



**UNITED STATES  
DISTRICT COURT  
DISTRICT OF MINNESOTA**

**Jury Office**  
Jury Clerk  
O: (612)664-5100

**Warren E. Burger Federal  
Building and U.S. Courthouse**  
316 North Robert Street  
Room 100  
St. Paul, MN 55101

**Diana E. Murphy  
U.S. Courthouse**  
300 South Fourth Street  
Room 202  
Minneapolis, MN 55415

**Gerald W. Heaney Federal  
Building and U.S. Courthouse  
and Customhouse**  
515 West First Street  
Duluth, MN 55802

**Edward J. Devitt U.S.  
Courthouse and Federal  
Building**  
118 South Mill Street  
Fergus Falls, MN 56537

**Participant Number:**

**Notice to Report for Jury Service**

This serves as your notice to report for jury service. Please report with a photo ID to the following:

**Panel:**

**Date:**

**Time: TBD** (Courthouse opens to the public at 7:00 a.m.)

**Location:** Federal Courthouse

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

**Please call the Jury Information Line number listed above after 5:00 p.m. the night before you are scheduled to report for jury duty.** If you are reporting on a Monday, call 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.

U.S. District Court jury trials often have last minute date and/or time changes which cannot be predicted in advance. As a result, the date and time of your reporting instructions may change.

You may call your Jury Clerk at 612-664-5100 if you have any questions or concerns about your Notice to Report or reporting for jury service. Also, please contact the Jury Clerk if you have an emergency that prevents you from reporting on time.

Please note that 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, or both – 28 U.S.C. § 1864(b).

**Please read the attached additional information concerning your reporting for jury service.**

## **Jury Information**

*Please read carefully*

### **Reporting for Duty**

To report for duty you must:

- Report to the Jury Assembly Room at the courthouse on time. Please allow yourself plenty of time to find parking and the courthouse.
- Bring a photo I.D.
- Bring your parking ticket for validation.

When you report for jury service, you will check in, attend a brief orientation, and shortly thereafter, proceed to the courtroom for jury selection

### **Jury Selection Process**

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; however, you will remain on call for the rest of your on call period. 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.

### **Juror Attire**

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.

### **Amenities**

The U.S. District Court strives to make your time in the Jury Assembly Room as comfortable as possible. Light refreshments, magazines and wireless internet access are provided. Phones, a refrigerator and microwave are also available for your use. The Taher Café is located on the first floor; it offers a variety of meals, snacks and beverages. Reading materials, cell phones and laptops are allowed in the Jury Assembly Room. Food and beverages are not allowed in the courtroom. Computers, reading materials, and cell phones may not be used once you are in the courtroom.

### **Jury Pay/Travel Reimbursements**

All jurors receive \$50.00 per day, and \$0.67 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) to cover the costs of lodging and a flat per diem rate 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 to cover the costs of meals and incidental expenses.

### **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.