



# 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

U.S. Courthouse  
118 South Mill Street, Suite 212  
Fergus Falls, MN 56537  
(218) 739-7911



U.S. Courthouse - Minneapolis

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 juror in a jury trial 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.

During your juror service months, you may be asked to report for jury service to the United States Courthouse in Minneapolis. Please note that the U.S. District Court, District of Minnesota is a federal court - *it is not connected with Minnesota state courts located in Hennepin, Ramsey, or other Minnesota counties.*

Jury service with the U.S. District Court, District of Minnesota lasts for two months in which you remain "on call" for jury service during that time. At some point during your two month service appointment, you may be notified to report for jury duty where you may be selected to serve as a juror for a particular jury trial. If you are selected to serve on a jury, your jury service will be complete once the trial has ended. If you are not selected to serve on a jury, you may be asked to report for jury service again during your two-month service appointment.

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

We are excited to offer the eJuror program which allows you 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. A link to eJuror can be found at our website: [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov). Please consider using the eJuror program.

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

Sincerely,

Richard D. Sletten, Clerk of Court

# Jury Service 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 jury service, what do I have to do?

In response to the summons for jury service you received you must do the following:

- Complete the Jury Information Form. You can log onto our website ([www.mnd.uscourts.gov](http://www.mnd.uscourts.gov)) to complete the form on-line using eJuror or complete the paper form located at the bottom of the enclosed summons.
- Complete the Vacation/ Appointment Form. Please indicate the dates that you have scheduled vacations and/or appointments that cannot be rescheduled by using the Partial Excuse option in eJuror to give vacation/appointment dates or by using the paper form provided.
- Contact the Jury Clerk to update your availability if your schedule changes after you have sent in your Vacation/ Appointment information. The Jury Clerk must be notified at least two weeks prior to the date(s) you are not available. You may contact the Jury Clerk via mail, phone, or e-mail.

**IMPORTANT:** If you are called to serve on a day that you are unavailable but did not inform the Jury Clerk as to the change in your schedule, you will still need to report for jury service and ask the Judge to be excused.

## How will I know when to report for jury service?

You will be notified as to when to report for jury service by receiving a Notice to Report in the mail. You should receive the Notice to Report approximately one week prior to the day you must report to the Court for jury service. The Notice to Report assigns you to a panel and provides you with specific instructions regarding the date, time, and location (including a map) of your service.

**IMPORTANT:** You do not need to call or report for jury duty until you receive either a Notice to Report in the mail or a telephone call from the Jury Clerk.

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

Jury service in the United States District Court - District of Minnesota lasts for two months. This means that you are “on call” to serve as a juror for a period of two months. This does not mean that you will be reporting every day for two months, but that you may be called at any time during the two months to serve as a juror.

If you report for jury duty and are not selected to be on the jury, you will remain “on call” for the rest of your two month period and may receive another Notice to Report. You will not need to report again unless you receive another Notice to Report in the mail. In the event that you are selected to serve on a jury, your service will be complete at the conclusion of the trial in most all circumstances. The average jury trial in federal court is less than two weeks; however, some trials last longer.

## What can I do if I cannot serve as a juror or cannot serve as a juror at this time?

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 will need 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, or If you are asking to postpone your service, please include the date that you will be available. If you are requesting to be excused/postponed for medical reasons, you may be asked to submit a letter from your doctor.
- You will receive a letter in the mail or an e-mail message to let you know if your request has been approved if you submit your request through eJuror.

**IMPORTANT:** Requests for excusal/postponement may only be submitted by the person summoned (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.

### **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 summoned 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 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).

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

All jurors receive \$40.00 per day, and \$0.575 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 a flat per diem rate of \$206 to cover the costs of lodging, tips, 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 \$71 to cover the costs of meals and incidental expenses.

### **How do I contact the Jury Clerk?**

The Jury Clerks may be contacted by mail, phone, or e-mail at:

#### **Maurya- St. Paul**

Warren E. Burger Federal  
Building and Courthouse  
316 North Robert Street, Suite 100  
St. Paul, MN 55101  
(651) 848-1117  
[jury-stpaul@mnd.uscourts.gov](mailto:jury-stpaul@mnd.uscourts.gov)

#### **Kinya- Minneapolis**

U.S. District Court  
United States Courthouse  
300 South Fourth Street, Suite 202  
Minneapolis, MN 55415  
(612) 664-5045  
[jury-mpls@mnd.uscourts.gov](mailto:jury-mpls@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)