Karen Mitchell
Clerk of Court

1205 Texas Avenue
Lubbock, Texas 79401

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, Lubbock Division at the George H. Mahon Federal Building and 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 Lubbock division encompasses nineteen counties: Bailey, Borden, Cochran, Crosby, Dawson, Dickens, Floyd, Gaines, Garza, Hale, Hockley, Kent, Lamb, Lubbock, Lynn, Motley, Scurry, Terry and Yoakum.

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 **(806)472-1925. You must leave a recorded message with your phone number to receive a return call.**

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.

No juror will be released until all the Judges have selected their juries, so allow a full day for jury service. 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 $0.55 mileage compensation round trip from your home to the George H. Mahon Federal Building and U.S. Courthouse. In addition, if you drive, you will be reimbursed $8.00 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. Shorts or tank tops are not considered appropriate attire.
* Vending machines are located in the basement of the federal courthouse building.
* Coffee is provided for jurors in the Jury Assembly Room.
* Restrooms are available on each floor directly in front of the elevators.
* Telephones are located in the back of the Jury Assembly Room.
* Food, beverages, and chewing gum are **NOT** permitted in the Courtroom.
* Cellular phones and pagers are **NOT** permitted in the federal building.
* Cameras and weapons are **NOT** permitted in the federal building.
* Web site address - **www.txnd.uscourts.gov**.

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