

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 300 State Street, in Springfield, MA.. Please visit our web site at www.mad.uscourts.gov

Questionnaire: Please complete return the pink and white Juror Qualification Questionnaire to this office within **10 days** using the enclosed postage-paid envelope or by completing the questionnaire on line. *You are still obligated to return/submit the questionnaire regardless of a request for disqualification, deferral, or to be excused from jury service.* The Jury Office enters all questionnaire information into the Court database and is severely limited in their ability to assist you without your updated information.

Automated Phone System: Please **do not** call the automated phone system prior to ten business days before your scheduled reporting date. 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 business days prior to your summons date. **To receive information regarding requests to be disqualified, deferred or excused, you need to call 1-800-882-1249 between the hours of 9AM and 4PM approximately ten business days prior to your summons date.** The automated system will prompt you to enter 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 413-785-6806 for your jury instructions. Do not discard your Summons for Jury Service under any circumstances.

Personal Hardship Request: If petit jury service will result in undue personal 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 or on-line **after** completing the questionnaire. 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.**

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. **PLEASE NOTE: FOOD, BEVERAGES AND ELECTRONIC EQUIPMENT ARE NOT ALLOWED INTO THE COURTHOUSE.**

Compensation: You are compensated at a rate of \$40.00 per day and .54 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.

Parking for Jurors: The closest public parking facility is the Civic Center Garage which is located in downtown Springfield between Harrison Avenue, Falcons Way (formerly East Court Street) and Dwight Street. The south side of the garage is directly across Falcons Way from the MassMutual Center. Jurors with large vehicles can park in the open air lot across Harrison Ave. from the Civic Center garage, however parking there **cannot** be validated. Jurors should obtain a receipt and turn it in for reimbursement that they will receive in their juror check. There is limited street parking in the vicinity of the Courthouse. **If a juror parks in a Springfield Parking Authority garage other than the Civic Center Garage and receives a coin, please bring the coin to the courthouse and it will be validated.**

FREQUENTLY ASKED QUESTIONS

I already served jury duty in STATE court. I thought I was excused from any further jury service?

Prior state court service does NOT excuse you unless you served on a trial for 5 days within the past three years and have a certificate of service. If you served the one day/one trial in any state court, it **does not** excuse you from the Federal Court. Also, please see front page, section 3.

Can I be transferred to a Court closer to my home? Why do I have to go to Springfield?

No. The jury pool for Springfield includes the following counties: Franklin, Hampshire, Hamden, and Berkshire. If you move out of state or out of the district, please provide a copy of your driver's license, registration, or a utility bill that reflects your new address.

How long should I expect to be at the courthouse for jury selection? What hours if I am actually selected as a juror?

On the first day, for jury selection, you should plan to be at the courthouse from 8:00 to 1:00PM. However, if you are actually selected to serve as a juror, *most* judges sit between 9AM-1PM and one judge sits from 10 AM to 4:00PM.

IMPORTANT REVISED INSTRUCTIONS FOR COMPLETING THE JUROR QUALIFICATION QUESTIONNAIRE

Juror Qualification Questionnaires may now be completed on-line!

Please visit our home page at : www.mad.uscourts.gov. From the Jurors drop down tab please select "SPRINGFIELD". Select the Ejuror link. This will bring you to the on-line questionnaire.

You may log in using your nine digit participant number located above your name on the summons, the first three digits of your last name, and your date of birth. Please follow the on-line instructions for each question. **DO NOT HIT THE BACK BUTTON ON YOUR WEB BROWSER!** Please use the back button at the bottom of each screen. You will have the opportunity to review your answers before submitting the questionnaire.

After completing your questionnaire you will be able request an excuse as well as check your reporting status all on-line. Each page also has a "Help" feature to answer most questions. If you complete your questionnaire on-line you do not have to return the hard copy.

All requests for a postponement need to be submitted in writing. The on-line link for postponement is not activated.

All requests for excuse from federal jury service are reviewed by the court. Your status will be updated within five to seven business days after submission.

Prior State Court jury service **DOES NOT** excuse you from this Federal Jury Service unless you served FIVE days within the last three years. *How will I know if I have been excused, deferred or disqualified from jury service? Ten days prior to the date printed on your summons,* please call the automated telephone system. If you have been excused, disqualified or deferred from jury service, the automated message will inform you of this. You WILL NOT receive notice by mail.

FREQUENTLY ASKED QUESTIONS (CONTINUED)

How will I know when I have to report for jury service?

The Court uses an automated telephone system to schedule jurors. *The telephone system will not work for you unless you have returned your juror qualification questionnaire and it has been entered into the database.* Please call the automated phone system-1-800-882-1249 and enter your nine digit participant number-after 5PM on the Friday prior to your reporting date. Reporting instructions will be accessible throughout the weekend. The automated system will ask you to punch in the nine digit number located just above your name and address on your summons. If you are required to report, the message will list your reporting date and time. If you are not required to report, the recording will instruct you to call again at a specified time.

It is possible that you will not be required to report on your first day of on call status. Therefore it is very important that you call the automated phone system after 5PM on the Friday prior to your reporting date for reporting instructions. Please note that if you appear for jury service without calling for instructions, you will not be authorized to collect any juror fees.

Do I have to appear each week for jury selection?

No. You should appear on the date scheduled by the automated telephone system. Actual in-court attendance is usually less than ten days. Once a juror has served on a trial, the clerk will make every effort not to call that juror back for another trial. The Court normally conducts jury selection on the first business day of the week, Monday. In the event of a holiday jury selection is conducted on a Tuesday.

What is the average length of a trial in the Federal Court?

The average jury trial in the Federal Court spans between two to seven days.

What if I am unable to obtain a doctor's letter?

Requests to be excused for any medical reason **must be** accompanied by a current letter from your physician specifying the condition that prohibits you from serving. Without a doctor's letter, your request *to be excused for a medical condition* **will not be considered**. Also, please note, the Court does not keep past medical certificates or letters on file.