



**UNITED STATES DISTRICT COURT  
District of Minnesota**

Chief Judge John R. Tunheim  
Richard D. Sletten, Clerk

Warren E. Burger Federal  
Building and U.S. Courthouse  
316 North Robert Street, Suite 100  
St. Paul, MN 55101  
(651) 848-1117

U.S. Courthouse  
300 South Fourth Street  
Suite 202  
Minneapolis, MN 55415  
(612) 664-5045

Gerald W. Heaney Federal  
Building and U.S. Courthouse  
and Customhouse  
515 West First Street, Suite 417  
Duluth, MN 55802  
(218) 529-3506

Edward J. Devitt  
U.S. Courthouse  
118 South Mill Street, Suite 212  
Fergus Falls, MN 56537  
(218) 739-5758

Dear Potential Juror,

On behalf the United States District Court for the District of Minnesota, I have the honor of informing you that you have been chosen to serve as a potential grand juror for federal court in the State of Minnesota. Jury service is a civic duty that provides a unique opportunity to participate in the judicial process and see your federal courts in action. I welcome you and hope that you will find the experience interesting and rewarding.

You have been summonsed to the U.S. Courthouse in either St. Paul or Minneapolis for grand jury selection on the date listed on your summons. Please call the jury Information Line at either (612) 664-5100 or 1 (800) 569-7653 after 5:00 p.m. the Friday before you are scheduled to report to confirm your reporting schedule.

Grand jurors for the U.S. District Court - District of Minnesota are selected at random from a fair cross section of the population of the entire state of Minnesota. Typically, grand jurors serve one to three days a month for a term of twelve to eighteen months. During your grand jury juror service, you will be asked to report to the U.S. District Courthouse noted on your summons.

Please read the enclosed Grand Jury Information form in its entirety. It should answer most of your questions concerning grand jury service with the U.S. District Court for the District of Minnesota. If you have any questions, you may call your Jury Clerk whose contact information is provided on the attached Grand Jury Service Information form.

At the bottom of your summons you will find a Jury Information Form. Please complete the paper form and return it by mail or visit the Court's website at [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov) to complete the form online using the eJuror Program. The eJuror program allows jurors to perform many jury functions online, including filling out your jury paperwork, requesting an excuse or postponement, checking the status of your jury service, and printing out an attendance certificate for your employer.

On behalf of the U.S. District Court - District of Minnesota, I thank you in advance for the time, hard work and diligence you will give in your grand jury service.

Sincerely,

Richard D. Sletten  
Clerk of Court

# Grand Jury Information

Please read the following information completely and carefully. We encourage you to keep this correspondence for future reference

## **Now that I received a summons for grand jury service, what do I have to do?**

In response to the summons for grand jury service you received, you must complete the Jury Information Form within 5 days of receipt of your summons. You may either complete the paper form located at the bottom of the enclosed summons and mail it to the Court in the envelope provided, or visit the Court's website at [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov) and complete the form online using eJuror.

## **What should I do on my reporting day?**

Report to the Jury Assembly Room as noted on your summons. It is crucial that you report on time; please allow yourself plenty of time to find parking and the courthouse.

**\*\*IMPORTANT:** Please call the jury information line after 5:00 p.m. the Friday before the selection to confirm your reporting schedule. Last minute schedule changes sometimes occur and cannot be predicted. If you fail to call the jury information line and you appear at an incorrect time, the court will not be able to reimburse you for your expenses.

**Jury Information Line: 612-664-5100 or 1-800-569-7653**

**Bring photo identification and your parking ticket for validation with you when you report.**

## **What attire is appropriate?**

Please dress appropriately for court. Shorts, hats, halter or tank tops and jeans with tears are not acceptable courtroom attire. The courtrooms can be quite cool, so dress accordingly.

## **What happens when I report for grand jury service?**

When you report for jury service, you will check in, attend a brief orientation, and shortly thereafter, proceed to the courtroom for jury selection. During jury selection, the judge will ask you a series of questions to determine if you are appropriate to serve on the grand jury. At this time, you can let the judge know if you have any concerns about serving. If you are one of the twenty-three individuals selected to be on the grand jury, you will participate in a more detailed orientation and begin your service immediately following the jury selection. If you are not selected to be on the jury, you will be permitted to leave after the selection process is finished.

## **How long do I have to serve as a grand juror?**

As a grand juror, you will be required to report for service one to three consecutive days each month for a term of twelve months. On your first day of service, you will be provided with a yearlong calendar of your reporting dates. If necessary, you may be called for special grand jury sessions for up to six months after you have served your regular twelve-month term.



## What if I cannot serve as a juror or cannot serve as a juror on my reporting date?

You may request to be excused from jury service or you may request to have your jury service postponed. This request must be submitted *before* you receive a Notice to Report. Requests for excuse or postponement are handled on a case by case basis.

The Jury Clerk may excuse upon request the following occupational classes or groups of people from jury service:

- Persons over 70 years of age.
- Persons who served as a Grand or Petit Juror in the last two (2) years.
- Persons having active care of a child or children under 10 years of age whose health and/or safety would be jeopardized by the jury service, or a person who is essential to the care of aged or infirm person(s).
- Persons who serve without compensation as a volunteer firefighter or member of a rescue squad or ambulance crew for a federal, state, or local government agency.

**IMPORTANT:** If you feel you need to be excused for a reason other than those listed above, you must report for service on your reporting date and ask the judge to be excused during the jury selection.

Upon request, the Jury Clerk may grant postponement of jury service for the following:

- Persons with a health problem. You may be asked to submit a letter from your doctor to support this request.
- Persons who are enrolled as a full-time student.
- Persons with other extenuating circumstances.

## How do I submit a request to be excused or to postpone my jury service?

To request to be excused from jury service or to have your jury service postponed, please follow these procedures:

- Fill out the Jury Information Form, either on-line using eJuror or in paper form.
- Use the Excuse/Postpone/Partial Excuse option to submit your request on-line using eJuror or write a letter stating specifically why you need to be excused/postponed. If you are asking to postpone your service, please include the date that you will be available for such service. If you are requesting to be excused/postponed for medical reasons, you may be asked to submit a letter from your doctor.
- If your request is approved, you will receive either a letter in the mail or an email notifying you of the approval .

**IMPORTANT:** Requests for excusal/postponement may only be submitted by the person summonsed (not your employer). Requests for excusal/postponement must be submitted before you receive a Notice to Report. The Jury Clerk cannot grant you an excusal or postponement once you have been issued a Notice to Report.



### **Will I be paid for jury duty?**

All jurors receive \$40.00 per day, and \$0.54 per mile traveled to and from the courthouse. If you live 60 miles or more from the courthouse, you may choose to stay overnight during your jury service and/or the night before selection. If you choose to stay at a hotel, you will be reimbursed the actual cost of your lodging (**not to exceed the current government rate of \$145**) to cover the costs of lodging and a flat per diem rate of \$64 to cover meals and incidental expenses. If you choose to stay with a friend or relative, rather than a hotel, you will receive a flat per diem rate of \$64 to cover the costs of meals and incidental expenses.

### **What if my employer will not let me serve as a juror?**

While you serve as a juror, your employment is protected under federal law, 28 U.S.C. § 1875. If you have questions or problems regarding your employment as a result of your being summonsed to jury service, please notify the Jury Clerk. Most employers have a jury duty policy and we encourage you to check with your employer regarding its jury duty policy.

### **What happens if I fail to report for jury service?**

We try our very best to work with all prospective jurors so that they can timely report to jury service. In order for this to happen, we ask that you keep the Jury Clerk informed of any changes in your availability.

A juror who fails to report for jury service and who was not excused from jury service by the Court may be ordered to appear before the Court and show cause for why he or she failed to comply with the summons for jury service. Failure to appear before the Court or failure to show good cause for failing to report for jury service may result in a \$1000 fine, up to three days imprisonment, order to perform community service, or any combination thereof. 28 U.S.C. §§ 1864(b), 1866(g).

### **How do I contact the Jury Clerk or check my jury status?**

U.S. District Court  
United States Courthouse  
300 South Fourth Street, Suite 202  
Minneapolis, MN 55415  
(612) 664-5100 or 1-800-569-7653  
[jury-mpls@mnd.uscourts.gov](mailto:jury-mpls@mnd.uscourts.gov)

U.S. District Court  
Warren E. Burger Federal Building  
& U.S. Courthouse  
306 North Robert St.  
St. Paul, MN 55101-1460  
(612) 664-5100 or 1-800-569-7653  
[jury-stpaul@mnd.uscourts.gov](mailto:jury-stpaul@mnd.uscourts.gov)

To complete your Jury Information Form on-line or for additional information about jury service and the United States District Court, District of Minnesota, we encourage you to visit the Court's public website at:

**[www.mnd.uscourts.gov](http://www.mnd.uscourts.gov)**