



UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS

Kenneth A. Wells
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.

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 your term of service. 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, 1st Floor, 600 East Monroe St., Springfield, IL 62701. The Court has arranged public parking for jurors at two Parking Ramps near the Courthouse.

- 1. The 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 Herndon Parking 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.

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.

JUROR FEES:

You will receive an attendance fee of **\$40.00** per day plus mileage at the rate of .555 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 **\$137.00** 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.

PLEASE MARK YOUR CALENDAR TO CALL THE JURY NOTIFICATION SYSTEM AFTER 5:00 p.m. on DECEMBER 28, 2012 FOR ADDITIONAL INSTRUCTIONS REGARDING YOUR JURY SERVICE

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

Cathy J. Cathcart
Jury Administrator

UNITED STATES DISTRICT COURT

SUMMONS
FOR JURY
SERVICE

PLEASE READ
FURTHER
INSTRUCTIONS IN
THE INFORMATION
INCLUDED WITH THIS
SUMMONS.

Participant Number
to be used when
calling in by phone.



TO



123456789

YOUR NAME
YOUR ADDRESS



PLEASE BRING THIS UPPER
SECTION WITH YOU WHEN
YOU REPORT FOR JURY
DUTY

DETACH AT PERFORATION FOR JUROR BADGE

THE COURT SUMMONS YOU TO APPEAR FOR JURY DUTY BEGINNING ON THE
DATE, TIME AND PLACE SHOWN BELOW.

Report to: JURY ASSEMBLY ROOM

LOCATION: US DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS

NUMBER TO BE USED ONLY
DURING JURY SELECTION

DATE:

TIME

01-0999

JUROR NUMBER:

PHONE NO. TO CALL:

**Privacy Act Statement: Your social security number is requested on a voluntary basis under authority of sections 6041, and 6109 of the Internal Revenue Code. If you earn more than \$600 in compensation as a juror, the court must inform the Internal Revenue Service using your social security number, and it is helpful to get your number now. Failure to provide your social security number at this time will not disqualify you from serving as a juror, but it may delay jury service payments to which you become entitled

JUROR

UNITED STATES DISTRICT COURT

Participant Number



123456789

101081001

JURY INFORMATION FORM
DETACH LOWER HALF, RETURN BY MAIL WITHIN 5 DAYS

* IF YOU HAVE NO HOME PHONE
GIVE PHONE NO. OF SOMEONE
WHO CAN REACH YOU.

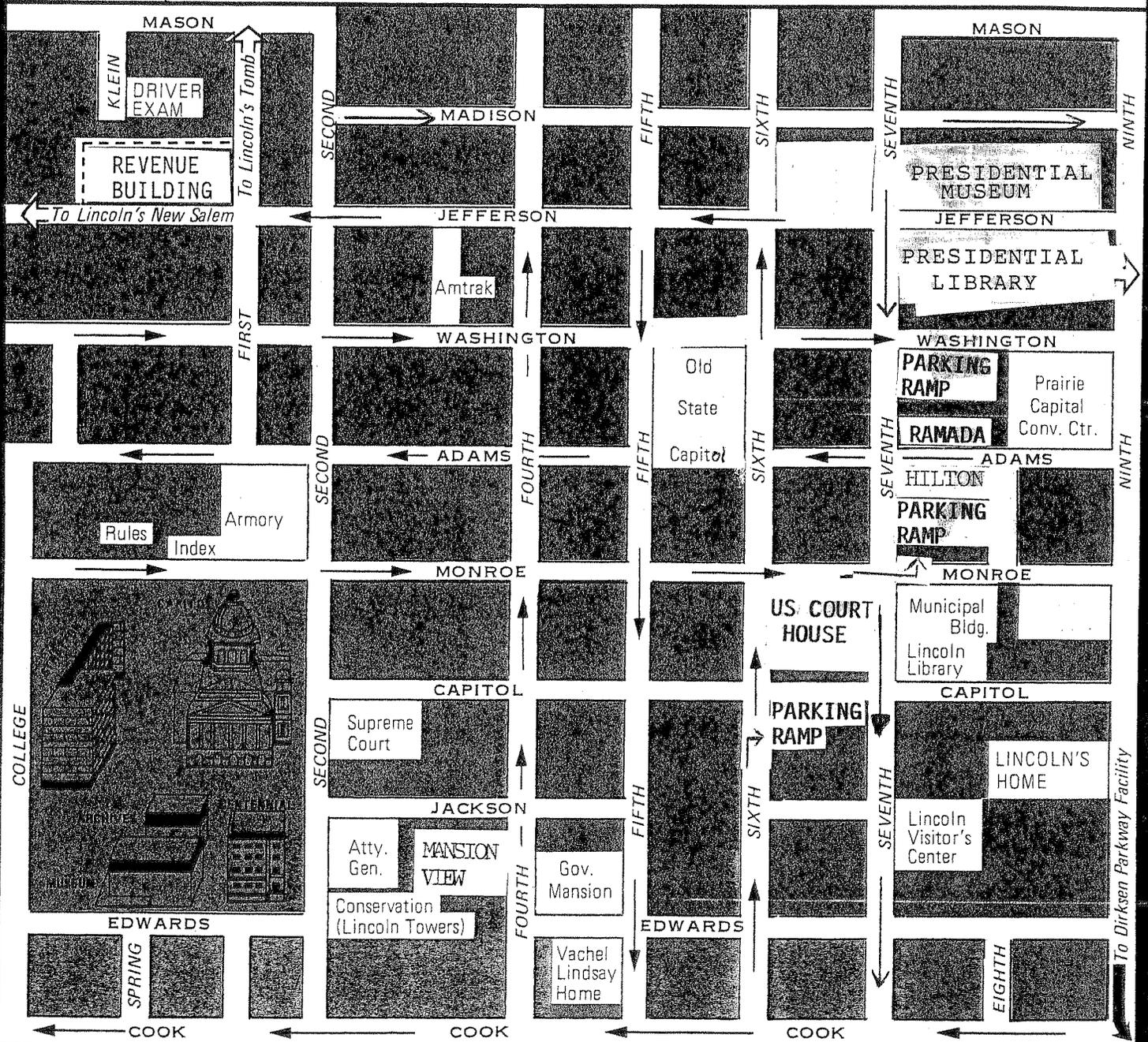
1. LAST NAME		FIRST	MIDDLE INITIAL	2. P H O N E	HOME (OR OTHER*)
M A I L A D D R E S S	STREET		P.O. BOX		WORK (Include EXTENSION)
	CITY	STATE	ZIP	3. HOW LONG HAVE YOU LIVED IN	THIS COUNTY YRS. MOS. THIS STATE
	4. COUNTY	5. PLACE OF BIRTH	6. <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED OR DIVORCED		7. NO. OF CHILDREN
9. AGE	10. ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO		11. YOUR OCCUPATION OR BUSINESS		
12. YOUR FIRM OR EMPLOYER'S NAME			13. BUSINESS ADDRESS OR EMPLOYER'S ADDRESS STREET CITY STATE		
14. IF RETIRED, YOUR OCCUPATION BEFORE RETIREMENT			15. SPOUSE'S OCCUPATION (IF SPOUSE RETIRED, OCCUPATION BEFORE RETIREMENT)		
16. ARE ANY CHARGES NOW PENDING AGAINST YOU FOR A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO		17. HAVE YOU BEEN CONVICTED OF A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO		18. IF "YES" WERE YOUR CIVIL RIGHTS RESTORED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
19. DO YOU HAVE ANY PHYSICAL OR IMPAIR YOUR CAPACITY TO SERVE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF ANSWER IS "YES" AND YOU SEEK AN INFIRMITY EXCUSE PLEASE INSERT A LETTER OR A DOCTOR'S STATEMENT		20. ARE YOU A SALARIED EMPLOYEE OF U.S. GOVERNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", INSERT PROOF THAT YOUR CIVIL RIGHTS WERE RESTORED.			
		21. ESTIMATED NO. OF MILES ONE WAY FROM YOUR HOME TO COURTHOUSE TO WHICH YOU ARE SUMMONED			
SIGN HERE		I declare under penalty of perjury that all answers are true to the best of my knowledge and belief.			

EXAMPLE

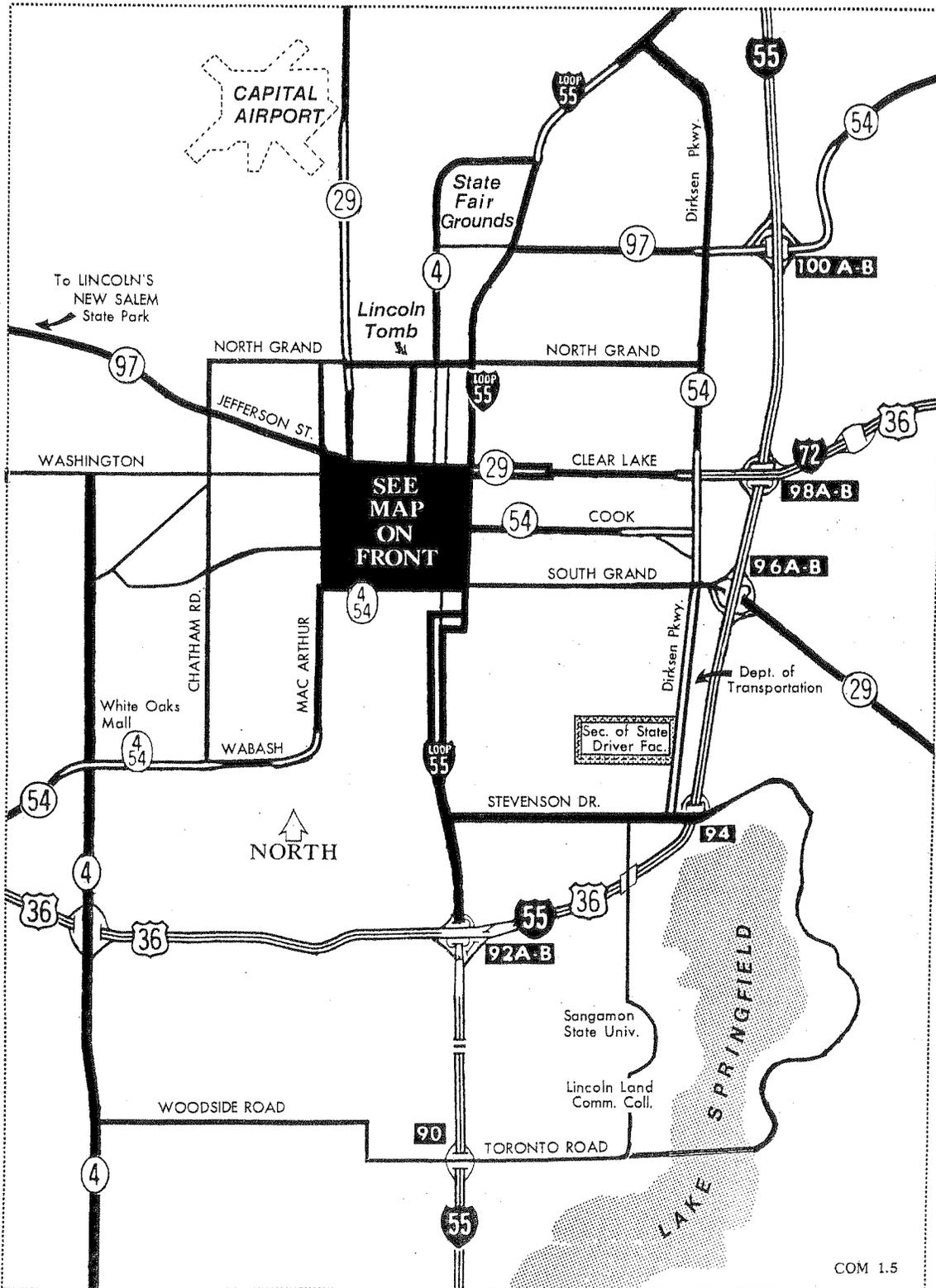
Participant Number

123456789

Capitol Complex & Central City of Springfield



SPRINGFIELD, ILLINOIS



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**HOTEL/MOTELS OFFERING
GOVERNMENT RATES TO JURORS**

**THESE RATES ARE SUBJECT TO CHANGE WITHOUT PRIOR
NOTICE AND UPON AVAILABILITY OF ROOMS**

HILTON HOTEL

700 E. Adams St. Single \$81.00 Plus Tax
217/789-1530
800/445-8667

PRESIDENT ABRAHAM LINCOLN HOTEL

701 E. Adams St. Single \$81.00 Plus Tax
217/544-8800
866/788-1860

MANSION VIEW INN

529 S. 4th St. Single \$65.00 Plus Tax
217/544-7411
800/252-1083

DRURY INN & SUITES

3180 S. Dirksen Pkwy. Single \$81.00 Plus Tax
217/529-3900
800/378-7946

FAIRFIELD INN

3446 Freedom Dr. Single \$81.00 Plus Tax
217/793-9277
888/236-2427

COMFORT INN

3442 Freedom Dr. Single \$79.00 Plus Tax
217/787-2250
800/221-2222

HOLIDAY INN EXPRESS

3050 S. Dirksen Pkwy. Single \$81.00 Plus Tax
217/529-7771
888/465-4329

SUPER 8 LODGE

3675 S. Sixth St. Single \$45.00 Plus Tax
217/529-8898

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