

**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](http://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. (If you are calling after August 22 please call 413-785-6806.) Do not discard your Summons for Jury Service under any circumstances.
- 3) **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 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 58.5 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 ***Civic Center Parking Garage***, which is located on the corner of Dwight St. and E. Court St. across from the Civic Center. Jurors should bring their parking tickets to the courthouse and they will be validated by the clerk..

## **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..

### ***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.

### ***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.

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.

### ***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.

### ***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.