



OFFICE OF THE CLERK

United States District Court Eastern District of Michigan, Bay City 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

LOCATION: Jury Assembly Room
2nd floor
Post Office & U. S. Courthouse
1000 Washington Ave.
Bay City, Michigan 48708
(313) 234-5085

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**.

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

Parking for jurors is located on Fifth St. between Adams and N. Madison Streets. This parking lot is run by Bay County. Use the Fifth St. entrance and park in the West section on the lot, as indicated on the enclosed map.

You must display your juror parking permit on your dashboard so that it is visible through your windshield. The permit is printed on the reverse side of the map.

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

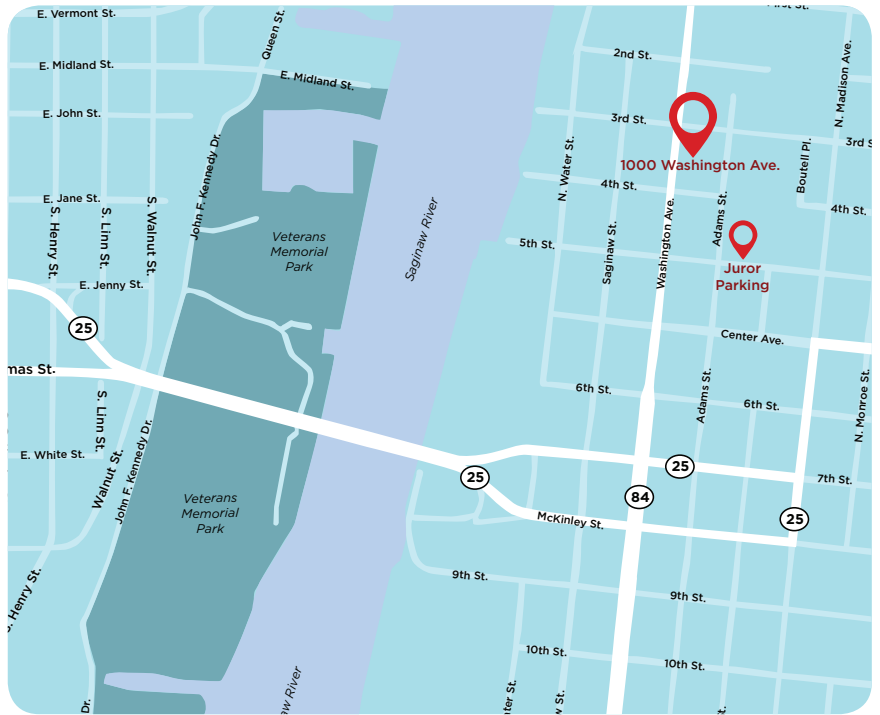
PROHIBITED ITEMS

- 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 COURTHOUSE

The court is located in the Post Office Building, 1000 Washington Avenue, on the north-east corner of Washington Avenue and Third Street. **You must use the entrance on Third Street to access the building.**

From the West (via I-75, Exit 162):

As you exit from I-75 you will be on M-25, which becomes Thomas St. Continue East on M-25/Thomas St., crossing the Veterans Memorial Bridge. Turn left at Washington Ave. (second light after the bridge) and continue to Fifth St. Turn right on Fifth St. to access the parking lot.

From the West (via US-10):

US-10 becomes M-25/Thomas St. Follow the directions for I-75 above.

From the West (via I-75, Wilder Rd. Exit):

As you exit from I-75 head east on Wilder Rd. to Euclid Ave. Turn right on Euclid and proceed south to Thomas St. Turn left on Thomas St. and follow directions above.

From the East (via M-25):

M-25 becomes Center Ave. Proceed west on Center Ave. to Madison Ave. and turn right. Continue on Madison to Fifth St. Turn left to access the parking lot.

From the Southeast (via M-15):

M-15 becomes Trumbull. Proceed north on Trumbull to Center Ave. and turn left. Follow the directions for M-25 above.

PUBLIC TRANSPORTATION RESOURCES

Bay Metropolitan Transportation Authority: www.baymetro.com



United States District Court Eastern District of Michigan, Bay City 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. 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

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.
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

<i>If the message says...</i>	<i>You are required to...</i>
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 Bay City Division of the U. S. District Court for the Eastern District of Michigan are selected from the following counties: Alcona, Alpena, Arenac, Bay, Cheboygan, Clare, Crawford, Gladwin, Gratiot, Huron, Iosco, Isabella, Midland, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, Roscommon, Saginaw and Tuscola.

How long will I serve?

Petit (trial) jurors are **on call for a two week period** in the Bay City 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 \$166.00. **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). **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.