

eJUROR QUALIFICATION QUESTIONNAIRE AND INFORMATION HANDOUT

Welcome to federal jury service in the United States District Court for the Western District of Wisconsin. You have been randomly selected from an official list of actual voters in the 2016 presidential election to be summoned for jury service in the Eau Claire Division of the Western District of Wisconsin. The Eau Claire Division includes the following counties: Chippewa, Clark, Dunn, Eau Claire, Pepin, Pierce, St. Croix and Taylor. This handout contains critical information about your service. Please read it in its entirety.

Enclosed please find the Jury Administrator's business card. The back side of the card has the call-in number, the website for eJuror (<https://ecf.wiwd.uscourts.gov/ejuror>), and a place for your Participant Number.

Completion of Juror Qualification Questionnaire

Federal law requires you, or someone on your behalf, to complete the qualification questionnaire within ten (10) days, regardless of whether you currently reside in the district. If the prospective juror is deceased there is a place for this to be indicated. If the prospective juror is 70-years-old or older and would like to opt out of jury service there is a place for this to be indicated as well. We use the questionnaire to determine your eligibility for federal jury service. If the questionnaire is not completed we will issue a summons requiring you to appear in person to complete it. The questionnaire must be completed.

You may complete your questionnaire using the Court's eJuror program online at <https://ecf.wiwd.uscourts.gov/ejuror>. If you do not have access to the internet, you must complete and return a paper questionnaire. To request a paper questionnaire, call (608) 261-5711, leave your name, participant number, and request the paper copy of the questionnaire. You will not receive a return phone call; however, you will receive a copy of your questionnaire within seven (7) business days of your message. You must complete and return the questionnaire within ten (10) days.

Failure to complete the questionnaire will result in the issuance of a summons for you to appear in court to complete the form. The penalty for failing to respond may include a fine of not more than \$1,000.00, imprisonment for not more than three days, community service or any combination of these.

Access to eJuror

- Visit the court's website, www.wiwd.uscourts.gov
- Select the eJuror link from the Online Services list
- Login using the 9-digit participant number located on your summons just below your address
- Follow the screen prompts and answer each question
- Do not use the arrows in your browser or pause once you begin the questionnaire as this will cause the process to fail

If you, the prospective juror, are not able to complete the questionnaire you may give permission to another person to complete it for you on eJuror. After logging in, eJuror will require confirmation of who is completing the questionnaire.

Please provide your correct address and the best phone number to reach you at. This is the telephone number the court's automated calling system will leave messages on regarding your reporting status. If you would like to receive communication from the court by email please be sure to enter your email address.

Term of Service

As indicated on your summons, the term of service is for the week that appears on the summons. Although you are scheduled for that week, only those jurors selected Monday morning will continue to report for the remainder of the week or until completion of the trial. The court will schedule reminder calls on the Friday before your appearance. However, if prior to your report date there are no trials remaining, you will be notified that your term of service is complete. Appearing for jury service does not guarantee you will be on a jury and hear a case. You will participate in the jury selection process and could be selected to be on the jury.

Call In Process

Jurors are able to continually check their reporting status either by visiting the website at <https://ecf.wiwd.uscourts.gov/ejuror> or by calling (608) 264-5091. Use your Participant Number, which is found on your summons just below your address, to access your status.

It is possible for a trial to come off the calendar at the last minute. Therefore, please confirm your reporting status before traveling to the courthouse.

Request for Partial Excuse, Full Excuse or Postponement

You may be excused from your term of service or have your service postponed to a later time only if you show that serving would result in an undue hardship. There is an opportunity to submit such a request when completing your qualification questionnaire either online or by mail on your paper questionnaire. After submission of your questionnaire, if you should then need to request any form of excuse or postponement, do so in writing in one of the following formats: eJuror, email to jury@wiwd.uscourts.gov, fax to 608-264-5925 or mail the Jury Administrator.

The court will make every attempt to accommodate all excuses. However, it is your responsibility to notify the court prior to being scheduled to appear for jury service. The court receives many requests, for this reason, you should promptly submit requests as they come to your attention.

If an emergency arises after you have been scheduled to appear, please contact the Jury Administrator. Any telephone request for an excuse must be followed up with a written explanation.

Preparing for Jury Service

You can visit the court's website at <http://www.wiwd.uscourts.gov/jury-service-us-district-court> to read the handbook for federal jurors. You may also contact the Jury Administrator to receive a copy of the handbook by mail.

Reporting for Service and Attire

When reporting for service, come to room 22 of the federal building, in Eau Claire, WI, at 500 S. Barstow Commons, by 8:00 a.m. If you drive, park in the Farwell/Gibson Street parking ramp. Please see the enclosed map. Do not park in metered parking. All persons entering the federal

building are required to proceed through a security checkpoint and have any personal belongings examined through an x-ray. Please allow approximately 10 minutes for this process.

The court does not have a formal dress code; however, jurors should dress in a manner respectful to the litigants and the court. You may wish to bring a sweater or light jacket, as the courtrooms can be cool.

Generally, 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.

Compensation for Jury Service and Certificates of Attendance

You will receive \$40 for each day you report for jury service, unless you are a federal government employee. You will be reimbursed for your round trip mileage from your residence to the federal building. Juror compensation will be made as soon as possible upon completion of the trial.

Certificates of attendance are provided upon request or can be accessed on the eJuror website at <https://ecf.wiwd.uscourts.gov/ejuror>. The certificate lists the dates of service for submission to your employer or for reporting your attendance fees as income on your taxes. 1099 forms will not be issued by the court unless you are paid attendance fees of \$600 or more. Please retain your login information for accessing the eJuror website or request and retain a printed copy of your attendance certificate.

Failure to Report

If you fail to report for jury duty and have not been excused by the court, you may be served with a Show Cause Order by a United States Deputy Marshal and ordered to appear before a judge to show cause why you should not be held in contempt of the Jury Selection Act. Contempt penalties may include a \$1,000 fine, imprisonment for not more than three days, and community service.

If, after reading the handout you still have questions, please contact Teresita Perales, Jury Administrator, at (608) 261-5711, or Jaime Smith, Deputy Clerk, at (608) 261-5713, or contact us by email at jury@wiwd.uscourts.gov, fax at (608) 264-5925, or write to:

U.S. District Court
Attention: Jury Clerk
120 N. Henry Street, Room 320
Madison, WI 53703