

# **FEDERAL JUROR INSTRUCTIONS**

Karen Mitchell, Clerk of Court

**Tel: (945) 800-4020**

**Fax: (214) 753-2279**

**Email: [DallasJury@txnd.uscourts.gov](mailto:DallasJury@txnd.uscourts.gov)**

The United States District Court for the Northern District of Texas has summoned you for jury service. Within a few weeks after your service, you will be paid a \$50 attendance fee for each day you were required to report. You will also receive reimbursement of \$0.70 per mile for round-trip transportation from your home and up to \$26 a day for parking.

**Your summons requires you to be “ON CALL” for possible jury selection on ANY business day during this period:**

**TUESDAY, MAY 27, 2025**

**through**

**FRIDAY, JUNE 6, 2025**

## **ACTION(S) YOU MUST TAKE NOW:**

1. Complete the **Jury Information Form** located at the bottom of the summons within 5 days. You may also submit your request online.
2. If you are not eligible to serve or seek to postpone or be excused from service, also submit the **Request to be Excused or Postponed** form. **The clerk cannot excuse you over the phone.** If you have a conflict during the “on call” period, do NOT wait until you have been instructed to report to complete this step. A judge’s decision may take a week or more.

### **FOR FASTEST RETURN COMPLETE ONLINE:**

1. Visit the Court’s website at [www.txnd.uscourts.gov/jury-service](http://www.txnd.uscourts.gov/jury-service), select “eJuror Online Services” and select “Juror Information Form.”
2. **If you must complete Step 2, you may also submit your request online**  
Under the “eJuror Online Services” menu, select “Request Postponement or Excuse.” Supporting documentation such as a doctor’s note, class schedule, or proof of travel may be faxed or emailed to the contact information at the top of this page. If none of those options is available to you, you may use the enclosed envelope to return the form(s).

## **BEGINNING FRIDAY, MAY 23, 2025**

### **CALL 800-488-0903 AFTER 3:00 PM for reporting instructions.**

Select **OPTION 1**, and when prompted, enter your 9-digit Participant # located on your summons. You will either be given a date and time to report (which could be as soon as the next business day), told to call back another day, or released from further service. **Trials can begin on any business day, so you may be required to call for instructions every day throughout your “on call” period.**

## **COME TO COURT ONLY IF INSTRUCTED TO REPORT:**

**Do NOT report unless you are instructed to do so.** If you are told to report, bring photo identification and dress in appropriate courtroom attire (no shorts, tank tops, or flip flops, please). See reverse for directions, parking, and security information.

Contact the clerk and Do NOT report if you feel ill; are experiencing any flu-like symptoms (ex: shortness of breath, fever, coughing, sneezing, etc.); or have been asked to self-isolate by a health official.

For urgent notifications, email the Dallas Jury Office directly with any concerns at: [Dallasjury@txnd.uscourts.gov](mailto:Dallasjury@txnd.uscourts.gov)

Failure to comply with a jury summons may subject you to a fine, a jail term of not more than three days, an order to perform community service, or any combination thereof. See 28 U.S.C. § 1866(g).

**QUESTIONS?** Please contact us and allow one full business day for response. Leaving multiple messages will cause delays.

## **TRANSPORTATION TO THE COURT**

The Earle Cabell Federal Building is located at 1100 Commerce Street between Griffin and Field Streets and one block south of Main Street. The building has entrances on both the Commerce Street and Jackson Street sides.

The Court will reimburse the round-trip transportation expense from your home to the federal building for each day you are required to report for service at the rate of \$0.70 per mile, regardless of your mode of transportation.

If you drive, your parking expense is reimbursable with a receipt, up to \$26 per day. **IF YOU DRIVE, YOU MUST PAY TO PARK ALL DAY.** (Nearby lots appear to usually charge between \$10-\$26 per day. Most accept credit cards, but you may also wish to bring money.)

**Do not park at a meter, pay for only a few hours of parking, or park in a lot without paying. The parking lot operator may give you a ticket or apply a boot to your car if you leave it unattended, even briefly, without paying for parking. The Court cannot reimburse you for these charges.**

**IF YOU ARE INSTRUCTED TO REPORT AND NEED ASSISTANCE FROM THE COURT WITH PARKING EXPENSES IN ADVANCE, PLEASE CALL US AT 945-800-4020 OR 800-488-0903 AS SOON AS YOU LEARN YOU MUST REPORT.**

If you are required to leave your parking receipt on the dashboard of your car and cannot bring it inside the building, take a picture of it. You will need to attach your receipt to the parking reimbursement request form that we will provide to you to complete before you leave for the day. Alternatively, you may email us the parking reimbursement request form and a picture of your receipt no later than 1:00 p.m. on the following business day. If we do not receive your form and receipt by the deadline, you will be ineligible to receive parking reimbursement as juror payments will not be delayed.

## **ENTRY INTO THE FEDERAL BUILDING**

Weapons and sharp objects are not permitted. Purses and other personal belongings must be screened through an x-ray machine. Cell phones and electronic devices are permitted in the jury assembly room but not in a courtroom. Devices will be collected by jury staff and must remain in the jury assembly room during your service.

Once you clear the security screening, please proceed to the Jury Assembly Room on the first floor. You will be required to show photo identification to jury staff.

