

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 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>.

TERM OF SERVICE

The term of service is 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 are scheduled for service.

You can 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. 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/ejuror/TransportRoom?servlet=login>, or by calling (608)264-5091 **each Tuesday after 3:00 p.m.** It is strongly suggested that before traveling to the courthouse, you verify your reporting status for any last minute changes to your scheduled appearance.

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. 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.

REQUEST FOR EXCUSE, POSTPONEMENT OR PARTIAL EXCUSE

The court understands that your time serving on a jury can 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 for anytime 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 a request for those dates before being scheduled to report for service. All types of requests require jurors 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 being scheduled for service. The court receives many requests; for this reason, you should promptly complete your juror information card.

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 Mondays. Typically trials begin on the same day of jury selection, with most trials lasting one to three-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 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 to those selected. After the court determined those qualified to serve, names were randomly selected 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 .50 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 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 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 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).

CONTACTING THE COURT

If you have questions concerning your service in this court, please contact Teresita Perales, Jury Clerk via email at jury@wjud.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

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.