

eJUROR QUALIFICATION QUESTIONNAIRE AND INFORMATION HANDOUT

Welcome to federal jury service in the United States District Court for the Western District of Wisconsin. You have been randomly selected from an official list of voters in the most recent presidential election for jury service in the Madison Division of the Western District of Wisconsin. The Madison Division includes the following counties: Columbia, Dane, Green, Iowa, Jefferson, Lafayette, Rock, and Sauk. This handout contains critical information about your service. Please read it in its entirety.

Enclosed please find the Jury Administrator's business card. The back side of the card has the call-in number and a place for your Participant Number.

Completion of Juror Qualification Questionnaire

Federal law requires you, or someone on your behalf, to complete the qualification questionnaire within ten (10) days, regardless of whether you currently reside in the district. If the prospective juror is deceased, there is a place for this to be indicated. If the prospective juror is 70 years old or older and would like to opt out of jury service, there is a place for this to be indicated as well. We use the questionnaire to determine your eligibility for federal jury service. If the questionnaire is not completed, we will issue a summons requiring you to appear in person to complete it. The questionnaire must be completed by everyone including jurors who were previously deferred.

You may complete your questionnaire using the Court's eJuror program online at <https://ejuror1.uscourts.gov/wiwd>. If you do not have access to the internet, you must complete and return a paper questionnaire. To request a paper questionnaire, call (608) 261-5711, leave your name, participant number, and request the paper copy of the questionnaire. You will not receive a return phone call; however, you will receive a copy of your questionnaire within seven (7) business days of your message. You must complete and return the questionnaire within ten (10) days.

Failure to complete the questionnaire will result in the issuance of a summons for you to appear in court to complete the form. The penalty for failing to respond may include a fine of not more than \$1,000.00, imprisonment for not more than three days, community service or any combination of these.

Access to eJuror

- Visit the court's website, www.wiwd.uscourts.gov
- Select the eJuror link on the home page.
- Login using the 9-digit participant number located on your summons just below your address.
- Follow the screen prompts and answer each question.
- Do not use the arrows in your browser or pause once you begin the questionnaire as this will cause the process to fail.



If you, the prospective juror, are not able to complete the questionnaire you may give permission to another person to complete it for you on eJuror. After logging in, eJuror will require confirmation of who is completing the questionnaire.

Please provide your correct address and the best phone number to reach you at. This is the telephone number the court's automated calling system will leave messages on regarding your reporting status. If you would like to receive communication from the court by email, please be sure to enter your email address.

Term of Service

As indicated on your summons, the term of service is for one month, except when necessary to complete a trial that may continue into the next calendar month. Although you are "on-call" for this period, you are only required to physically report to the courthouse for the date that you are scheduled to appear for jury service. You will receive notification from the court if you are scheduled to appear for jury service. Appearing for jury service does not guarantee you will be on a jury. You will participate in the jury selection process and *could* be selected to serve on a jury. If there are no trials remaining in the month, you will be notified prior to the end of the month that your term of service has been completed.

Call-In Process

Every Tuesday after 3:00 p.m. during your on-call period, check to see if you must report by calling (608) 264-5091. Use your Participant Number, which is found on your summons just below your address, to access your status. Your first call-in day is the Tuesday before the first full week of the month you are on-call for.

It is possible for a trial to come off the calendar at the last minute. Therefore, please confirm your reporting status before traveling to the courthouse.

Request for Partial Excuse, Full Excuse or Postponement

You may be excused for all or part of the term of service or postpone your service only if you show that serving would result in undue hardship. There is an opportunity to submit such a request when completing your qualification questionnaire. After submission of your questionnaire, if you should then need to request any form of excuse or postponement, do so in writing in one of the following formats: eJuror, email to jury@wiwd.uscourts.gov, fax to 608-264-5925, or mail the Jury Administrator. We will make every attempt to accommodate you, but it is your responsibility to submit your request prior to being scheduled to appear. Failure to do so will likely result in a denial. The court receives many requests. For this reason, you should promptly submit requests as they come to your attention.

If an emergency arises after you have been scheduled to appear, please contact the Jury Administrator. Any telephone request for an excuse must be followed up with a written explanation.

Preparing for Jury Service

You can visit the court's website at <https://www.uscourts.gov/sites/default/files/trial-handbook.pdf> to read the handbook for federal jurors. You may also contact the Jury Administrator to receive a copy of the handbook by mail if you do not have access to the internet. If selected to serve, you will be instructed to consider only what you learn in the courtroom. Do not conduct any independent research about upcoming cases or consult the court's calendar. If you have any prior knowledge of a case, you will have to explain this to the presiding judge.

Reporting for Service and Attire

If required to report, come to room 220 of the Kastenmeier Federal Courthouse in Madison at 120 North Henry Street by 8:00 a.m. If you drive, park in the **Overture Parking ramp** next to the courthouse. Please see the back of the summons for additional information and a map. Do not park in metered parking. All persons entering the courthouse are required to pass through a security checkpoint and have their personal belongings examined through an x-ray. Please allow approximately 10 minutes for this process.

The court does not have a formal dress code. However, jurors should dress in a manner respectful to the litigants and the court. You may wish to bring a sweater or light jacket, as the courtrooms can be cool.

Generally, trials begin on the same day as jury selection, with most trials lasting three to four days. A typical trial will begin at 9:00 a.m. and continue until 6:00 p.m. There will be a one-hour recess for lunch. You will be on your own for lunch. There are several restaurants within easy walking distance of the courthouse.

Compensation for Jury Service and Certificates of Attendance

You will receive \$50 for each day you report for jury service unless you are a federal government employee. You will be reimbursed per mile round trip from your residence to the courthouse. Juror compensation will be made as soon as possible upon completion of the trial.

Certificates of attendance are provided upon request or can be accessed on the eJuror website at <https://ejuror1.uscourts.gov/wiwd>. The certificate lists the dates of service for submission to your employer or for reporting your attendance fees as income on your taxes. 1099 forms will not be issued by the court unless you are paid attendance fees of \$600 or more. Please retain your login information for accessing the eJuror website or request and retain a printed copy of your attendance certificate.

Failure to Report

If you fail to report for jury duty and have not been excused by the court, you may be served with a Show Cause Order by a United States Deputy Marshal and ordered to appear before a judge to show cause why you should not be held in contempt of the Jury Selection Act. Contempt penalties may include a \$1,000 fine, imprisonment for not more than three days, and community service.

Frequently asked Questions

Why should I use eJuror?

The court's online system provides an efficient way for you, as a prospective juror, to fulfill your obligation to respond to the court. You can complete this questionnaire from a computer, mobile device, or tablet. The eJuror site is available 24 hours a day and provides step-by-step guidance through the questionnaire.

What if I do not have a computer?

You may wish to have someone with internet access (family/friend) help you or visit your local library's public computer terminals to access eJuror. To request a paper questionnaire, call (608)261-5711, leave your name, participant number, and request that paper copy of the questionnaire.

What if the prospective juror has moved out of the district, is 70 years old or older, has medical problems, is deceased, or does not want to serve at this time?

Everyone is required to complete the questionnaire, including jurors who have previously been deferred. In the process of completing the questionnaire you will have an opportunity to update your address or request an excuse due to age or undue hardship. The court reviews all updates and requests. If the prospective juror is deceased, there is a place to indicate that as well.

How will I know if my questionnaire and any changes to my questionnaire have been received?

The last page of the questionnaire is a confirmation page. This page allows you to review, edit and confirm your answers before submitting to the court. However, after confirming your answers they cannot be changed. You will receive verification that you have successfully completed the questionnaire. If you do not receive this verification, the court has not received a completed questionnaire. If you provided an email address, a copy of your answers will be emailed to you.

What if I need to submit additional information?

If you need to send additional information, the court prefers that you email any supplemental information to, jury@wiwd.uscourts.gov, or fax it to 608-264-5925. If none of these options are available to you, then mail to the address provided at the end of this handout. All correspondence to the court should include your name and participant number.

Who will view the information I provide to the court?

The qualification questionnaire you are completing is used only by court staff to determine your eligibility to serve as a juror. Except by judicial order for extraordinary circumstances, only court staff will be able to review the information you provide. Your personal information is not released to any other government entities.

How do I prepare for the start of my jury service?

1. The last opportunity to submit, in writing, a request to be excused is ten (10) days prior to your first call-in date. The court receives many requests. For this reason, you should promptly submit requests as they come to your attention. We schedule only the number of jurors necessary to select a trial jury. All jurors who receive a notice to appear will participate in the selection process. You will not wait to be called from the waiting room.
2. Prepare for a possible week of service. Although most trials are completed in less time, we may have trials that take a few days longer. You will be provided with a trial length prediction at the beginning of jury selection.
3. Know where you are scheduled to appear. Your summons is for federal jury service at the Kastenmeier United States Courthouse at 120 North Henry Street, not the Dane County Circuit Court.
4. Know where to park. The nearest parking ramp is the Overture Center Parking Ramp. There is a map on the back side of your summons.
5. The public is not allowed access into the courthouse earlier than 7:30 a.m. Everyone should be prepared to go through courthouse security. Please keep your personal belongings to a minimum and check that you do not have any sharp item among your belongings.
6. Read the handbook for federal trial jurors (see section, **Preparing for Jury Service**). This handout provides you with all the necessary information to be prepared to serve.
7. Come to court well rested.

If, after reading the handout you still have questions, please contact Teresita Perales, Jury Administrator, at (608) 261-5711, or Jaime Smith, Deputy Clerk, at (608) 261-5713, or contact us by email at jury@wiwd.uscourts.gov, fax at (608) 264-5925, or write to:

U.S. District Court
Attention: Jury Clerk
120 N. Henry Street, Room 320
Madison, WI 53703