



# UNITED STATES DISTRICT COURT District of Minnesota



*U.S. Courthouse - Duluth*

John R. Tunheim, Chief Judge  
Kate M. Fogarty, Clerk of Court

Warren E. Burger Federal  
Building and U.S.  
Courthouse  
316 North Robert Street,  
Suite 100  
St. Paul, MN 55101  
612) 664-5100

Diana E. Murphy  
U.S. Courthouse  
300 South Fourth Street  
Suite 202  
Minneapolis, MN 55415  
(612) 664-5100

Gerald W. Heaney Federal  
Building and U.S.  
Courthouse and  
Customhouse  
515 West First Street, Suite  
417  
Duluth, MN 55802  
(800) 569-7653

Edward J. Devitt  
U.S. Courthouse  
118 South Mill Street,  
Suite 212  
Fergus Falls, MN 56537  
(800) 569-7653

## Re: Notice to Report for Jury Service for Panel

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.

### **This is your Notice to Report for jury service on**

You are to report for service to the Gerald W. Haney Federal Building - U.S. District Courthouse in Duluth. 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 St. Louis, Otter Tail or other Minnesota counties.

Please read the enclosed Jury Service Information sheet. If you have any questions, you may call your Jury Clerk whose contact information is provided on the last page.

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).

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

Sincerely,

Kate M. Fogarty, Clerk of Court

Enclosures



## Jury Service Information

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

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

Report with a photo I.D. to the Jury Assembly Room, noted in 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 number listed below after 5:00 p.m. the night before you are scheduled to report for jury duty. If you are reporting on a Monday, call the jury information line over the weekend. You may be informed of new reporting instructions (change of date and/or time) when you call. You may have to adjust your schedule/travel plans. If you fail to call the jury information line and you appear after a trial has been canceled, 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 with you when you report.

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

- Complete the summons, either on-line using eJuror (<https://ecf.mnd.uscourts.gov/ejuror/TransportRoom?servlet=login>) or in paper form.
- Use the Excuse/Postpone/Partial Excuse option to submit your request on-line 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.
- If you are requesting to be excused/postponed for medical reasons, submit a letter from your doctor along with your request.

Postponement and excuse requests must be in writing. Requests for excusal/postponement may only be submitted by the person summoned (not your employer). This request must be submitted before you receive a Notice to Report. 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:** If you are called to serve on a day that you are unavailable but did not inform the Jury Clerk, you need to report for jury service and ask the Judge to be excused

### Why are jurors excused from service?

The Jury Clerk may excuse jury service for the following reasons:

- 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 jury selection.



### **Why are jurors postponed from service?**

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

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

### **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. Please 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 \$50.00 per day, and \$0.575 per mile traveled to and from the courthouse. The court will calculate your mileage using your address that is on file with the court. 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**) plus a flat per diem rate for your meals and incidental expenses. You must submit your original hotel bill to the Jury Clerk to claim this reimbursement. If you choose to stay with a friend or relative, rather than a hotel, you will receive a flat per diem rate to cover the costs of meals and incidental expenses.

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

During jury selection, the judge will ask you a series of questions to determine if you are appropriate to serve on that particular jury. If you are not selected to be on the jury, you will be permitted to leave after the selection process is finished. If you are chosen to be a juror, you will then receive instructions for how to report for jury service for that trial - trial hours are set by the Judge. On most occasions, the trial will begin as soon as the jury has been selected.

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

Gerald W. Heaney Federal Building & U.S. Courthouse  
515 West First Street, Suite 417  
Duluth, MN 55802-1397  
(612) 664-5100 or 1-800-569-7653  
[jury-duluth@mnd.uscourts.gov](mailto:jury-duluth@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).