

UNITED STATES DISTRICT COURT
Southern District of Iowa

U.S. Courthouse
123 East Walnut Street
Des Moines, IA 50309
www.iasd.uscourts.gov



HELP DESK: (515) 284-6270
EMAIL: iasd_jury@iasd.uscourts.gov

JURY SUMMONS

ACTION REQUIRED



Participant #
100411194

QR CODE



You have been selected for federal jury service and are on call for the term indicated below. Please read the following instructions:

Complete the Required Questionnaire

Please complete your questionnaire online by scanning the QR code above or by visiting the court's website at www.iasd.uscourts.gov to access eJuror. To request a paper version of the questionnaire, call the jury helpdesk at 515-284-6270 or email iasd_jury@iasd.uscourts.gov.

Term of Jury Service

You are on-call throughout the jury term beginning **3/31/2025**, to **4/25/2025**. You may be required to report more than once during this period. Please keep and follow these instructions until the completion of your service.

Call-in Requirement

You must call 1-800-743-9115 each Friday any time after 5:00 p.m. beginning **3/28/2025**, and continuing throughout your jury term to determine if you are required to appear for jury service the following week. You will enter your nine-digit participant number located by your name on this notice. Our office will send reminder emails, but it is your duty to call the information line for reporting instructions.

Requesting to Postpone

To request a brief, one time postponement of your jury service or notify our office of prior travel, medical appointments, etc., you must submit a written request within 10 days of this notice. Please submit your request to iasd_jury@iasd.uscourts.gov or by U.S Mail. Postponement requests will not be handled over the phone. Failure to submit your request promptly will likely result in a denial.

Important Notice

Do not wait until you have been given a report date to notify the court of a scheduling conflict (medical appointments, vacations, etc.). Absent an emergency, you will not be postponed or excused after you have been scheduled to report for jury service. You will still be required to report and your request will be addressed at that time.

If you are instructed to report for jury service

LOCATION: United States Courthouse located at 123 East Walnut Street, Des Moines, Iowa.

WHEN: Report at the date and time indicated when you called the 1-800 number. The courthouse opens at 8:00 a.m.

WHAT TO BRING: 1) This document 2) Photo identification.

MOBILE DEVICES ARE NOT ALLOWED IN THE COURTHOUSE

EASY ONLINE STEPS TO ACCESS **eJUROR**

1.

Visit the website:
www.iasd.uscourts.gov
or scan the QR code above.

2.

Click the "eJuror" link



eJUROR

3.

Enter required information

Enter your 9-digit participant number (located near your name and address), date of birth, and the first three letters of your last name.

4.

Follow the screen prompts

Make sure to answer each question.

5.

Review and submit

Review your responses and submit your answers by clicking "Confirm" at the end of the questionnaire.

WHERE TO PARK: Parking is available at **402 East 2nd Street Parking Garage**. If you incur and pay parking expenses, you will be reimbursed at the end of your jury term. You do not need to submit parking receipts.

PAY: You will be paid \$50.00 per day plus mileage, which is currently \$0.70 per mile.

The United States District Courthouse is located at 123 East Walnut Street, on the East side of the Des Moines River. Please note that the Walnut Street Bridge is currently closed for construction.



Lodging

If you reside 60 miles or more from the courthouse, you can elect to stay overnight in a hotel if you are required to report for jury service. If you qualify for overnight stay, you will be reimbursed for hotel expenses up to \$121.00 (plus taxes) and meals and incidental expenses of \$80.00 per day. If you select lodging in excess of \$121.00 you will be responsible for the overage. Please visit our website at www.iasd.uscourts.gov/hotels for more information about lodging and to see a list of nearby hotels.

Failure to Report

Title 28, U.S.C., Section 1866(g) provides that any person who fails to respond or comply with the summons may be fined up to \$1000, imprisoned up to three days, ordered to perform community service, or any combination thereof.

Questions or Concerns

You may email the jury department with any questions or concerns about your jury summons at iasd_jury@iasd.uscourts.gov.

