

PLEASE READ CAREFULLY BEFORE CONTACTING THE JURY OFFICE.

You have been summoned for jury service in the United States District Court. The courthouse is located at 1550 Main Street, in Springfield, MA., between Bridge and Worthington Streets. Please visit our web site at www.mad.uscourts.gov

- 1) **Questionnaire:** Please complete the red and white Juror Qualification Questionnaire and return it to this office within 10 days using the enclosed postage-paid envelope. *You are still obligated to return the questionnaire regardless of a request for disqualification, deferral or to be excused from jury service.* The Jury Office enters all questionnaire information into our database and is severely limited in their ability to assist you without your updated information.
- 2) **Automated Phone System:** The Court uses an automated phone system to notify jurors of reporting instructions AND to notify jurors of the outcome of requests to be disqualified, deferred or excused. Your information is updated in our phone system ten days prior to your summons date. To receive your jury instructions and information regarding requests to be disqualified, deferred or excused, you need to call 1-800-882-1249 ten days prior to your summons date. The automated system will ask you to punch in your *nine digit participant* number located just above your name/address on your summons for jury service. If you do not have a touch tone phone, or if you have any questions about jury duty, please call 413-785-0215 for your jury instructions. Do not discard your Summons for Jury Service under any circumstances.
- 3) **Hardship Request:** If petit jury service will result in undue hardship you may request to be excused or deferred. Provide a detailed letter stating the reason(s) for your request and *return it with the qualification questionnaire* using the postage-paid envelope immediately. You are still obligated to call the court automated phone system for inquiries regarding your status as a prospective juror. Requests to be excused for medical reasons *must be* accompanied with a letter from your physician specifying the condition that prohibits you from serving. Transportation hardships are not accepted. **Vacations, medical and business appointments, will be allowed during the term of jury service if the Clerk's office is notified in advance.**
- 4) **Prior Jury Service:** You may not be excused from federal jury service unless: you served state jury service within the past three years on a trial for 5 days or more and have a certificate of service; or, you reported for federal jury service within the last three years .
- 5) **On Call Status & Reporting Information:** As a prospective juror, you should expect to remain ON CALL for a period up to two months starting on your summons date. This *does not* mean that you appear everyday for two months. It does mean you are obligated to call the jury automated phone system each Friday after 5PM for reporting instructions. You are required to appear only as needed. Within your two months of on call service, you may be required to appear for more than one jury selection. Actual in-court attendance is usually less than ten days and the average length of a jury trial is 2 - 7 days and, once a juror has served on a trial, the clerk will make every effort not to call that juror back for another jury selection.
- 6) **Compensation:** You are compensated at a rate of \$40.00 per day and 36.5 cents per mile for travel expenses. The Court reimburses you for parking fees (with a receipt) and any toll charges incurred. All reimbursements are made by check and mailed to your address within ten days following your juror service. Therefore, please be aware that on the first day of your jury service, you will be required to pay transportation and parking expenses out of pocket.
- 7) **Parking for Jurors:** Jurors *do not have to pay* for parking provided they park in the *Columbus Center/City Stage Parking Garage*, which is located directly behind the Federal Building and is connected to the Federal Building on the second floor. Jurors should bring their parking tickets to the courthouse and they will be validated by the clerk. Jurors with tall vehicles such as trucks or vans should park in the I-91 *North Garage* across Columbus Ave from *Columbus Center Garage*.