



UNITED STATES DISTRICT COURT District of Minnesota

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

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
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



U.S. Courthouse – Fergus Falls

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 U.S. District Courthouse in Fergus Falls. 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 Otter Tail, or other Minnesota counties.

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. 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 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 carefully

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 complete the Jury Information Form. You may complete the paper form located at the bottom of the enclosed summons, or you may log onto our website (www.mnd.uscourts.gov) to complete the form on-line using eJuror.

What should I do on my reporting day?

- Report to the Jury Assembly Room, Room 215, in the U.S. District Courthouse in Fergus Falls. 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. on the night before you are scheduled to report to confirm your reporting schedule. Last minute schedule changes sometimes occur and cannot be predicted. If you fail to call the voicemail 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 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 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.

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. Requests for excusal or postponement are handled on a case by case basis.

The Jury Clerk may excuse **upon written 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 to report for service on your reporting date and ask the judge to be excused during the jury selection.

Upon written 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 (e.g. planned vacations, business travel)

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 in paper form, or on-line using eJuror.
- **Write a letter** stating specifically why you need to be excused/postponed, or use the Excuse/Postpone/Partial Excuse option to submit your request on-line using eJuror. 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.

IMPORTANT: Requests for excusal or postponement may only be submitted by the person summoned (not your employer).

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. We encourage you to check with your employer regarding its jury duty policy.

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 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).

Important Notice to Jurors Regarding Use of Technology to Conduct Research

You must not at any time perform any independent research about the case for which you may serve as a juror. This means that you must not research the internet, websites, or blogs, or use any electronic device to obtain information about any cases that are proceeding to trial during the time of your jury summons. Please refrain, before and during your jury service, from conducting any research or seeking out any information about cases for which you have been summoned to serve as a juror.

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

**U.S. District Court
Edward J. Devitt Courthouse
Suite 212
118 South Mill Street
Fergus Falls, MN 56537
(612) 664-5100 or 1-800-569-7653
jury-fergus@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