

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 your 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. A map of the downtown area with parking ramp location can be accessed at <http://www.cityofmadison.com/parking/downtownMap.html>.

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. If empaneled for grand jury service you will be provided with a calendar of reporting dates. This information is updated on Thursday of the week prior to a calendared reporting date.

You can check our website or automated phone system to receive information on your reporting status with the court. Enter in your participant number, which is on your summons above your name and address, on the website or phone system to access your information. **During your period of service, you are responsible for verifying your reporting status either by accessing our website at <https://jurorweb.wisd.uscourts.gov> or by calling (608)264-5091 after 3:00 p.m. on Thursday to receive your reporting information for the following week.**

CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER

Please respond to the court by completing and returning the bottom portion of your summons within 10 days of receipt of summons. You will receive phone messages from our automated calling system regarding jury service. Please make sure that we have a current home phone number where we may leave messages regarding jury service. Occasionally a meeting 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. Post Office cannot forward jury checks.

REQUESTS FOR EXCUSE

Any request for excuse must be submitted within 10 days of receipt of summons. Requests submitted after this period, absent an emergency, cannot be considered. You have been directed to report on a particular date. If it would be a hardship for you to serve, you may request to be excused. Your request should be in writing, should state the reasons why you find it difficult to serve. Requests to be excused for medical reasons **must** be accompanied by a letter from your physician. If you have travel plans or a vacation scheduled on your report date you must provide documentation (itinerary from travel agent, hotel/flight reservations) with your request.

Jurors can submit a request for excuse by accessing our website at <https://jurorweb.wisd.uscourts.gov>. Enter in your participant number, which is on your summons above your name and address, to access the website.

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.

The court recognizes that some grand jurors live far from Madison thereby making travel on the morning of your reporting date difficult. If you have to travel a significant distance to be at the courthouse by your

report time, you may make arrangements to stay at an area hotel or with family/friends the day before your reporting date. Please, provide the jury clerk in the morning, with either a receipt or a written statement of your stay with family/friends. Accommodation information is available 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 is located southwest of 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 .55 cents per mile round trip from your home to the courthouse. Federal grand jurors traveling to Madison for service will be paid a subsistence fee. Please be prepared to submit a receipt or a statement of stay to the jury clerk.

You will receive a 1099 form if you are paid \$600 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 range from a \$1,000.00 fine, imprisonment for not more than three days, ordered to perform community service, or any combination thereof. Title 28 United States Code Section 1866(g).

CERTIFICATE OF ATTENDANCE

Upon request the jury clerk will provide a certificate of attendance showing the date of service. Your employer may request this certificate.

CONTACTING THE COURT

If you have questions concerning your service in this court, please contact Teresita Perales, Jury Clerk via email at jury@wisd.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) 261-5701.