

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 on the fifth floor of the Donohue Federal Building at **595 Main Street**, in Worcester, MA. 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 or by completing the questionnaire on-line. *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. Do not discard your Summons for Jury Service under any circumstances.
- 3) **Personal 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. 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 .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 two weeks 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) **Questions:** If you do not have a touch tone phone, please call (508) 929-9900 and ask to speak to a jury clerk.

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 "WORCESTER". 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.

You will be able to complete your juror questionnaire, request an excuse or postponement from service, and 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 excuse or postponement 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 or more within the last three years.

FREQUENTLY ASKED QUESTIONS

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 for a full day from 8:00 to 5:00PM. However, if you are actually selected to serve as a juror, *most* judges sit between 9AM-3PM. The average jury trial in the Federal Court spans between two to seven days.

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 may also check your status on-line. You WILL NOT receive notice by mail.

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 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.

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 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.