

## **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 Madison Division of the Western District of Wisconsin. The Madison Division includes the following counties: Columbia, Dane, Green, Iowa, Jefferson, Lafayette, Rock and Sauk. 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 serving 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 complete we will issue a summons requiring your appearance to complete it.

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](http://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 one month, except when necessary to complete a trial that may continue into the next calendar month. Although you are "on-call" for this period, you are only required to physically report to the courthouse for the date that you are scheduled to appear for jury service. You will receive notification from the court if you are required to appear for jury service. 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. If there are no trials remaining in the month, you will be notified prior to the end of the month that your term of service has been completed.

### **Call In Process**

Every Tuesday after 3:00 p.m. during your on-call period, check to see if you have to report the next week 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. If possible, the court will make every attempt to schedule jurors ahead of the Tuesday before an appearance.

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 for all or part of the term of service or have your service be postponed to a later month 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](mailto: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 <https://www.uscourts.gov/sites/default/files/trial-handbook.pdf> to read the handbook for federal trial jurors. You may also contact the Jury Administrator to receive a copy of the handbook by mail if you do not have access to the internet. If selected to serve, you will be instructed to consider only what you learn in the courtroom. Do not conduct

any independent research about upcoming cases or consult the court's calendar. If you have any prior knowledge of the case, you will be required to explain this to the presiding judge.

### **Reporting for Service and Attire**

If required to report, come to room 220 of the Kastenmeier Federal Courthouse in Madison at 120 North Henry Street by 8:00 a.m. If you drive, park in the Overture Parking ramp next to the courthouse. Please see the back of the summons for additional information and a map. Do not park in metered parking. All persons entering the courthouse 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 \$50 for each day you report for jury service, unless you are a federal government employee. You will be reimbursed per mile round trip from your residence to the courthouse. 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.

## **Frequently asked Questions**

### **Why should I use eJuror?**

The court's online system provides an efficient way for you, as a prospective juror, to fulfill your obligation to respond to the court. You can complete this questionnaire from a computer, mobile device or tablet. The eJuror site is available 24 hours a day and provides step-by-step guidance through the questionnaire.

### **What if I do not have a computer?**

The court understands that not all prospective jurors have access to a computer or the internet. You may wish to have someone with internet access (family/friend) help you or visit your local library's public computer terminals to access eJuror.

**What if the prospective juror has moved out of the district, is 70 years old or older, has medical problems, is deceased or does not want to serve at this time?**

Everyone is required to complete the questionnaire. In the process of completing the questionnaire you will have an opportunity to update your address, request an excuse due to age or undue hardship. The court reviews all updates and requests for continued eligibility or for a change to the term of service. If the prospective juror is deceased there is a place for this to be indicated.

**How will I know if my questionnaire and any changes to my questionnaire have been received?**

The last page of the questionnaire is a confirmation page. This page allows you to review, edit and confirm your answers before submitting to the court. However, after confirming your answers to the court they cannot be changed. You will receive verification that you have successfully completed the questionnaire. If you do not receive this verification, the court has not received a complete questionnaire. If you provided an email address a copy of your answers will be emailed to you.

**What if I need to submit additional information?**

If you need to send additional information, the court prefers that you email any supplemental information to, [jury@wiwd.uscourts.gov](mailto:jury@wiwd.uscourts.gov), or fax it to 608-264-5925. If none of these options are available to you, then mail to the address provided at the end of this handout. All correspondence to the court should include your name and participant number.

**Who will view the information I provide to the court?**

The qualification questionnaire you are completing is used only by court staff to determine your eligibility to serve as a juror. Except by judicial order for extraordinary circumstances, only court staff will be able to review the information you provide. Your personal information is not released to any government entities for purposes other than to ensuring the juries are made up of a fair cross-section of the community.

**How do I prepare for the start of my jury service?**

1. Ten days prior to the first call in date (see calendar) is the last opportunity to submit, in writing, any additional requests for partial excuse. 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. We only schedule the number of jurors necessary to select the trial jury. All jurors receiving a notice to appear for service will be participating in the selection process and not waiting to be called from the jury lounge.
2. Prepare for a possible service of a week. Although most trials complete in less time, we infrequently have trials that take a few days longer. You will be provided with a trial length prediction at the beginning of jury selection.
3. Know where and which court you are scheduled to appear. Your summons is for federal jury service at the Kastenmeier Federal Courthouse and not at the Dane County Circuit Court.

4. Know where to park. The nearest parking ramp is the Overture Center Parking Ramp. There is a map on the back side of your summons.
5. The public is not allowed access into the courthouse any earlier than 7:30 a.m. Everyone should be prepared to go through the courthouse security. Please keep belongings to a minimum and check that you do not have any sharp item among your belongings. There is very little free time spent in the jury lounge before collectively all prospective jurors are escorted to a courtroom.
6. Read the handbook for federal trial jurors (see section, **Preparing for Jury Service**). This handout provides you with all the necessary information to be prepared to serve.
7. Take the time to rest.

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](mailto: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