



## OFFICE OF THE CLERK

United States District Court Eastern District of Michigan, Ann Arbor Division

# SUMMONS FOR JURY SERVICE

Bring this summons with you when reporting for jury duty

The U.S. Constitution guarantees all people the right to trial by an impartial jury. The law requires your service.

**TERM OF SERVICE:** on call for selection for **two weeks** beginning

Starting after 6:00 pm the night before the date above, you must confirm your reporting instructions **daily** by calling **1-800-755-5879** or via the eJuror web page from **www.mied.uscourts.gov**.

**LOCATION:** Jury Assembly Room  
2nd floor  
Federal Building & U. S. Courthouse  
200 E. Liberty St.  
Ann Arbor, Michigan 48104  
(313) 234-5085

Use your 9-digit Participant Number to access your information when you check in.

## Questions?

Read the information included with this summons for further instructions.

## INSTRUCTIONS:

### 1). Complete the questionnaire.

Federal law requires that you complete a Juror Qualification Questionnaire within **TEN DAYS** of receiving this summons. Submit your answers online using our secure electronic jury system, eJuror, at **www.mied.uscourts.gov**.

### 2). Confirm your status and receive your reporting instructions.

After 6:00 p.m. the night before your term of service begins, confirm your reporting instructions by one of two ways:

- Access the eJuror web page from **www.mied.uscourts.gov**.
- Call **1-800-755-5879**. Listen to the entire message.

You will need to enter your 9-digit participant number (from the tear card above) to access your information.

### 3). Continue to check in.

Check your status via phone or internet each evening until you are instructed to report or informed that your service is over.

### 4). Report to jury duty when instructed to do so.

Please note that all persons and their belongings are subject to security screening when entering the courthouse. You must present one form of photo identification. Directions to the Courthouse are on the back of this summons.

**Failure to respond and/or appear as directed may result in a fine of not more than \$1,000, or imprisonment for not more than three (3) days, or community service, or any combination thereof.**

## PARKING

Park in any nearby commercial parking lot or garage. The court will reimburse you for your actual parking expenses up to \$12.00 per day. This amount will be included in the check for your attendance. You should bring enough money with you to pay for parking. Do not park on the street or at a parking meter. You will not have time to leave the courthouse to pay meter charges and the Court is not responsible for parking violations.

The Court assumes no responsibility for damage to or theft from any car while parked at any facility or lot. A claim for damages or loss must be settled between you and the parking firm.

## REQUIRED ITEMS

- Government issued photo ID
- This summons form

## PROHIBITED ITEMS

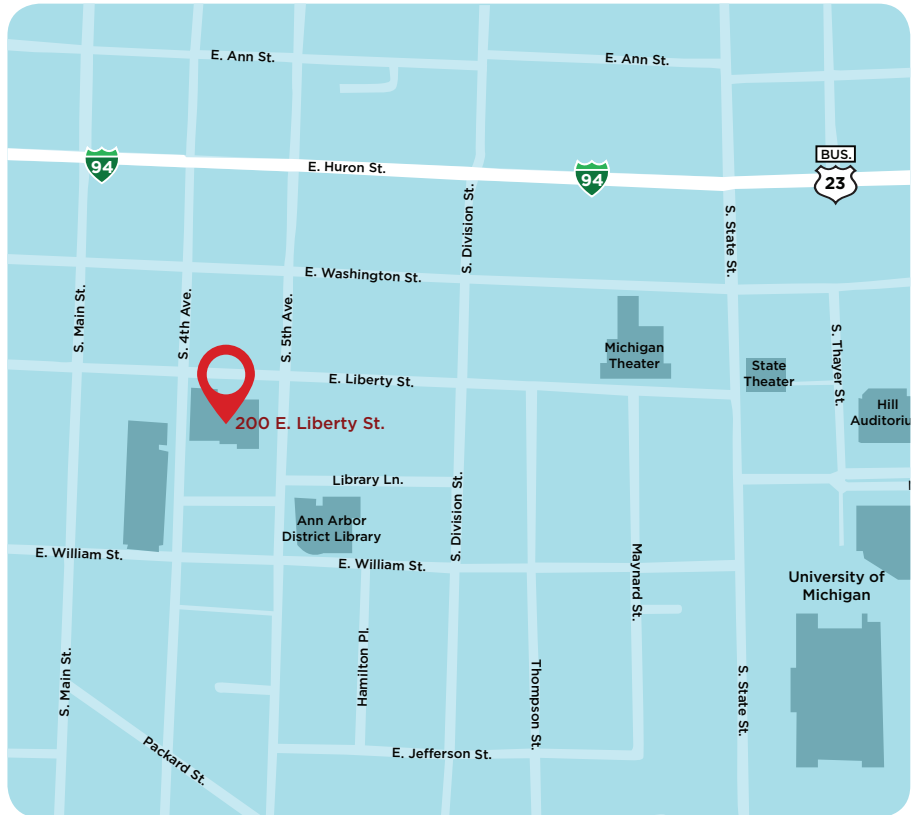
- Firearms
- Pocket knives
- Other weapons
- Any device that can be used for:
  - Sound recording
  - The taking of photographic or video images
- Jurors may bring cell phones into the courthouse but they must be turned off at all times. Judges have the option to prohibit cell phones in their courtroom.

## ATTIRE

Jurors are expected to dress in a manner reflective of the formality of the court proceedings and to preserve the dignity of the Court. Business casual attire is acceptable.

Not appropriate:

- T-shirts
- Tank tops
- Sweat pants
- Sweatshirts/hoodies
- Shorts
- Flip-flops
- Plunging necklines



## DIRECTIONS TO THE U.S. DISTRICT COURT — ANN ARBOR

### From Jackson County:

I-94 East to Exit 172, Jackson Rd. Follow to downtown Ann Arbor (about two miles). Jackson Rd. becomes W. Huron St. Turn right on Fourth St. and turn left on E. Liberty St. for 1½ blocks.

### From Lenawee County:

US-12 to Saline. Turn left on Ann Arbor-Saline Rd. Follow to downtown Ann Arbor (about 8 miles). Turn right on Liberty St for 1½ blocks.

### From Monroe County:

US-23 north to I-94 west, to Exit 175, Ann Arbor-Saline Rd. Turn right and follow to downtown Ann Arbor (about 2 miles). Turn right on Liberty St. for 1½ blocks.

### From Oakland County:

I-75 to I-696 west to I-275 south to M-14 west to Exit 3, downtown Ann Arbor. Follow to Liberty St. (about 1 mile). Turn left on Liberty St. for 1½ blocks. **OR** M-59 west to US-23 south to M-14 west to Exit 3, downtown Ann Arbor. Follow to Liberty St. (about 1 mile). Turn left on Liberty St. for 1½ blocks.

### From Wayne County:

I-94 west to Exit 175, Ann Arbor-Saline Rd. Turn right and follow to downtown Ann Arbor (about 2 miles) to Liberty St. Turn right on Liberty for 1½ blocks. **OR** I-96 west to M-14 west to Exit 3, downtown Ann Arbor. Follow to Liberty St. (about 1 mile). Turn left on Liberty St. for 1½ blocks.

## PUBLIC TRANSPORTATION RESOURCES

**Ann Arbor Area Transportation Authority:** [www.theride.org](http://www.theride.org)



# United States District Court Eastern District of Michigan, Ann Arbor Division

## JUROR INFORMATION

### **YOU MUST COMPLETE A JUROR QUALIFICATION QUESTIONNAIRE**

***Respond within 10 days of receipt of your summons.***

You are legally obligated to complete the questionnaire, regardless of whether you have moved or are requesting an excuse, disqualification or postponement from jury service.

#### **To complete the questionnaire online:**

Go to **[www.mied.uscourts.gov](http://www.mied.uscourts.gov)**. Click on the eJuror link found on the left hand side under "Online Services."

You can complete the questionnaire from any internet access point, including your smartphone.

Once you access the Court's website:

1. Select the eJuror tab on the left side of your screen.
2. Login into eJuror using your participant number (found on your summons above your Name and address), the first three letters of your last name and your date of birth.
3. Follow the prompts and answer each question.
4. Click "submit" and you are done!



**[www.mied.uscourts.gov](http://www.mied.uscourts.gov)**

#### **To request a paper questionnaire:**

If you do not have internet access, please call the Juror Qualification Questionnaire Request Line at **844-843-1393**. Enter your 9-digit Participant Number, which is located on your summons. You will be mailed a paper questionnaire upon your request.

### **REPORTING TO THE COURTHOUSE**

**Do not report unless eJuror indicates a specific date and time to report OR the recorded instructions tell you to report for jury duty.**

**Jurors who report for service without being instructed to do so will not be paid.** Reporting instructions are available online via eJuror or by phone **after 6:00 p.m.** one business day prior to the date listed on your summons.

#### **To check online via eJuror:**

1. Access the court's website at [www.mied.uscourts.gov](http://www.mied.uscourts.gov).
2. Click on the eJuror link.
3. Login to eJuror using your participant number to receive your reporting instructions.
4. Click on "Current Status" link.

#### **To check by phone: 800-755-5879**

<b><i>If the message says...</i></b>	<b><i>You are required to...</i></b>
You are not selected, call back	Call back as instructed.
You are rescheduled	Continue to check the automated system again for reporting instructions as directed for the duration of your two week term.
Appear for jury selection	Report to the Courthouse as directed. See the Court's website or the back of your summons for directions and parking information.

## Why did I receive this summons?

Your name was randomly selected, based on driver's license records, state ID records and voting records from the state of Michigan. Jurors serving in the Ann Arbor Division of the U. S. District Court for the Eastern District of Michigan are selected from the following counties: Jackson, Lenawee, Monroe, Oakland, Washtenaw and Wayne.

## How long will I serve?

Petit (trial) jurors are **on call for a two week period** in the Ann Arbor Division. This **does not mean** that you will appear every day during those two weeks. The period of service begins on the date listed on the enclosed summons form. If you are selected as a juror for a trial, please be aware that most trials at the Federal Court range from four to seven days in length.

## I HAVE BEEN SELECTED TO REPORT FOR JURY SELECTION...

### What will I need to bring?

A government issued photo ID and your summons form are required to enter the Courthouse. There is no food service in the courthouse, so feel free to bring a snack or lunch with you. A refrigerator and microwave are available for your use.

### What should I wear?

Jurors are expected to dress in a manner reflective of the formality of the court proceedings and to preserve the dignity of the Court. Business casual attire is acceptable. Clothing such as tank or halter tops, plunging necklines, shorts, t-shirts, blue jeans, sweatpants, flip-flops, or sneakers is not appropriate to wear while you are sitting as a juror. You may wish to bring a sweater or jacket as temperatures can vary in the courtrooms. No hats are permitted in the courtroom during any proceedings.

### What items are prohibited in the Courthouse?

Firearms, pocket knives and other weapons are prohibited.

Jurors may bring cell phones into the courthouse, but they must remain off at all times.

### Can I stay overnight?

Jurors residing more than 65 miles (one way) from the Courthouse may come the night before and the Court will reimburse your lodging and subsistence expenses up to \$203.00. **A hotel receipt is required for reimbursement.** Please make your reservations with the hotel directly, and not a third party site. Please tell the hotel that you are a potential juror and ask for the government rate.

### Do I get paid for jury duty?

Jurors receive \$50.00 per day for each day of attendance, round-trip mileage at the current government rate (calculated as the **shortest route** from your residence) and reimbursement for actual parking up to \$12.00. **You will not be reimbursed for taxi or ride share fares.** Federal employees, except Postal Service and FAA employees, are not entitled to attendance fees. Jury payment and reimbursements are made by check and will be mailed to your address following your jury service. **Remember, if you appear for jury service without checking eJuror or calling the Jury Information Line (800-755-5879), YOU WILL NOT BE PAID.**

### How can I be excused or deferred to a different date?

**You must first complete and submit your juror qualification questionnaire. Requests MUST be made in writing including your name and participant number.** Jurors may submit requests through eJuror on the Court's website or by mail, fax, or email. If you are asking to be excused for medical reasons, you will need to submit a signed statement from your doctor. If you are employed, the note must also address why your medical hardships permits you to work but not serve on a jury. Requests will not be considered without a completed juror qualification questionnaire.

**You are not excused or deferred until you call 1-800-755-5879 to confirm your status. It is your responsibility to check your status.**

#### BY MAIL:

U.S. District Court, Jury Administrator  
Theodore Levin United States Courthouse  
231 W. Lafayette Blvd, 5th Floor  
Detroit, MI 48226

#### BY EMAIL:

federaljury@mied.uscourts.gov

**NOTE: Email attachments must be in PDF format.**

#### BY FAX:

313-234-5367

### What happens if I don't report?

JURORS WHO FAIL TO APPEAR AND WHO ARE NOT EXCUSED OR DEFERRED BY THE COURT MAY BE HELD IN CONTEMPT OF COURT. CONTEMPT PENALTIES MAY INCLUDE A \$1000 FINE, THREE DAYS IMPRISONMENT, COMMUNITY SERVICE, OR ANY COMBINATION THEREOF AS PROVIDED BY TITLE 28, SECTION 1866(G), UNITED STATES CODE.