



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

**PAMELA E. ROBINSON**  
CLERK OF COURT

**OFFICE OF THE CLERK  
151 U.S. COURTHOUSE  
600 EAST MONROE STREET  
SPRINGFIELD, ILLINOIS 62701**

**TEL: 217.492.4020  
FAX: 217.492.4028**

Dear Juror:

We welcome you as a Petit Juror in the United States District Court for the Central District of 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. If you have any questions, you may contact the Jury Clerk at 217-492-4706, weekdays from 8:00 a.m. to 5:00 p.m.

**TERM 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. Although you are on call, you will only be required to report for jury selection no more than a few times during your term of service. The number of times will 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 continues beyond the service period, you will be required to serve until the completion of the trial.

**NOTIFICATION OF JURY SERVICE - PLEASE READ CAREFULLY**

Enclosed you have received your initial summons and written notice to appear for jury duty. Please review the enclosed summons carefully. On the summons you will find a 9 digit participant number, which is located directly to the right, or directly underneath the bar code (see enclosed example). This 9 digit participant number is EXTREMELY important as you must have this number when calling our jury notification system for reporting instructions. The enclosed written notice gives you specific instructions on when to begin calling our jury notification system for reporting instructions. This written notice will be the ONLY written notice you will receive during your term as a juror. **Thereafter, all reporting instructions will be obtained through your calling of the jury notification system. You must call as instructed.** The jury notification system is available 24 hours a day and will advise you of reporting dates, cancellations or continuances and will provide specific instructions for further call-in dates. The telephone number for the voice notification system is **1-800-860-8044**. In the event of an emergency or malfunction of the jury notification system, you should call the jury clerk at 217-492-4706, weekdays from 8:00 a.m. to 5:00 p.m. This number should only be used in the event of a malfunction or emergency.

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 not be held in contempt for failure to appear. It is VERY IMPORTANT that you call as instructed. Do not call prior to the date you have been provided in the enclosed packet of information. **IF YOU FAIL TO CALL THE JURY NOTIFICATION SYSTEM AND APPEAR UNNECESSARILY, YOU WILL NOT BE PAID FOR THAT APPEARANCE. IN ADDITION, FAILURE TO CALL THE JURY NOTIFICATION SYSTEM DOES NOT CONSTITUTE A VALID REASON FOR NON-APPEARANCE AND COULD RESULT IN ISSUANCE OF A NOTICE TO APPEAR AS SET FORTH ABOVE.**

### **RETURN SUMMONS FORM AND QUESTIONNAIRE:**

You **MUST** complete the Juror Information Form attached to the lower half of your summons AND the enclosed juror questionnaire and return them to the Court within **five (5) days** of receipt of the summons. **It is imperative that you include a home or cell phone number for use in our jury notification system.** Failure to do so may result in a notice to appear before this Court.

### **REQUESTS FOR TEMPORARY OR PERMANENT EXCUSE FROM SERVICE:**

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. Please complete the temporary excuse/vacation/business trip form included in this packet and return it with your juror information form. 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 **temporary excuse/vacation/business trip form** included in this packet and return it with your Juror Information Form.

### **COURTHOUSE LOCATION AND PARKING**

When you are instructed to report for jury duty, please report to the United States Courthouse & Federal Building, Room 138, 1<sup>st</sup> Floor, 600 East Monroe St. - Springfield, IL 62701. The Court has arranged public parking for jurors at three Parking Ramps near the Courthouse.

- 1. 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.
- 2. 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.
- 3. The Prairie Capitol Convention Center Plaza Parking Ramp (near the Ramada Renaissance Hotel)** 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.**

### **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, palm pilots, 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. At the entrance to the federal building there are several lock boxes with keys available for your use if you wish to lodge electronic devices while in Court.

## **JUROR FEES:**

You will receive an attendance fee of **\$40.00** per day plus mileage at the rate of 50 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 an additional subsistence of \$ 139.00 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. 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 as a general rule **no W-2 forms are furnished**. If however, you should earn more than \$600, this office will prepare a 1099 income tax form to be submitted to the IRS. 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. Attendance slips provided daily at juror's request.

If, after reading material provided, you have any questions, please feel free to call our office at 217-492-4706.

Marleen Cooke  
Jury Administrator