

WELCOME TO FEDERAL JURY

You have been selected to serve as a juror in the United States District Court for the Middle District of Pennsylvania. While this document will answer many of your questions, please feel free to call the Clerk's office if you have additional concerns. We are here to help you.

Serving as a juror is a fundamental obligation we all share as citizens of the United States. Only by having persons like yourself participate in the process can we ensure that all persons in federal court will be afforded the constitutional right of having their case heard by a jury of their peers. We appreciate your willingness to accept this responsibility.

HOW YOU WERE SELECTED

Our source for names is drawn from voter registration lists. Names are selected every two years through a mathematical sequence using an electronic data processing system. Once the Master Jury Wheel is ready, we periodically select smaller groups of names randomly drawn according to federal law.

JURY SUMMONS AND QUALIFICATION QUESTIONNAIRE

You received a summons indicating the month & year you would be called for jury service. Depending on the answers you provide on the questionnaire you could be qualified to serve as a juror, or excused/disqualified.



TERM OF SERVICE

You will be on call for one month. If you are selected to serve on a case(s), your jury duty will continue until the case or cases for which you are selected are tried or otherwise completed. Our average trial lasts one to three days, but some may be longer or shorter, depending on the nature of the case. If you are not selected on a case, you may be called later in the month.

THE DATE TO START CALLING IS BEFORE MY MONTH OF SERVICE. WHY?

While you are on call a whole month, we do understand you need advance notice to make the proper accommodations, so you are able to report for Jury Service. We ask that you check your status online on the date provided in your summons as this will give you ten days advance notice if you would need to report for the Jury Selection Process. Continue to check your status online each Friday as directed. If you are unable to check your status online, please call 1-866-624-7516 (Toll Free). The web site to check your status is www.pamd.uscourts.gov. Click on eJuror and then click on eJuror Pre-qualification Questionnaire / Check Your Current Reporting Status to log into the system.

WHAT IF I DECIDE NOT TO COMPLETE THE QUESTIONNAIRE OR REPORT WHEN NOTIFIED?

Any person, who fails to respond, willfully misrepresents a material fact on a juror qualification form for the purpose of avoiding jury service or fails to appear as directed, may be ordered to appear in Court and show good cause for failure to comply. Any person who fails to show good cause for noncompliance may be fined not more than \$1,000.00, imprisoned not more than three days, ordered to perform community service, or any combination thereof. Title 28 of the United States Code, §1864(b) and §1866(g).

WHAT IF MY NAME OR ADDRESS HAS CHANGED?

While completing the questionnaire online you will be asked to update this information. If you have moved out of our jurisdiction, please select "None of the above" for county. You will not be required to serve. If you have moved out of one county to another within the Middle District, you are still eligible for service. If you temporarily live out of our jurisdiction due to college or move south for the winter months, this does not excuse you from service, but may grant a deferment. Please let the court know of your situation.

HOW CAN I REQUEST TO BE EXCUSED OR POSTPONED?

Please refer to Grounds for Requesting Excuse, Request for Postponement or Temporary Excuse or Permanent Medical Condition or Deceased, located on the reverse side of the questionnaire letter.

MY EMPLOYER DOES NOT WANT ME TO SERVE. WHAT ARE MY RIGHTS?

The United States Code, 28 U.S.C. §1875, describes the protection of juror's employment. Jury service is a citizen's obligation, and the employer must provide the employee with time to serve.

I LIVE REALLY FAR AWAY. AM I STILL EXPECTED TO APPEAR?

Yes. If you live 60 miles or more, one-way, from the Federal Courthouse and would like to stay overnight the evening before, you may. Please check out website for the most up to date information for overnight accommodations or call the jury information line.

IS THERE A DRESS CODE?

Casual attire is acceptable; however, jurors play an extremely important role in the court proceedings and are expected to dress in a manner reflective of the formality of the court.

BREAKS

If you are selected for a case, a typical day in court starts about 9:30 and begins with the selection of the jury. You will most likely get a break after the jury is selected and the trial will normally begin immediately thereafter. If there is a bathroom emergency, please let someone in the courtroom know so arrangements can be made to recess court at the earliest possible moment. Lunch time is decided by the Judge and is usually an hour. You may eat here in the jury room or at one of the local restaurants. Refrigerator space is available if you would like to bring your lunch with you. Usually there will be a restroom break in the afternoon and most court days will conclude between 4:30 and 6:00 p.m., however, the time will be determined by the Judge.

DIRECTIONS TO COURTHOUSE

Driving directions to the court and the location of nearby parking facilities is available on the Court's website at www.pamd.uscourts.gov (Jury Info, under "Maps and Directions") or by calling the toll-free number at 1-866-624-7516 and selecting Option 2.

PARKING

Jurors may park free of charge in the parking facilities listed on the website under "Maps and Directions" or when calling the toll-free number (1-866-624-7516 Option 2) for the appropriate courthouse. Please present your parking ticket to the jury clerk for validation.

NOTE *Parking violation tickets will **NOT** be paid by the Court.*

JUROR CHECK-IN

Jurors who are called to court to serve must report to the jury clerk prior to the court session. Please be prompt.

PAYMENTS TO JURORS

Checks for attendance, mileage fees and any subsistence are mailed within a few weeks.

- For each day of service, you are paid:
 - \$50 attendance fee (except federal employees).
 - Round-trip mileage (We use a Point-to-Point system. Therefore, if your address has changed, please let us know).
 - Subsistence reimbursement is available if travelling 60+ miles, one way.

TAXABILITY OF ATTENDANCE FEES

At the end of the tax year a Form 1099 will be sent to those jurors who have received \$600.00 or more in attendance fees. This form should be received by January 31. Questions regarding taxability of attendance fees should be referred to a qualified tax advisor.

WHAT IF MY EMPLOYER WANTS PROOF OF SERVICE?

Upon check-in, you will be provided with an Attendance/Work Certificate. If you are selected to serve on a trial, you will be given a certificate indicating each day of service.

SUMMARY

On behalf of the Court, we wish to express our sincere appreciation for your service. We hope your experience will be a rewarding one.

ELECTRONIC DEVICES

If you are selected to report to the courthouse, please note that at this time electronic devices are allowed in the courthouse, however, must be completely shut off before entering the courtroom.

CONTACTS:

Office of the Clerk, U.S. District Court – Middle District of Pennsylvania

Peter J. Welsh – Clerk of Court

WILLIAMSPORT DIVISION

Jury Clerk: Nicole Reynolds

1-800-767-0656

Counties served: Bradford, Cameron, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, Union

HARRISBURG DIVISION

Jury Clerk: Melissa Branch

1-800-786-0254

Counties served: Adams, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lebanon, Mifflin, Perry, York.

SCRANTON DIVISION

Jury Specialist: Mary Ellen Philbin

1-800-578-1707

Counties served: Carbon, Lackawanna, Luzerne, Monroe, Pike, Susquehanna, Wayne, Wyoming, Schuylkill.

WILKES-BARRE

Jury Specialist: Mary Ellen Philbin

1-800-578-1707