

united states district court
central district of illinois

JOHN M. WATERS
clerk of court

office of the clerk
309 U.S. COURTHOUSE
100 N.E. MONROE STREET
PEORIA, ILLINOIS 61602

TEL: 309.671.7117
FAX: 309.671.7120

Dear Juror:

We welcome you as a Petit Juror in the U.S. District Court for the Central District of Illinois. Please read the following materials **CAREFULLY** and **KEEP THEM** available for reference during the term of your jury service. Some of the materials enclosed **MUST BE COMPLETED AND RETURNED TO OUR OFFICE AS SOON AS POSSIBLE.**

PERIOD OF SERVICE

Your term of jury service will run **approximately** one (1) month commencing on the date you **first start calling** and will conclude when you are discharged. The voice mail will tell you when you are discharged.

JURY SELECTION SOURCES

The names of grand and petit jurors are selected at random from a gubernatorial general election voter registration list supplemented by lists of licensed drivers eighteen years of age or older.

NOTIFICATION OF JURY SERVICE-PLEASE READ CAREFULLY

Enclosed you have received your initial summons. Enclosed you will find a written notice instructing you to call our voice mail number on a specific date. This written notice will be the **ONLY** written notice you will receive during your term as a juror. Thereafter, any notice will be by you calling the voice mail. **You must call weekly or as otherwise instructed.** The voice mail (a recorded message which is available 24 hours per day) will advise you of any trial cancellations or continuances and provide specific instructions for future reporting or call-in dates. The telephone number for the voice mail is **1-800-659-0780**. In the event of an emergency or malfunction in the toll free number, you should call the jury clerk at 309-671-7119. (Only use this number in the event of an emergency or malfunction.)

Failure to report as ordered could result in the issuance of a notice for you to appear before the Court and show cause why you should be not held in Contempt for failure to appear. It is **VERY IMPORTANT** that you call when required and only when instructed to do so. **Do not call prior to the date you have been provided in the enclosed packet of information. IF YOU FAIL TO CALL THE TOLL FREE NUMBER 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 by mailing the attached request form or by sending a letter as soon as possible of the time you want to be excused. No reasonable excuse will be refused. You will **not** receive correspondence from the clerk regarding your temporary request if it is approved. The clerk will only respond to requests that there is a conflict with.

ATTENDANCE SLIPS

Attendance slips are available upon request. Again, please advise the jury clerk.

FEES

You will receive \$40.00 per day attendance fee and \$.36 per mile round trip. A subsistence fee can be allowed if you live fifty (50) or more miles from the Court and must stay overnight. This must be **pre-approved** by the Court. If you fail to notify the Court of your mileage, it will be summarized and paid accordingly and no reimbursements will be made.

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 notify the Clerk's Office on your first appearance. (This does not apply to postal employees.)

Checks for attendance fees are normally sent out about two weeks after your service. If you have problems with this procedure, please discuss other possible arrangements with your jury clerk.

Attendance fees are considered taxable income; however, mileage and subsistence fees are not. You will need to keep records of your \$40.00 daily attendance fees. If you earn more than \$600.00, this office will prepare a 1099 income tax form to be submitted to the IRS.

AVAILABLE PARKING RAMPS

We are authorized to pay for your parking while serving as a petit juror. When reporting for jury service, please park at any of the following facilities and bring your parking stub with you: (see enclosed map)

- 1) The Associated Bank parking deck is located at Madison and Hamilton on the southwest corner. You must enter from Madison Street.
- 2) The Twin Towers parking deck is located at Madison and Fulton Streets. You may enter from Madison or Fulton Streets.
- 03) The Holiday Inn City Center parking deck is located on Monroe Street, between Hamilton Boulevard and Fayette Street. You must enter from Monroe Street opposite the Riverside Church (previously the Shrine Mosque).
- 4) The Commerce Bank parking deck is located at the corner of Madison and Main Streets. You must enter from Madison Street.
- 5) The Jefferson and Fulton streets parking deck at civic center is located at Jefferson and Liberty Streets. You may enter from Adams or Jefferson Streets.

When leaving the parking facility, you need only present the validated ticket. Any other parking is unauthorized and cannot be paid by the Clerk. Special arrangements can be made for large vehicles, handicap parking etc.

JUROR QUESTIONNAIRE FORM

The Judges require that all jurors fill out a juror questionnaire form. This form is enclosed with a self-addressed, postage paid envelope. Please complete the form, in ink, and return it as soon as possible. **DO NOT WRITE ANY MESSAGE(S) ON THE FORM** - send correspondence on separate paper.

If you have any questions, please contact our office at 309-671-7117 during regular office hours.

Rhonda Knox
Jury Clerk

YOUR JUROR NUMBER: 00000000