

# UNITED STATES DISTRICT COURT WESTERN DISTRICT OF WISCONSIN

## INFORMATION ABOUT FEDERAL JURY SERVICE

Welcome to jury service in the United States District Court for the Western District of Wisconsin. When you report to the courthouse you will receive information explaining your duties and responsibilities as a federal juror. This handout 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 in Madison 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>.

### **TERM OF SERVICE**

The term of service is for one month, as indicated on your summons. While you are “on call” for this period, you will only be required to physically report to the courthouse for the week(s) you receive notice to service.

You must check e-Juror or the automated phone system to receive information on your reporting status with the court. Both are accessed using your participant number, which is found on your summons above your name and address. **Every Tuesday after 3:00 p.m. during your “on call” period, you are responsible for verifying your weekly reporting status either by accessing the website at <https://ecf.wiwd.uscourts.gov>, or by calling (608)264-5091.** It is strongly suggested that before traveling to the courthouse, you confirm your reporting status for any last minute changes to your scheduled appearance.

### **RESPOND TO JURY SUMMONS AND CONFIRMATION OF MAILING ADDRESS AND TELEPHONE NUMBER(S)**

All jurors are required to respond to the court by completing a JUROR INFORMATION FORM online at <https://ecf.wiwd.uscourts.gov> or, if you do not have access to the internet, by mailing in a completed JUROR INFORMATION FORM to the Clerk of Court **within 5 days of receipt of your summons.** Please provide a current telephone number where we may leave messages. This will allow the court to contact you via our automated calling system regarding your jury service. It is important that we have your correct address so you will receive all written notices and payment for jury service, as the U.S. Postal Service cannot forward jury checks.

**Your cooperation and prompt completion of the Juror Information Form is appreciated.**

### **REQUEST FOR EXCUSE, POSTPONEMENT OR PARTIAL EXCUSE**

The court understands that your time serving on a jury may be an inconvenience in your life. However, it is an important and necessary service that the court requests from you at this time.

If serving on a jury at any time during the one month “on call” period for which you are summoned would result in an undue hardship, you may request to be postponed to a later one month period or to be excused from service. If you require a partial excuse during the one month period, please submit that request before you are scheduled to report for service. **Please note that a completed JUROR INFORMATION FORM is required prior to the court considering a request to be excused.** Submit requests by accessing our website at: <https://ecf.wiwd.uscourts.gov>

## **REPORTING FOR SERVICE**

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 at 8:15 a.m.

Jury selections are scheduled for the first business day of the week, usually on Monday. Typically trials begin on the same day as jury selection, with most trials lasting three to four days. A typical trial will begin at 9:00 a.m. and continue until 6:00 p.m. There will be a one hour recess for lunch. You will be on your own for lunch. There are several restaurants within easy walking distance of the courthouse.

## **PARKING**

There is no reserved parking available for jurors on the courthouse lot. A public parking ramp, the Overture 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 payment of any parking violation notices.

## **JUROR 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 then mailed a questionnaire to those selected. After the court determined those qualified to serve, names were randomly selected to serve for a one month period.

## **PAYMENT OF ATTENDANCE FEES AND TRANSPORTATION COSTS**

As a federal juror, you will receive \$40.00 for each day you report for 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 .51 cents per mile round trip from your home to the Courthouse.

## **CERTIFICATE OF ATTENDANCE**

Upon request, the jury clerk will provide a certificate of attendance showing your 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 have appeared for service.

## **FAILURE TO REPORT**

Jurors who fail to report for jury duty and who have not been excused by the Court may be served with a Show Cause Order by a United States Deputy Marshal. Those jurors will be ordered to appear before a 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).

## **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](mailto:jury@wisd.uscourts.gov), fax at (608)264-5925, or write to:

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

## **AFTER HOUR EMERGENCY TELEPHONE**

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