

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 8:00 a.m. to 5:00 p.m.

1. How long will my term as juror last?

Your term of service will be one month. You will appear only when you receive by mail a "Notice to Appear" giving you a specific date and time, as well as instructions to confirm your appearance. We try to give at least 10 days notice and try to call everyone in one time before calling jurors back a second time.

2. Return 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. If you have any questions, the toll-free number is: **1-800-207-7207** and the WEB SITE is www.ilcd.uscourts.gov/URBANAJury.htm. You may also e-mail the Jury Clerk at jury.urbana@ilcd.uscourts.gov.

3. Requests to be Excused Permanently or Excused Temporarily

Please complete the temporary excuse form for any doctor appointments, previously scheduled vacations, business obligations, etc. and we will mark you unavailable for those dates. If you feel you need to be permanently excused from service, please write a letter to the Court stating the reason for your request and you will receive a letter stating the Judge's decision. Please notify the Jury Clerk as soon as a date becomes unavailable after you have returned you paperwork.

5. Where is the Courthouse and Parking (See directions on parking permit)?

The U.S. Courthouse is located at 201 S. Vine Street in Urbana, at the corner of Vine and Elm Streets. Juror parking is located in Lot **10F** in the Lincoln Square parking lot and in Lot **22** (with meters) at Vine and Green Streets. **Do not put money in the meters, but do place your parking permit in your vehicle's window. PARKING IS HEAD IN ONLY and you will be ticketed if you violate this rule. You may also be subject to a parking ticket/fine if you park anywhere other than Lot 10F or Lot 22.** DO NOT park in Lot F at the corner of Main and Vine Streets, which is Champaign County Courthouse parking. If you require handicapped parking, please notify the clerk's office.



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6. 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): CELL PHONES, electronic devices, pagers, any and all knives; mace or pepper spray; footwear with safety steel toes; scissors; knitting or crochet needles; box or letter openers; and large amounts of jewelry.

7. Juror Fees

You will receive an attendance fee of **\$40.00** per day plus mileage at the rate of **50.5** cents per mile round trip. Each juror is required to report his or her one way mileage on their first appearance. If you live **fifty (50)** miles or more from the court and choose to spend the night, there is a an additional subsistence of \$109 per day. Jurors are responsible for providing the clerk with the *original itemized hotel bill*. Please check with the clerk's office for more information on overnight travel.

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