

REQUESTING AN EXCUSE OR DEFERRAL

All requests must be **in writing** by mail or email, and **must** be submitted no later than 5 days before your reporting date. Please include your name and participant number on all submitted documents. **No oral excuses will be accepted.**

If you are requesting a deferral due to a vacation, you must include proof of airline/hotel reservations or other supporting documents.

If you are requesting an excusal or deferral for medical reasons, **only** the enclosed ***Physician's Statement for Medical Excuse*** will be accepted.

If you served on a jury in the past 2 years, you may request excusal by providing proof of previous jury service.

Do not assume your request has been granted until you receive notice from the Court. You can check on the status of your excuse or deferral request by calling the automated ***Juror Information System*** at (401) 752-7290. It is your responsibility to verify that an excusal or deferral has been granted.

If your request is not acted upon in 7-10 days, please contact the Jury Office at (401) 752-7232 or JuryService@rid.uscourts.gov.

FACILITY

The Courthouse is located at One Exchange Terrace, bordering on Kennedy Plaza in downtown Providence. The train and bus stations are within walking distance of the Courthouse. Directions and a map is included.

There is no food service in the building. However, soda and snack machines are located on the 1st floor of the Courthouse. Coffee and tea will be provided on the day you report.

IMPORTANT REMINDERS

Weapons of any kind are prohibited in the Courthouse. Electronic devices including cellular phones, laptop computers, sound recording equipment, photographic and broadcasting equipment are also prohibited. **You will not be permitted to bring weapons or electronic devices into the building.**

All individuals entering the building are required to proceed through a security checkpoint and have any bags, packages, purses, etc. examined. A valid photo ID must be shown when entering the courthouse.

ATTIRE

Jurors should report neatly dressed to preserve the dignity of the Court. Please do not wear jeans, sandals, shorts, halter tops, or clothing with objectionable pictures, writings or logos. **Please exercise good judgment in your choice of attire.**

Federal Jury Service



*United States District Court
District of Rhode Island
One Exchange Terrace
Providence, RI 02903
(401) 752-7232*

www.rid.uscourts.gov

Enclosed you will find important information.

Welcome to Jury Service

Jury service is one of the most important civic duties you can perform. The protection of rights and liberties in federal courts largely is achieved through the teamwork of a judge and jury. We hope you find this process to be an interesting and satisfying experience.

As a prospective juror, it is important that you read this brochure carefully.

JURY INFORMATION FORM

You **must** respond to this summons by completing the *Jury Information Form*. The Court strongly encourages you to complete it electronically through eJuror. You can access eJuror by going to the Court's website (rid.uscourts.gov), and selecting the eJuror tab on the left side of the screen. To log into eJuror, enter the 9-digit participant number located to the right of your name and address on the summons, the first three letters of your last name, and your birth date. After logging in, follow the prompts to complete your *Jury Information Form*. If you complete the *Jury Information Form* through eJuror, you do not need to return the paper form by mail.

If you do not have access to the internet, complete the *Jury Information Form* located at the bottom of your summons, and return it in the enclosed envelope. Be sure to include a phone number on your completed *Juror Information Form*.

REPORTING INFORMATION

You have been summoned to appear for two consecutive days of jury service. However, you must call the Court's automated *Jury Information System (JIS)* at (401) 752-7290 after 5:00 pm the day before your scheduled appearance for your final reporting instructions.

When calling into the *JIS*, have your 9-digit participant number available and follow the automated prompts to obtain your reporting instructions. The recorded instructions will tell you: to appear as scheduled, notify you that your appearance has been cancelled, or instruct you to call into the *JIS* at another time.

Please note that since you are scheduled for two days of jury selection, you must call into the *JIS* after 5:00 pm on the day before each of your scheduled jury service days.

If you receive a busy signal when calling into the *JIS*, it means that all the lines are in use. Should that occur, please hang-up and call again in a few minutes.

If you are told to appear as scheduled, you must report at the time indicated on your summons, and plan on being at the courthouse for a full day. If you are selected for a trial, the presiding judicial officer will provide you with the trial schedule.

In an emergency situation, you may also receive an automated phone or email message from *JIS* regarding your scheduled reporting date.

COMPENSATION

Jurors are paid a \$40.00 attendance fee per day plus the current federal government mileage allowance and tolls. (Taxi and bus fares are **not** reimbursable.) Please note that only those jurors who are instructed to report for jury service on a particular day will receive compensation.

All payments are established by law and not determined by the Court. You will receive a reimbursement check at a later date.

PARKING

A parking stipend of \$15.00 per day is provided to jurors presenting a parking receipt on their day of service. Several parking lots are located nearby the Courthouse, but we recommend the R.I. Convention Center garage due to price and proximity to the Courthouse. There is no all-day on-street parking near the Courthouse, and you should not park at a meter. You will receive this payment with your attendance fee.

PENALTIES

Jurors who fail to report risk being held in contempt of court. Upon a finding of contempt, the Court is authorized to impose a fine of not more than \$1,000, imprisonment of not more than three days, community service, or any combination thereof. See: Title 28 U.S.C. § 1866(g).