

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 our 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. A map is enclosed.

**TERM OF SERVICE**

The term of service is three months, which is the date range indicated on your summons. You are “on call” for this period but will not be asked to report every week.

An automated phone system has been implemented for your use in receiving information regarding your reporting status with the court. You will need to have your participant number, found on your summons above your name and address, to access your information by phone. **During your “on call” period, you are responsible for calling (608) 264-5091 every Tuesday after 3:00 p.m. to receive your reporting information for the following week.** This information is updated weekly. We suggest that you call again after 6:00 pm the evening prior to your reporting date to confirm your appearance. If there is a change in your reporting date, you will receive updated reporting instructions at that time.

You will also be notified of reporting date by mail the week prior to the specific date on which you must report to the courthouse.

**CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER**

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. 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**

If serving on a jury for the three month period for which you are summoned would result in an undue hardship for you, you may request to be deferred to a later period. Because the Court will make every attempt to accommodate temporary absences during your jury term, these absences **do not** constitute a valid reason for being excused for the entire term. Requests to be excused for medical reasons **must** be accompanied by a letter from your physician **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. If you have a vacation scheduled during that period you must provide documentation (itinerary from travel agent, hotel/flight reservations) with your request.

**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 because the orientation session will start promptly at 8:15 a.m.

Jury selections are scheduled on Mondays. Typically the trial will begin on the same day as jury selection. Most of our trials last three to four days. Usually trials begin at 9:00 a.m. and last 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 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 a three 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 44 ½ cents per mile round trip from your home to the courthouse. Please be prepared to report this one-way mileage.

### **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.

### **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 \$100 fine to three days imprisonment, or both. 28 U.S.C. §1866(g).

### **CONTACTING THE COURT**

If you have questions please contact Teresa Perales, Jury Clerk between 8:00 a.m. and 4:30 p.m. at (608) 261-5711 or email [jury@wiwd.uscourts.gov](mailto:jury@wiwd.uscourts.gov) or write to:

U.S. District Court 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 normal working hour, please contact Teresa Perales, Jury Clerk, at (608) 240-4438. You may also contact Theresa Owens, Clerk of Court, at (608) 354-8005. **During work hours, call (608) 261-5711.**