting a temporary absence, you must make the request a minimum of **five (5) days in advance** of the date(s) you need to be excused. If you know the dates, you should include them on the **Vacation/Appointments Form** included in this packet & return it with your Juror Information Form. Please inform the Jury Administrator at 217/492-4706 as soon as you become aware of other dates that you would be unavailable. You may also e-mail your dates to jury.springfield@ilcd.uscourts.gov.

4. How will I know when to report?

You will receive written notice about one week in advance of your jury service. The notice will contain a specific reporting date with instructions as to the day and the time you are to call the toll-free number or check the website. **Please have your juror number available when you call or check the website.**

DO NOT REPORT FOR JURY DUTY UNTIL INSTRUCTED TO DO SO BY THE TOLL-FREE MESSAGE (1-800-860-8044) OR ON OUR WEBSITE AT www.ilcd.uscourts.gov.

(Please Turn Page)

Sometimes the trial for which you have been called will be canceled before its scheduled date. When this happens, you will receive a message with specific instructions as to your reporting date.

VERY IMPORTANT!

IF YOU FAIL TO CALL THE TOLL-FREE NUMBER OR CHECK THE WEBSITE AND APPEAR UNNECESSARILY, YOU WILL NOT BE PAID FOR THAT APPEARANCE.

5. Where is the Courthouse?

When you are instructed to report for jury duty, please report to the United States Courthouse & Federal Building, Room 138, 1st Floor, 600 East Monroe St. - Springfield, IL 62701. See the enclosed map.

6. Where Do I Park?

The Court has arranged public parking for jurors at three Parking Ramps near the Courthouse. See the enclosed map.

The First Municipal Parking Ramp (near the Hilton Hotel) 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 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 Plaza Parking Ramp (near the President Abraham Lincoln Hotel, Formerly Ramada) 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 WILL RECEIVE A PARKING TICKET UPON ENTERING THE RAMP. BRING YOUR PARKING TICKET WITH YOU FOR VALIDATION. DO NOT PARK ON THE STREET OR AT A PARKING METER. YOU WILL NOT HAVE TIME TO LEAVE THE COURT TO PAY METER CHARGES AND THE COURT IS NOT RESPONSIBLE FOR ANY PARKING VIOLATIONS.

7. Juror Fees

You will receive an attendance fee of \$40.00 per day plus mileage at the rate of 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 you choose to stay overnight. A list of hotels providing a federal government rate is enclosed. You may want to bring extra clothes in case you are selected as a juror and you decide to stay.

****ITEMIZED HOTEL RECEIPTS ARE REQUIRED**.** Attendance fees are considered taxable income. However, mileage and subsistence fees are not. You may deduct any expenses involved (i.e. babysitting costs). You will need to keep a record of the fees you receive as no tax has been withheld, and **no W-2 forms are furnished.**

8. Orientation

The first time that you report for jury service you will be greeted by a member of the Clerk's Office staff. Jurors will watch a movie on Petit Jury Service. During the orientation the Jury Administrator will be happy to answer your questions. Our goal is to make your jury service a rewarding and pleasurable experience. If you have any questions or concerns during the length of your term, please feel free to call the Jury Administrator at 217/492-4706.

Local Rule 83.7 states that electronic devices are not allowed in the courthouse. If you do enter the courthouse with an electronic device (which includes cellular phones) you will be asked to return it to your car. To avoid any delay, please do not bring electronic devices into the courthouse with you.

Generally the Court will be in session from 9:00 a.m. to 5:00 p.m. Monday thru Friday. The Court normally takes a lunch break at 12:00 noon to 1:30 p.m. There will also be a short break in the morning and again in the afternoon.

Please read this memorandum in its entirety. If you have further questions feel free to contact the Jury Administrator at 217/492-4706 or you may e-mail to jury.springfield@ilcd.uscourts.gov.

Gloria Utsinger
Jury Administrator
600 East Monroe - Room 151
Springfield, IL 62701