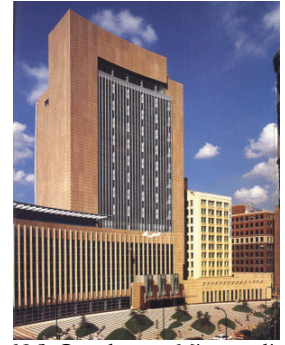




UNITED STATES DISTRICT COURT District of Minnesota



U.S. Courthouse - Minneapolis

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
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

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 potentially serve as a 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.*

It is important that you complete the Information Form on our website located at <https://www.mnd.uscourts.gov> or the paper form located at the bottom of the enclosed summons. For an excuse, partial excuse, or postponement of service, please see the enclosed Request Form.

Please read the enclosed Jury Service Information form in its entirety. If you have any questions, you may call your Jury Clerk whose contact information is provided on the attached Jury Service Information form.

On behalf of the U.S. District Court, District of Minnesota, I thank you for your potential jury service.

Sincerely,

Kate M. Fogarty, Clerk of Court



Jury Service Information

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

How long do I have to serve as a juror?

Your jury service is.

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.

How will I know when to report for jury service?

If you are selected, you will receive a Notice to Report in the mail one week prior to the day you must report. The Notice to Report assigns you to a panel and provides you with specific instructions regarding the date, time, and location 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.

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 (www.mnd.uscourts.gov) 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.

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

Diana E. Murphy
U.S. Courthouse
300 South Fourth Street
Suite 202
Minneapolis, MN 55415
(612) 664-5100 or 1-800-569-7653
[jury-mpls.mnd.uscourts.gov](https://www.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:

<https://www.mnd.uscourts.gov>