

**United States District Court
Western District of Kentucky at Louisville**

*** JUROR REPORTING INSTRUCTIONS ***

*These instructions should be read carefully and you should find them self explanatory.
However, if after reading them completely, you have any questions, please phone the Jury
Administration Office at (800) 295-6822.*

Returning the Juror Information Form

You MUST complete the supplemental qualification form, entitled “Juror Information Form” attached to the lower half of your summons and return it to the Court within five (5) days of receipt of the summons.

ATTENDANCE OBLIGATION

You should be aware that Title 28, United States Code, Section 1866(g) provides, *“Any person summoned for jury service who fails to appear as directed shall be ordered by the District Court to appear forthwith and show cause for his/her failure to comply with the summons. Any person who fails to comply with the summons may be fined not more than \$1000 or imprisoned not more than three days, or both”.*

Your Juror Identification Card

A juror identification badge has been included with your summons. Please bring your badge with you each time that you report for jury duty. The badge can be found on the upper left-hand side of your summons. The bar coding on the badge is used by our automated jury program to identify you as a juror.

When you report for service you MUST have with you a photo ID.

How long will my term as a juror last?

The date listed on your summons indicates the beginning of your 2 month term of service. Although you are on call for 2 months, you will only be required to report for jury selection a few times during your term of service. The number of times may vary depending on the needs of the Court. If you are seated on a jury at the time of the expiration of your term of service, the term will be extended until completion of the trial. The jurors instructed to report are rotated within the panel to help minimize appearance dates. Some people are never called at all.

You are free to continue your routine during your sixty day period of service, unless notified to report.

PLEASE CALL THE NIGHT BEFORE YOU ARE TO REPORT FOR SERVICE TO CHECK FOR POSSIBLE CHANGES (1-800-295-6822)

How will I know when to report?

Following receipt of this summons, **YOU WILL BE NOTIFIED BY MAIL WHEN TO REPORT.**

When notified by mail to appear, you **MUST** call the juror reporting information telephone number listed below **THE NIGHT BEFORE** your scheduled reporting date.

(See additional information on the reverse side)

IT IS THE JUROR'S RESPONSIBILITY TO CALL THE AUTOMATED NUMBER (1-800-295-6822) TO VERIFY THAT YOUR PRESENCE IS STILL REQUIRED OR OF ANY CHANGES IN DATE, TIME OR LOCATION FOR JURY SERVICE. You should call after 6:00 p.m. When you call the automated telephone number, you will be identified by the last four digits of your juror number which is indicated on the summons. (Example: 01-0001. Listen for "0001").

After listening to the recorded message, you may leave a voice message for the jury administrator if necessary.

arranged medical appointments, vacation, etc., you should notify the jury administrator in writing immediately so that your jury service dates can be scheduled accordingly. The Court will make every effort to work around your schedule.

(PLEASE READ THE ATTACHED BLUE SHEET AND COMPLETE THE SECTION "REMARKS/EXCUSE REQUESTS", SETTING FORTH THE DATE(S) FOR APPOINTMENTS WITH A PHYSICIAN, SCHEDULED VACATION(S), BUSINESS OBLIGATIONS, OR ANY OTHER REQUEST TO BE EXCUSED.)

Juror Fees and Orientation

You will receive an attendance fee of \$40.00 per day plus mileage at the rate of .55 cents per mile. **Checks are prepared every two weeks to cover attendance fees, mileage and parking.**

THE JUROR REPORTING INFORMATION TELEPHONE NUMBER

The telephone number is **1-800-295-6822**

Where do I report?

When you are instructed to report for jury duty, please report to the Gene Snyder Courthouse, Room 107, First Floor, 601 West Broadway, Louisville, KY, 40202. *(For Driving Directions and Parking Locations, please refer to the attached lavender/purple page.)*

ORIENTATION

The first time that you report for jury service you will be greeted by a member of the Clerk's Office staff. Jurors will watch a video on Petit Jury Service, and will also receive a Petit Juror Handbook. During the orientation the Deputy Clerk will be happy to answer your questions. **DUE TO A CHANGE IN OUR CELL PHONE POLICY, WE ASK THAT YOU LEAVE IT IN YOUR VEHICLE!** Our goal is to make your experience as a petit juror a rewarding and pleasant one.

Generally the Court will be in session from about 8:30 A.M. to 5:00 P.M. The Court normally takes several short breaks throughout the day in addition to an hour for lunch.

What if you have a doctor's appointment or a planned vacation?

The Court realizes that from time to time jurors may need to request a temporary absence from jury service. These absences are generally for appointments with a physician, scheduled vacation time, business obligations, etc. Because the Court will make every effort to accommodate temporary absences during your jury term, these absences **DO NOT** constitute a valid reason for being excused from the entire term.

Please remember to bring with you an ID that has your photo on it for identification when you report for jury service. ALSO, PLEASE REMEMBER TO CHECK YOUR MILEAGE FROM YOUR HOME TO THE COURT.

On behalf of the Clerk of Court, thank you for your participation as a juror for the United States Court for the Western District of Kentucky. If you have any questions, please phone the Jury Administration Office at (800) 295-6822.

If during your 2 month period you have pre-

GROUND FOR REQUESTING
TEMPORARY OR PERMANENT EXCUSE

If during your 2 month period you have pre-arranged medical appointments or vacations, you should notify the jury administrator in writing immediately so that your jury service dates can be scheduled accordingly. The Court will make every effort to work around your schedule. Please provide the dates on the back of this sheet.

If you need to be temporarily or permanently excused from jury service for reasons other than medical appointments or vacations, **YOU MUST SUBMIT A REQUEST TO BE EXCUSED TO THE JURY ADMINISTRATOR IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THIS SUMMONS.** Any request must be personally written by the juror and may include any attachments you deem appropriate to aid the Court in rendering a decision. All medical excuses must have a separate doctor's statement attached. **PLEASE USE THE FORM PROVIDED ON THE BACK OF THIS SHEET.**

IF YOU ARE A PERSON IN ONE OF THE FOLLOWING CATEGORIES, YOU MAY SUBMIT TO THE COURT A REQUEST TO BE EITHER TEMPORARILY OR PERMANENTLY EXCUSED:

1. A person over 70 years of age.
2. A person who has served as a grand or petit juror within the past two years in either a state or federal court.
3. A person who serves without compensation as a volunteer firefighter or a member of a rescue squad or ambulance crew.
4. A person having active care and custody of a person whose health and/or safety would be jeopardized if required to be absent for jury service.
5. A person whose services are so essential to the operation of a business, commercial or agricultural enterprise, that it must close or cease to function if they are required to perform jury duty.
6. Full-Time Student (Carrying 12 hours or more).

REMEMBER: YOUR REQUEST TO BE EXCUSED MUST BE SUBMITTED TO THE JURY ADMINISTRATOR IN WRITING WITHIN FIVE DAYS OF RECEIPT OF THIS SUMMONS.

LOUISVILLE DIVISION JURORS
DIRECTIONS TO:
THE GENE SNYDER COURTHOUSE BUILDING
601 WEST BROADWAY
LOUISVILLE, KENTUCKY 40202
The Courthouse is located between 6th and 7th Streets on Broadway

From the East: Traveling on I-71 and I-64
I-71 South to I-64 West
Exit 3rd Street Ramp (**Exit 5B**)
Go straight ahead through traffic light
Go approximately 7 traffic lights
Turn right onto Broadway
Go 3 traffic lights down Broadway
Courthouse next block on right.

From the South: Take I-65 North
Get off Broadway Exit (**Exit 136A**)
Take a left at first traffic light
Go 6 traffic lights west on Broadway
Courthouse next block on right.



PARKING

- Systems Parking** Across from the Courier Journal Building at 6th and Broadway. \$2.50 maximum.
- Riverside Parking** Across from the Courthouse on Broadway between 6th and 7th Streets \$2.50 for all day.
- Federal Garage** A non-Governmental agency, located at 7th and Magazine, will provide jurors with parking for a maximum charge of \$3.00 if you have your ticket validated by the Court.
- Other Parking** One block south of Broadway at 7th and York Streets. There will be a box in the middle of the parking lot for you to put your money in. Make a mental note of the space you are parked in so you will put your money in the correct slot. \$1.25 of all day.

PLEASE REMEMBER TO CHECK YOUR MILEAGE FROM YOUR HOME TO THE COURTHOUSE.

(Please see additional information on the reverse side)

FREQUENTLY ASKED QUESTIONS

- 1. Why do I have to come to Louisville if I don't live there?**
The United States District Court in Louisville draws names from 11 different counties to serve as jurors in the Louisville division.
- 2. How long will my term as a juror last?**
Your term of service will be for 60 calendar days, unless otherwise directed by the court.
- 3. Will I have to come in every day for 60 days?**
NO. You should only appear if you receive a letter directing you to report.
- 4. Do I call every night to find out if I must report the next day?**
NO. You will be notified by mail seven (7) days in advance if you are needed. The letter will contain instructions regarding when you are to call.
- 5. When I do have to report, how long will I be there?**
The length of time can vary. We usually operate within the normal business hours of 8:30 a.m. to 5:00 p.m.
- 6. How do I request to be excused?**
Your request must be in writing and sent to the Jury Administrator. If it is for medical reasons, please enclose a statement from your doctor.
- 7. What if I have a doctor's appointment or a planned vacation?**
If you have a doctor's appointment or a planned vacation you must also notify the Jury Administrator as soon as possible in writing. You may send it in along with your juror information card.
- 8. What do I do if an emergency comes up?**
You must notify our office as soon as possible. You may call and leave a message if it is after hours.
- 9. When do I get paid for serving on jury duty?**
Jury checks are processed every two weeks.
- 10. Does the Court have a web site?**
Yes. You can visit us at www.kywd.uscourts.gov select **Jury** from the menu.