

ATTENDANCE OBLIGATIONS

You should be aware that under Title 28, United States Code, Section 1866(g), a person who has been summoned for jury service and fails to report may be fined not more than \$1,000.00, or imprisoned not more than three (3) days, ordered to perform community service, or any combination thereof.

On your first day of service, you will be greeted by a member of the Clerk's Office staff. During orientation, the Jury Clerk will be happy to answer your questions. Our goal is to make your jury service a rewarding and pleasant experience.

LENGTH OF SERVICE

Pursuant to Title 28, United States Code, Section 1861, all litigants in federal courts entitled to trial by jury shall have the right to grand and petit juries selected at random from a fair cross section of the community in the district or division wherein the court convenes. It is further the policy of the United States that all citizens shall have the opportunity to be considered for service on grand and petit juries in the District Courts of the United States, and shall have an obligation to serve as jurors when summoned for that purpose.

The court uses a two-step process to select jurors. First, the names and addresses of all persons randomly selected from the lists of registered voters and registered motor vehicle operators are placed in the master jury wheel. Next, a qualification questionnaire form was completed that determined you were qualified to serve as a juror. Now, you have been randomly selected from a pool of qualified jurors.

When you are summoned to appear, you will take part in the selection of a jury for the trial scheduled to begin that day. If not selected, except in very few instances, you will spend no longer than one day in court. If selected, you will be informed of the expected length of the trial. Each day's session usually begins between 8 a.m. and 9 a.m., although the specific time you are required to appear will be noted in your Summons to Report for Jury Service. *****Note: Jury selection can be a long process, therefore, we advise you to have a full breakfast or travel with a snack.***

Court usually recesses each day between 5 p.m. and 6 p.m. and you will be allowed to go home. When the trial is completed and the case is given to the jury to decide, the jury may, if necessary, deliberate on the verdict into the evening hours.

JUROR INFORMATION FORM

Your juror packet includes, a Juror Information Form, to be completed and returned to our office in the enclosed envelope within three days.

You may submit your juror information form online by using the eJuror application located on our website at www.vid.uscourts.gov/jury-info and click on eJuror Login.

You will need to enter your 9-digit participant number. **If you choose to complete your juror information form online, please do not return the form in the mail.**

PRIVACY

The personal information you provide on your juror questionnaire and during the jury selection will only be used during the jury selection process. The information will not become part of the public record.

JUROR NUMBER & PARTICIPANT NUMBER

Each juror is assigned a unique number called your "**Juror Number**". This number is used to identify the person addressing the Court and also when you submit a request for an excuse.

You are required to call the automated telephone recording system through which the Court communicates with jurors. Simply dial (340) 774-5916 THE FRIDAY BEFORE YOUR INITIAL APPEARANCE DATE after 6:00 p.m. AND EVERY FRIDAY thereafter, for the next THREE MONTHS. The court will instruct you when to report for jury duty. When calling the automated telephone system for updated reporting instructions or to obtain the status of your jury service, please have your nine-digit "Participant Number**" located on your Summons. If you fail to call, and the trial has been cancelled, you will **not** be paid if you appear.**

You may call the Clerk's Office at (340) 774-0640 or (340) 775-8001 in the event of emergencies due to illness, or non-appearance for jury duty.

JURY PAYMENT

You will receive the following compensation for your service as a federal juror:

- \$50.00** per day attendance fee
- standard mileage rate per mile** (round trip mileage from your residence to the courthouse)
- parking fees** (if any) [**receipt required**]
- travel reimbursement** (applies only to the St. John/Water Island District) [**receipt required**]

You are asked to maintain a "Jury Parking/Toll Worksheet". This worksheet will be turned in to court personnel at the conclusion of your jury service. The courtroom deputy will advise you of the last date to submit this form. **You will not be reimbursed for parking receipts submitted after the deadline.**

FEDERAL GOVERNMENT EMPLOYEES

Full-time, part-time, or temporary employees of the federal government, excluding postal employees, who serve as jurors in federal court are not entitled to an attendance fee. However, if you are in a non-pay status during all or part of your term of jury service, you will be entitled to the attendance fee.

PARKING FOR JURORS

It is recommended that you park in the Fort Christian Parking Lot. You should be prepared to pay for your parking on the day(s) you report. Your parking expenses will be reimbursed along with your attendance fee and mileage at the end of your service.

DO NOT PARK ILLEGALLY. YOU WILL NOT be reimbursed for towing fees, boot removal or parking violations.

HOW DO YOU REQUEST A POSTPONEMENT OR AN EXCUSE?

If you believe you should be excused from jury service because jury service will cause undue hardship or extreme inconvenience or because your service will have a negative impact on the public, please make your request in **writing**.

Requests to be deferred to another time period should also be made in **writing**. You may submit your request by fax at (340) 775-8076 or by sending an email to: federaljuryservice-stt@vid.uscourts.gov.

Important Information re: Excuse Requests

ALL requests to be excused or deferments must be submitted by the **individual summoned**. Requests by employers on behalf of their employees are not valid. You may however, attach a copy of your employer's letter to your excuse request.

All requests to be excused because of a medical reason must have a doctor's statement attached. A "Physician's Statement for Medical Excuse" is available on the court's website or by calling the Clerk's Office.

All requests to be excused due to prearranged travel must be submitted with a copy of an itinerary showing proof of purchase.

To check on the status of your excuse or deferment, call our automated telephone system at: **340-774-5916** and enter your nine-digit participant number or log into the eJuror application located on our website and click on the "Current Status" tab. You will not receive a written response in the mail.

WHAT TO WEAR

Jurors play an extremely important role in the process of our system of justice. You are expected to conduct yourself with reserve and courtesy. When appearing at the courthouse, please dress appropriately to preserve the dignity of the court.

Please note: Casual attire, T-shirts, shorts, jeans, or tank tops, are not appropriate. For your comfort, you may wish to bring a sweater or jacket.

NOTICE TO EMPLOYER

Please be advised that under Title 28, United States Code, Section 1875:

- a. No employer shall discharge, threaten to discharge, intimidate, or coerce any permanent employee by reason of the employee's jury service, or the attendance or scheduled attendance in connection with such service, in any court of the United States.
- b. An employer who violates the provisions of this section:
 - Shall be liable for damages for any loss of wages or other benefits suffered by an employee by reason of the violation.
 - May be enjoined from further violations and ordered to provide other appropriate relief, including but not limited to the reinstatement of any employee discharged by reason of jury service.
 - Shall be subject to a civil penalty of up to \$5,000 for each violation, and may be ordered to perform community service.

Prior to reporting, please check with your employer regarding their jury duty policy. Such policies are entirely discretionary with employers. Employers are not specifically obligated to continue jurors' regular pay during jury service.

NOTICE TO JUROR

Please be advised that should you be required to report to the courthouse for jury service, it is **ILLEGAL** to knowingly possess a firearm, other dangerous weapon, or a controlled substance such as narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines in a federal building.

All persons entering the courthouse are required to proceed through a security checkpoint and have bags, purses, packages, etc., examined through an x-ray machine. Please have a valid photo identification available.

THE FOLLOWING ITEMS ARE PROHIBITED

Cell phones, cameras, laptop computers, magazines, books, newspapers, pocket knives, scissors, or any recording or electronic devices.

Federal Jury Service



District Court of the Virgin Islands

Ron de Lugo Federal Building
5500 Veterans Drive, 3rd FL, Rm 310
St. Thomas, VI 00802
(340) 774-8310: Office
(340) 774-5915: Jury Line
(340) 775-8076: Fax

federaljuryservice-stt@vid.uscourts.gov

www.vid.uscourts.gov/jury-info



WELCOME TO THE DISTRICT COURT OF THE VIRGIN ISLANDS! We hope you will find your term of jury service an interesting and rewarding experience. Trial by jury is a keystone of our system of justice. Jury service is, therefore, the patriotic and legal duty of every American.

As a Federal Juror you will be "on call" for a **minimum of three months**. This does not mean that you will be required to serve for the entire duration of your term. Most trials are one to three days long. We make every effort to minimize the number of times you are asked to serve.