

### **Instructions for Petit Jurors**

Welcome to federal jury service for the United States District Court, Northern District of Texas. You are here because you have received a FEDERAL SUMMONS to report to the District Court, Fort Worth Division at the Eldon B. Mahon U.S. Courthouse. If your summons is **not** a federal summons please see the Jury Clerk.

**Jury Selection** - Your name was taken from the voter registration list or the licensed driver list in your county. Subsequently, you were mailed a qualification questionnaire form to complete and return to the Court. After the Court determined that you were qualified to serve, you were summoned to serve a term of approximately two weeks. After you have completed the term, it is unlikely that you will be called again for a period of two years unless, by coincidence, your name is drawn again from either the voter registration list or the licensed driver list.

The U.S. District Court, Northern District of Texas, is comprised of seven divisions including: Abilene, Amarillo, Dallas, Fort Worth, Lubbock, San Angelo, and Wichita Falls. The Fort Worth division encompasses eight counties: Comanche, Erath, Hood, Jack, Palo Pinto, Parker, Tarrant and Wise.

**Jury Service** - Your term of service begins the day you are instructed to begin calling the recorded message and continues for approximately two weeks, unless otherwise instructed by a Judge or the recorded message. The term of service is for the entire two weeks and it is possible to be selected to serve on more than one trial. All jurors are required to call the recorded message daily. You can call the recorded message any time after 3:00 p.m. The toll-free number is **1-800-488-0903**. The number may be busy so keep trying as often as necessary to receive your instructions. If you are calling the Jury Office for other information dial **(817)850-6620**.

**Reporting for Service** - Jury service may require early attendance in our Court and it is *critical* that you report on time. Most of our trials last between 1 and 3 days; however, on occasion, a trial may last longer. The Judges typically open court each morning at 9:00 a.m. and adjourn for the evening between 5:00 p.m. and 5:30 p.m. Each Judge will release his/her jury each evening and will tell you exactly what time you must return the following morning.

If you report for jury service for the purpose of being excused (e.g. doctor / dentist appointments, essential business meetings, out-of-town travel, training, care of a minor, etc.), you will not be paid. If you have reported for jury service as requested and you are not selected to serve, you are still required to call the recorded message every day between 3:00 p.m. and the following morning for further instructions. The recording is updated every day by 3:00 p.m.

**"Any person who fails to show good cause for noncompliance with a summons may be fined not more than \$1,000, imprisoned not more than three days, ordered to perform community service, or any combination thereof." 28 U.S.C. § 1866(g)**

**Payment** - You are paid a \$40.00 attendance fee for each day you report for your assigned jury duty, whether or not you are actually selected to serve. Government employees will not be paid the \$40.00 attendance fee. Regardless of the mode of transportation, you will receive \$0.51 mileage compensation round trip from your home to the the Eldon B. Mahon U.S. Courthouse. In addition, if you drive, you will be reimbursed \$10.00 a day for parking. We do not reimburse you for bus fare. Your jury fee check will be mailed to you within three to four weeks after the completion of your service.

The \$40.00 attendance fee must be reported as income for tax purposes. The Jury Section will provide you with a Form 1099 if your attendance fee exceeds \$600.00. You must keep a record of the amount you receive as no tax has been withheld and no W-2 forms are provided. However, you do not need to report travel and parking reimbursements as income.

**Change of Address, Telephone Number or Place of Employment** - Jurors who have a change of address, phone number, or place of employment should submit their changes to the Jury Clerk as soon as possible. A current address is important for receiving your jury fee check (the Post Office will not forward checks). It is also important to keep a current phone number on file with the Jury Clerk so you may be contacted in the event the case settles, or there are problems with the recorded message.

**Attendance Certificates** - The Jury Clerk will give you an attendance certificate showing the dates and length of time you served. You may need this certificate as proof of attendance for your employer or for your own records.

**Protection of Jurors' Employment** - In accordance with Title 28, United States Code, Section 1875, no employer shall discharge, threaten to discharge, intimidate, or coerce any permanent employee by reason of such employee's jury service, or the attendance or scheduled attendance in connection with such service, in any court of the United States.

**Other Helpful Information -**

- \* All jurors must wear appropriate business attire for jury duty. Jeans, shorts, and t-shirts are not considered appropriate attire.
- \* The Jury Assembly Room is opened to all jurors during your breaks and lunch hours.
- \* Coffee is provided for jurors in the Jury Assembly Room.
- \* A soft drink machine is located in the Jury Assembly Room.
- \* A small refrigerator is located in the Jury Assembly Room.
- \* Restrooms are located in the Jury Assembly Room as well as on most floors.
- \* Telephones are located in the hall.
- \* Snack bars are located on the first floor.
- \* Food, beverages, and chewing gum are **NOT** permitted in the Courtroom.
- \* Cellular phones and pagers are **NOT** permitted in the building.
- \* Cameras and weapons are **NOT** permitted in the building.
- \* Web site address - [www.txnd.uscourts.gov](http://www.txnd.uscourts.gov).
- \* Fax number - (817) 850-6633.

We hope that you will find your term of jury service an interesting and rewarding experience. If you have any questions in connection with your service in this Court, feel free to ask the Jury Clerk.

Karen Mitchell  
Clerk, U.S. District Court  
Northern District of Texas