



JOHN M. WATERS
CLERK OF COURT

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS**

TEL: 309.793. 5778
FAX: 309.793. 5878

**OFFICE OF THE CLERK
40 POST OFFICE BUILDING
211 - 19TH STREET
ROCK ISLAND, ILLINOIS 61201**

Dear Juror,

We welcome you as a Petit Juror in the U.S. District Court for the Central District of Illinois. Our judicial district encompasses Rock Island, Henry, Mercer, Henderson and Warren counties. Please read the following material and keep it available for reference during your term of jury service.

PERIOD OF SERVICE

You will be on call for a period of two months commencing on your first reporting date.

NOTIFICATION OF JURY SERVICE

Normally, you will receive written notice at least one week in advance of your jury service. The notice will contain instructions for you to call the answering service on the evening or week-end before you are to report. Sometimes the trial for which you have been called will be cancelled before its scheduled date. When this happens, the answering machine will let you know if you need to report. In case of emergency you may need to call the Jury Clerk, Denise Koester (309-787-4317), if the office is closed. If you fail to call the answering machine and/or jury clerk and appear unnecessarily, you will not be paid for that appearance.

TEMPORARY EXCUSES

Temporary excuses for vacations, business trips, etc., may be obtained from the Clerk's office. Please notify the jury clerk of the period of time you will want to be excused. Please use the enclosed request form.

FEES

You will receive a \$40.00 attendance fee per day and 50 cents per mile round trip. A subsistence fee can be allowed if you live fifty (50) miles or more from the Court and must stay overnight.

A Federal Government employee is not entitled to an attendance fee unless that person is in non-pay status during all or part of his jury service. If you are a federal employee, please make sure you notify the jury clerk. A postal employee is not considered a federal employee and will receive the attendance fee. Your check for attendance and mileage will normally be sent out within a couple weeks of your service.

AVAILABLE PARKING

Please enter the Courthouse on the 19th St. entrance and you will be given a parking permit and instructions on where to park.

JUROR QUESTIONNAIRE FORMS

U.S. District Judges require that all jurors fill out juror questionnaire forms. Please fill out the enclosed forms and return them as soon as possible. Please use black or blue ink. Do not write any messages on these forms. A postage-paid envelope is enclosed for your convenience.

If you have any further questions, please contact the Clerk's office at 309-793-5778 or toll free at 1-888-877-0972. You may also visit our web-site at www.ilcd.uscourts.gov for additional information about your jury service or you may e-mail me at the following address: jury.rockisland@ilcd.uscourts.gov.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Effective Oct. 1, 2003, certain electronic equipment will NOT be allowed in the Courthouse. Please leave all cell phones, palm pilots, computers and any recording devices at home, or in your vehicle.

Denise Koester, Deputy-In-Charge