

*Karen Mitchell  
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## **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.

The U.S. District Court for the Northern District of Texas holds court in seven divisions: Abilene, Amarillo, Dallas, Fort Worth, **Lubbock**, San Angelo, and Wichita Falls. The Lubbock division encompasses 19 counties: Bailey, Borden, Cochran, Crosby, Dawson, Dickens, Floyd, Gaines, Garza, Hale, Hockley, Kent, Lamb, Lubbock, Lynn, Motley, Scurry, Terry and Yoakum.

**Jury Selection** - Your name was drawn from the voter registration list or the licensed driver list in your county according to the guidelines, which assures a random selection from a fair cross-section of the community. You completed a qualification questionnaire and the Court determined you were qualified to serve. You have now been summoned to appear for jury service for a term of approximately one month. After you complete this term, it is unlikely that you will be called again for at least two years.

**Jury Service** - During the one month term of service, you must call **1-800-488-0903** each day **after 3:00 p.m.** for instructions on whether you must report for jury service the following day. Begin calling on the night before your first day of service. If you are calling the Jury Office for another reason, call 806-472-1900.

**Reporting for Service** - A person who fails to report for jury duty may be ordered to show good cause for failure to comply with the summons. According to 28 U.S.C. Section 1866(g), **“Any person who fails to show cause for noncompliance with a summons may be fined not more than \$1,000.00, imprisoned not more than three days, ordered to perform community service, or any combination thereof.”**

If instructed to appear, you must report on time and allow for a full day of service. If you report for the purpose of being excused (*e.g.*, essential appointment, travel, care of a minor), you will not be paid if your request to be excused is granted. Most trials last one to three days, but a trial may last longer. Proceedings usually adjourn by 5:00 or 5:30 p.m.; however, each judge sets the schedule

for his or her trial. If you are selected to serve on a trial, the judge will notify you when to report on subsequent days. Continue calling each day after 3:00 p.m. until your term of service is over.

**Payment** - You will be paid a \$40.00 attendance fee for each day you report, whether or not you are selected to serve on a case. Federal government employees will not be paid this attendance fee. Regardless of the mode of transportation, all jurors will receive \$0.54 per mile compensation round trip from home to the George H. Mahon Federal Building. Free parking is available in a visitor lot.

Your jury fee check will be mailed to you within ten business days of the last day you served. The \$40.00 attendance fee must be reported as income for tax purposes. If your attendance fees exceed \$600.00, a Form 1099 will be provided to you. You should keep a record of the amount you receive as no taxes are withheld and no W-2 forms are provided.

**Change of Address, Telephone Number or Place of Employment** - It is important to keep a current phone number on file with the jury clerk so you can be contacted if the case settles, or if there are problems with the recorded message. The post office will not forward checks, so it is also important to notify the jury clerk if your address changes.

**Attendance Certificates** - If you request one, an attendance certificate showing the dates you served will be provided to you for your employer and to be retained for your 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.

**Technology and Social Media** - Cell phones are not permitted on the second floor. The Sixth Amendment's guarantee of a trial by an impartial jury requires that a jury's verdict must be based on nothing else but by the evidence and law presented to them in court.

- Jurors must not talk about the case with each other until you begin deliberation, nor shall you discuss the case with anyone else, including family members or friends. This includes communications on electronic devices via social networking on computers, notebooks, tablets, and smart phones.
- Jurors must not read about the case in the newspapers or on the internet. They should avoid radio, television, and internet broadcasts that might mention the case.

- Jurors should not conduct any outside research, including but not limited to, consulting dictionaries or reference materials, whether in paper form or on the internet.
- Jurors may not use any electronic device or media, such as a telephone, cell phone, smart phone, or computer; the internet, any internet service, or any text or instant messaging service, RSS feed, or other automatic alert that may transmit information regarding the case to the juror; or any internet chat room, blog, or website, to communicate to anyone information about the case, to obtain information about the case, about case processes or legal terms, or to conduct any research about the case.

**Emergency Procedure** - During an emergency evacuation, quickly gather your belongings and follow the jury clerk, courtroom deputy, or court security officer. You will exit the building and gather at the south end of the visitor's parking lot until the "all clear" is sounded and we may return to the building. Please do not leave the area.

**Jury/Phone Scams** - If you are contacted while serving on jury duty and asked for personal information, please contact the Jury Office immediately at 806-472-1900.

#### **Other Helpful Information -**

- You may find other information of interest on the court's website at [www.txnd.uscourts.gov](http://www.txnd.uscourts.gov).
- You must wear appropriate business attire for jury duty. Shorts, halter tops, tank tops, or flipflops are not appropriate.
- If you are selected to serve on a trial jury, the Jury Assembly Room is available during your breaks and lunch, and restrooms, soda machine, refrigerator, and microwave are available for your use.
- Food, drinks, gum, cell phones, pagers, cameras, laptops, etc. are **NOT** permitted in the Courtroom. You must leave electronic devices with the jury clerk.

We hope that you find your term of jury service an interesting and rewarding experience. If you have any questions, please contact the Jury Clerk.

Karen Mitchell, Clerk of Court