

Grand Juror Information Handout

Welcome to grand jury service in the United States District Court for the Western District of Wisconsin. The Western District covers counties in the Western two-thirds of Wisconsin. You have been randomly selected from the official list of actual voters in the most recent presidential election to be summoned and complete a juror qualification questionnaire. This handout contains important information about your service.

If, after reading the handout you still have questions, please contact Teresita Perales, Jury Administrator, at (608) 261-5711, or Jaime Smith, Deputy Clerk, at (608) 261-5713, via email at jury@wiwd.uscourts.gov,

fax at (608) 264-5925, or write to: U.S. District Court
Attention: Jury Clerk
120 N. Henry Street, Room 320
Madison, WI 53703

Completion of Juror Qualification Questionnaire

Federal law requires you, or someone on your behalf, to complete the qualification questionnaire within ten days, regardless of whether you currently reside in the district. If the prospective juror is deceased, there is a place for this to be indicated. We use the questionnaire to determine your eligibility for federal jury service. If you fail to complete the questionnaire, we will issue a summons requiring you to appear in court to complete it.

Submit your questionnaire using the Court's eJuror program online at <https://ecf.wiwd.uscourts.gov/ejuror>. Someone else can submit the questionnaire for you with your permission.

If you do not have access to the internet, you must request a paper questionnaire by calling either (608) 261-5711 or (608)261-5713 and leaving your name, participant number, current mailing address and telephone number, and your request for a paper copy. You will receive a copy of your questionnaire in the mail within ten days. You have ten days to mail it back to us.

Access to eJuror

- Visit the court's website, www.wiwd.uscourts.gov
- Select the eJuror link from the Online Services list and
- Login using the 9-digit participant number located on your summons just below your address.

- Follow the screen prompts and answer each question.
- Do not use the arrows in your browser or pause once you begin the questionnaire as this will cause the process to fail.



Term of Service

If you are selected to serve on the grand jury, you will serve for approximately 18 months. The grand jury meets approximately every three weeks for one or two days. The court will provide a schedule of the actual dates to selected jurors.

Request for Excuse or Postponement

You may be excused or have your service postponed to a later time only if you show that serving would result in an undue hardship. You may request an excuse as part of your submission of the questionnaire. After submission, if you wish to request an excuse or postponement, do so online at <http://ecf.wiwd.uscourts.gov/ejuror> or by mail to the Jury Administrator at least ten days prior to the report date on the summons. If a subsequent emergency prevents you from appearing as scheduled, please contact the Jury Administrator as soon as possible.

Preparing for Federal Grand Jury Service

You can visit the court's website at www.wiwd.uscourts.gov to read a handbook for grand jurors or contact the Jury Administrator to receive a copy by mail.

Reporting for Service

Report to room 220 of the Kastenmeier Federal Courthouse in Madison at 120 N Henry Street by 8:00 a.m. If you drive, park in the Overture parking ramp next to the courthouse. Do not park in metered parking. Allow approximately 10 minutes to pass through courthouse security.

The court does not have a formal dress code; however, jurors should dress in a respectful manner. You may wish to bring a sweater or light jacket, as temperatures are cool in the courtrooms.

Generally, when a grand jury is impaneled the selection and orientation takes place in the morning and the first session begins that afternoon. The grand jury is usually in session on Wednesday and Thursday of the week they are scheduled to appear. The week before a scheduled session the Jury Administrator, will confirm the length of the session both by email and telephone. A typical grand jury session will begin at 9:00 a.m. and continue until about 4:00 p.m. There will be a one-hour recess for lunch. You will be on your own for lunch. There are several restaurants within easy walking distance of the courthouse, or you may choose to bring your own lunch.

Compensation for Grand Jury Service and Certificates of Attendance

You will receive a \$50 attendance fee for each day you attend jury service. You will be reimbursed per mile round trip from your residence to the courthouse. If you need to stay overnight in Madison, you will be paid an additional per diem.

Certificates of attendance, which may be requested by your employer, can be obtained from the eJuror website or by asking the jury administrator.

Failure to Report

If you fail to report for jury service and have not been excused by the court, you may be served with a Show Cause Order by a United States Deputy Marshal and ordered to appear before a judge to show cause why you should not be held in contempt of the Jury Selection Act. Contempt penalties may include a \$1,000 fine, imprisonment for not more than three days, and community service.

Please see Frequently Asked Questions on pages 4 and 5.

Frequently asked Questions

Why should I use eJuror?

The court's online system provides an efficient way for you, as a prospective juror, to fulfill your obligation to respond to the court. The eJuror site is available 24 hours a day.

What if I do not have a computer?

The court understands that not all prospective jurors have access to a computer or the internet. You may wish to have someone with internet access (family/friend) help you or visit your local library's public computer terminals to access eJuror.

What if the prospective juror has moved out of the district, is 70 years old or older, has medical problems, is deceased, or does not want to serve at this time?

Everyone is required to complete the questionnaire. In the process of completing the questionnaire you will have an opportunity to update your address, request an excuse due to age or undue hardship. The court reviews all updates and requests for continued eligibility or for a change to the term of service. If the prospective juror is deceased, there is a place for this to be indicated.

How will I know if my questionnaire and any changes to my questionnaire have been received?

The last page of the questionnaire is a confirmation page. This page allows you to review, edit and confirm your answers before submitting to the court. However, after confirming your answers to the court they cannot be changed. You will receive verification that you have successfully completed the questionnaire. If you do not receive this verification, the court has not received a complete questionnaire. If you provided an email address a copy of your answers will be emailed to you.

What if I need to submit additional information?

Additional information must be in writing. Email any supplemental information to, jury@wiwd.uscourts.gov, or fax it to (608) 264-5925. If neither of these options are available to you, then mail to the address provided at beginning of this handout. All correspondence to the court should include your name and participant number.

Who will view the information I provide to the court?

The qualification questionnaire you are completing is used only by court staff to determine your eligibility to serve as a juror. Except by judicial order for extraordinary circumstances, only court staff will be able to review the information you provide. Your personal information is not released to any government entities for purposes other than to ensuring the juries are made up of a fair cross-section of the community.

How do I prepare for the start of my jury service?

1. Ten (10) days prior to your report date is the last opportunity to submit, in writing, any additional requests for excuse. It is your responsibility to notify by that time of any possible conflicts in your appearance. The court receives many requests. For this reason, you should promptly submit requests as they come to your attention. We only schedule the number of jurors necessary to select a grand jury. All jurors receiving a summons for service will be participating in the selection process and not waiting to be called from the jury lounge.
2. Know where and which court you are scheduled to appear. Your summons is for federal grand jury service at the Kastenmeier Federal Courthouse and not at the Dane County Circuit Court.
3. Know where to park. The nearest parking ramp is the Overture Center Parking Ramp. There is a map on the back side of your summons.
4. The public is not allowed access into the courthouse any earlier than 7:30 a.m. Everyone should be prepared to go through the courthouse security. Please keep belongings to a minimum and check that you do not have any sharp item among your belongings. There is very little free time spent in the jury lounge before collectively all prospective grand jurors are escorted to a courtroom.
5. Read the handbook for federal grand jurors online or call to have one mailed to you. This handout provides you with all the necessary information to be prepared to serve.
6. Call to request a list of hotels, make your reservations in advance and with enough time for the jury administrator to provide you with the necessary tax-exempt form.
7. Take the time to rest.