

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WISCONSIN

INFORMATION ABOUT FEDERAL GRAND JURY SERVICE

Welcome to jury service in the United States District Court for the Western District of Wisconsin. You have been summoned as a prospective grand juror. When you report to the courthouse you will receive information explaining our duties and responsibilities as a federal grand juror. This information will answer questions of a more immediate nature. We hope you will find your service as a juror an interesting and rewarding experience.

LOCATION

The U.S. Courthouse is located at 120 North Henry Street, at the corner of North Henry Street and West Mifflin Street. The Overture Parking Ramp is located next to the courthouse. A map of the downtown area along with parking ramp locations can be accessed at <http://www.cityofmadison.com/parking/downtownMap.html>.

CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER

Please respond to the court by completing your juror information card online at <https://ecf.wiwd.uscourts.gov/ejuror/TransportRoom?servlet=login>, or, if you do not have access to the internet, by mailing in your completed juror information card to the Clerk of Court's Office **within 5 days of receipt of your summons**. You will receive phone messages from our automated calling system regarding jury service. Please make sure that we have a current telephone number where we may leave messages. Occasionally a session is either scheduled or canceled at the last minute. When this happens, we may have to reach you by phone with directions on whether to report. It is also important that we have your correct address so you will receive all written notices and your payment for jury service. The U.S. Postal Service cannot forward jury checks.

TERM OF SERVICE

Grand jury service may last up to 18 months. If you are selected to be a grand juror, you will be scheduled to report approximately every three weeks for a one or two day session.

REPORTING FOR SERVICE

On the day of grand jury selection please report to Room 220, the Jury Assembly Room, on the second floor of the courthouse. It is important that you report on time as the orientation session will start promptly. If you travel a significant distance to the courthouse, you should be prepared to stay overnight in Madison. Lodging information can be accessed at <http://www.cityofmadison.com/Visitors>

If you are selected as a grand juror you should report to Room 201 of the City Station Building, 660 West Washington Avenue, on subsequent reporting days. You will be provided with a map and directions to the building if you are selected as a grand juror.

PARKING

There is no reserved parking available for jurors on the small courthouse lot. A public parking ramp, the Overture Center Parking Ramp, is located next to the courthouse with entrances off Mifflin or Dayton Streets. The maximum the court will reimburse jurors for parking is \$7.00 per day. Jurors should not park at parking meters. Jurors are responsible for any parking violation notices.

JURY SELECTION

Names of prospective jurors are randomly selected from the State of Wisconsin list of actual voters in the most recent presidential election. Our office mailed a questionnaire form to those selected to be completed and returned to the court. After the court determined those qualified to serve, names were randomly selected

for our current jury panel.

PAYMENT OF ATTENDANCE FEES AND TRANSPORTATION COSTS

As a federal grand juror, you will receive \$40.00 for each day that you are away from home due to jury service. Full-time, part-time or temporary employees of the federal government (excluding postal employees) who serve as jurors in Federal court are not entitled to attendance fees unless you are in a non-pay status during all or part of your jury service. You will be reimbursed .50 cents per mile round trip from your home to the courthouse. If you have to stay overnight to be in Madison by court time, you will be paid an additional subsistence fee. Please, request a lodging receipt for submission to the court.

You will receive a 1099 form for tax purposes if you are paid \$600.00 or more in attendance fees for the year.

FAILURE TO REPORT

Jurors who fail to report for jury duty and who have not been excused by the Court may be served a Show Cause Order by a United States Deputy Marshal. Those jurors will be ordered to appear before a Federal judge to show cause why they should not be held in contempt of the Jury Selection Act. Contempt penalties may include a \$1,000.00 fine, imprisonment for not more than three days, community service or any combination thereof. 28 U.S.C. § 1866(g).

REQUESTS FOR EXCUSE OR POSTPONEMENT

You have been directed to report on a particular date. If it would be a hardship for you to serve, you may request a postponement or excuse. All types of requests require juror to submit their completed juror information cards, either online or via mail, prior to submitting a written request to the court. Please, submit requests by accessing our website at: <https://ecf.wiwd.uscourts.gov/ejuror/TransportRoom?servlet=login>

The court will make every attempt to accommodate all excuses. However, it is your responsibility to notify the court prior to your date of service. The court receives many requests; for this reason, you should promptly complete your juror information card.

CERTIFICATE OF ATTENDANCE

Upon request, the jury clerk will provide a certificate of attendance showing the date(s) of service. You are also able to print your attendance certificate from the eJuror website. Your employer may request this certificate for verification after you appeared for service.

CONTACTING THE COURT

If you have questions concerning your service in this court, please contact Teresa Perales, Jury Clerk via email at jury@wiwd.uscourts.gov, fax at (608)264-5925, or write to:

U.S. District Court Clerk
Attn: Jury Clerk
P.O. Box 432
Madison, WI 53701-0432

EMERGENCY NUMBERS

If you need to contact the court in the case of an emergency, AFTER business hours, please contact Teresita Perales at (608)512-8360.