

IN THE UNITED STATES DISTRICT COURT  
FOR THE CENTRAL DISTRICT OF ILLINOIS - PEORIA DIVISION

APRIL, 2013 GRAND JURY

MEMORANDUM TO PROSPECTIVE GRAND JURORS:

We welcome you as a prospective Grand Juror in the United States District Court for the Central District of Illinois. Please read the following material and keep it available for reference during your term of jury service.

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**GRAND JURY SELECTION DATE**

TUESDAY, APRIL 16, 2013, at 9:00 a.m.

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You are to report to: the United States District Courthouse, 100 Northeast Monroe Street - Room 31, located in the basement at Peoria, Illinois. A voice mail reminder will be sent out to you via phone approximately one (1) week prior to your reporting date. **For this reason, it is imperative that you provide your phone number for our records.** For directions please see the enclosed maps. The U.S. Courthouse is indicated as "C" on the enclosed map.

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All requests to be excused must be submitted **\*\*\*in writing\*\*\*** to the jury clerk. Those letters will then be forwarded to Chief Judge James E. Shadid for his consideration. You will be notified by mail of his decision.

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JUROR SELECTION SOURCES

The names of grand jurors are selected at random from the gubernatorial general election voter registration lists.

TERM OF SERVICE

Approximately seventy-five (75) summons have been mailed to prospective grand jurors. Of those seventy-five persons, twenty-three people will actually be selected and sworn to serve on the APRIL, 2013 GRAND JURY PANEL. An additional six (6) people will be selected and sworn as alternate Grand Jurors and will be called as needed. After jury selection has been completed those people who are not selected will return home. Selected jurors will remain for further orientation by the U.S. Attorney and at that time will be furnished tentative dates of THREE DAYS PER MONTH FOR A PERIOD OF EIGHTEEN (18) MONTHS. There is a possibility that one or two of those days each month will be canceled by the United States Attorney's Office. You will be notified by phone by our jury notification system the week prior to service to advise you of the actual days of jury service.

## FEES

You will receive a \$40.00 attendance fee per day and .56 cents per mile round trip. A subsistence fee of \$129.00 is allowed if you live fifty (50) miles or more from the Court and must stay overnight. A list of hotels providing a federal government rate is enclosed. You will need to pay for your hotel and turn your receipt in to the jury clerk upon arrival at the courthouse. RECEIPTS ARE REQUIRED FOR REIMBURSEMENT. Your check for attendance during any week you report for jury service will usually be mailed to you soon after the 1<sup>st</sup> of the next month. Please allow a few days for the post office to make delivery. A federal government employee is not entitled to an attendance fee unless that person is in a non pay status during all or part of his/her period of jury service. If you are a federal government employee, please make sure you notify the Clerk's Office on your first appearance.

Attendance fees are considered taxable income, however mileage and subsistence fees are NOT. You may deduct any expenses involved (i.e. baby sitting costs). It will be necessary for you to keep record of the fees you receive as no tax has been withheld and no W-2 forms are furnished. However, you do not need to report the travel or subsistence allowance as income. You will receive a 1099 in your name only if you receive more than \$600.00 in one year from attendance fees.

## ATTENDANCE SLIPS

Attendance slips are available upon request. Again, please advise the Jury Clerk of your need for a slip at your first appearance.

## AVAILABLE PARKING RAMPS NEAR THE COURT

THE **\*\*FOUR\*\*** AUTHORIZED PARKING RAMPS ARE: ASSOCIATED BANK PARKING DECK, TWIN TOWERS PARKING DECK, COMMERCE BANK, and JEFFERSON & FULTON PARKING DECK #1 (BY CIVIC CENTER). See the enclosed map.

- 1) THE ASSOCIATED BANK PARKING DECK is located at Madison and Hamilton on the southwest corner. You must enter from Madison Street. See the enclosed map.
- 2) THE TWIN TOWERS PARKING DECK is located at Madison and Fulton Streets. You may enter from Madison or Fulton Streets. See the enclosed map.
- 3) THE COMMERCE BANK PARKING DECK is located at the corner of Madison and Main Streets. You must enter from Madison Street. See the enclosed map.
- 4) 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. See the enclosed map.

YOU MUST BRING YOUR PARKING TICKET WITH YOU FOR VALIDATION.

\*\*\*\*ANY OTHER PARKING WILL BE PAID BY THE JUROR INDIVIDUALLY\*\*\*\*.

## POSSESSION AND/OR USE OF ELECTRONIC DEVICES WITHIN THE COURTHOUSE

**DEFINITION: "Electronic Devices", as used within this Rule, include cameras, video recorders, audio recorders, cellular or digital phones, palm pilots and pda's, computers, and all similar electronic, cable, digital, computerized or other forms and methods of recording, transmitting, or communicating.**

- (A) PROHIBITIONS No electronic devices will be permitted into the courthouse subject to the exceptions below. To avert delays in security screening in the lobby, those entering the courthouse are strongly urged to heed this prohibition, because such devices will not be held within the courthouse.**

PLEASE USE THE MAIN STREET ENTRANCE. THIS IS THE ONLY PUBLIC ENTRANCE TO THE BUILDING.

If you should have further questions you may contact the Jury Clerk:

Rhonda Knox  
U.S. Courthouse  
100 North East Monroe - Room 309  
Peoria, IL 61602  
309/671-4205  
[Rhonda\\_Knox@ilcd.uscourts.gov](mailto:Rhonda_Knox@ilcd.uscourts.gov)