

GRAND JURY  
REPORTING INSTRUCTIONS



IN THE UNITED STATES DISTRICT COURT  
FOR THE CENTRAL DISTRICT OF ILLINOIS - SPRINGFIELD DIVISION  
JUNE 2014 GRAND JURY

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GRAND JURY SELECTION DATE  
MONDAY, JUNE 30, 2014 AT 12:30 P.M.

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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.

YOU ARE TO REPORT TO THE UNITED STATES COURTHOUSE, PAUL FINDLEY FEDERAL BUILDING, 600 EAST MONROE STREET, ROOM 138, SPRINGFIELD, ILLINOIS.

All requests to be excused must be submitted **\*\*\*IN WRITING\*\*\*** to the Jury Administrator. Those letters will then be forwarded to a Judge for their consideration. You will be notified by mail of the decision.

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PLEASE COMPLETE THE BOTTOM HALF OF THE SUMMONS AND RETURN IN THE ENCLOSED POSTAGE-PAID ENVELOPE.

JUROR SELECTION SOURCES

The names of grand and petit jurors are selected at random from the gubernatorial general election voters' registration lists.

TERM OF SERVICE

Approximately seventy-five (75) summonses have been mailed to prospective grand jurors. Of those seventy-five persons, twenty-three (23) people will actually be selected and sworn to serve on the 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.

## FEES

You will receive a \$40.00 attendance fee per day and .56 cents per mile round trip. A subsistence fee of \$141.00 is allowed if you live seventy (70) miles or more from the Court and choose to stay overnight. \*\*\*HOTEL RECEIPTS ARE REQUIRED\*\*\*

Your check for attendance during any week you report for jury service will usually be mailed to you within twenty (20) days after appearance. 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 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., babysitting 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 Administrator.

## AVAILABLE PARKING RAMPS NEAR THE COURTHOUSE

THE MUNICIPAL PARKING RAMP 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.

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 MUST BRING YOUR PARKING TICKET WITH YOU FOR VALIDATION.  
\*\*\*ANY OTHER PARKING WILL BE PAID BY THE JUROR INDIVIDUALLY\*\*\*

## 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.

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

Cathy J. Cathcart, Jury Administrator  
U.S. Courthouse  
600 East Monroe - Room 151  
Springfield, IL 62701  
217/492-4706