



**UNITED STATES DISTRICT COURT
District of Minnesota**

SAMPLE

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:
Location:

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 651-848-1117 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.