

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF IOWA
WESTERN DIVISION
2146 27TH AVENUE
COUNCIL BLUFFS, IOWA 51501



Date: 12/14/21

JOHN DOE
Participant Number: 111111111

OFFICIAL NOTICE

NOTE: No cellular telephones, cameras, electronic devices, flashlights, or weapons (such as knives, etc.) are allowed in the courthouse.

JURY TERM You have been selected for federal jury service from **January 31st, 2022, to February 25th, 2022**. You may be required to report more than once during this term depending on the court's schedule. If you are selected to serve as juror, your service may be extended beyond your jury term as necessary to conclude the trial. **Please keep and follow these instructions until completion of your service. You are prohibited from accessing the court schedule or researching any cases scheduled for trial.**

CALL IN SYSTEM **You are required to call the jury information line at 1-800-743-9115, after 5:00 p.m. each Friday, beginning January 28th, 2022.** You will be asked to enter your nine-digit participant number located below your name on this notice. After calling in, you should listen to the menu options to receive further instructions regarding your appearance. If you provided our office with a current telephone number, the automated system will attempt to make a courtesy call to remind you to call for reporting instructions.

REPORTING LOCATION If instructed to appear, you will report to the United States Federal Courthouse located at 2146 27th Avenue, Council Bluffs, Iowa 51501. The courthouse opens at 8:00 a.m. You are required to go through a security screening process upon entering the building (similar to an airport screening). Please bring **photo identification** when reporting. *Please do not bring items such as cellular telephones, cameras, knives, sharp objects, scissors, chemical spray, etc., into the courthouse.* Smoking is prohibited inside the building.

ATTIRE AND WEATHER Serving as a juror is an important responsibility, so please wear appropriate attire for court. In case of inclement weather, please call 1-800-743-9115 after 7:00 a.m. on your reporting day for instructions.

PARKING Free parking is available in the parking lot in front of the courthouse. See reverse side for driving instructions.

SCHEDULE AND CONTINUING DUTY TO CALL Jury selection usually begins in the morning and takes a few hours; however, if there are multiple cases, it may take longer. If you are selected to serve as a trial juror, the trial will begin immediately after jury selection. You are required to call the jury information line at 1-800-743-9115, each Friday, during the month of your jury service, unless you are excused by the judge.

PAY You will be paid \$50.00 per day (unless you are a federal employee) plus mileage, which is currently \$0.585 per mile. If you reside 60 miles or more from the courthouse, you are approved for an overnight stay. You will be reimbursed for your actual hotel expenses up to \$96.00 (plus taxes). Please book directly through the hotel and ask for the government rate. You must provide the Jury Specialist with your hotel receipt to be reimbursed. Approved overnight jurors will also be reimbursed for meals and incidental expenses at the rate of \$59.00 per day. If you elect lodging in excess of \$96.00, you will be responsible for the overage. NOTE: If you fail to call the jury information line and report to the courthouse when you are not needed to appear, you will not be paid or reimbursed for expenses.

EXCUSE AND POSTPONEMENT REQUESTS If you have a medical condition which prevents you from serving, you must send a doctor's note to be excused. You may send the note by mail, fax (515-284-6418) or email (IASD_Jury@iasd.uscourts.gov). The note from your doctor should include your name, participant number, and state you cannot serve as a juror because of a medical condition. If you would like to postpone your service, please submit your request by email. If you need further assistance, the Jury Specialist can be reached at (515) 284-6270 between 8:00 a.m. and 4:30 p.m., Monday through Friday, or you can send an email. **Requests for postponement or excusal must be submitted within 10 days of this notice.**

Respectfully,

Jennifer Bond

JURY SPECIALIST



United States Courthouse

2146 27th Avenue, Council Bluffs, IA 51501
Main Line: (712) 328-0283 or Jury Line: (515) 284-6270

From the North

- 1) Follow **I-29 South** toward Council Bluffs.
- 2) Take **exit 50** toward South 24th Street/Mid-America Center.
- 3) Turn **left** on **South 24th Street**. Take the **first right** onto **27th Avenue**.
- 4) The United States Courthouse is on your left.

From the East

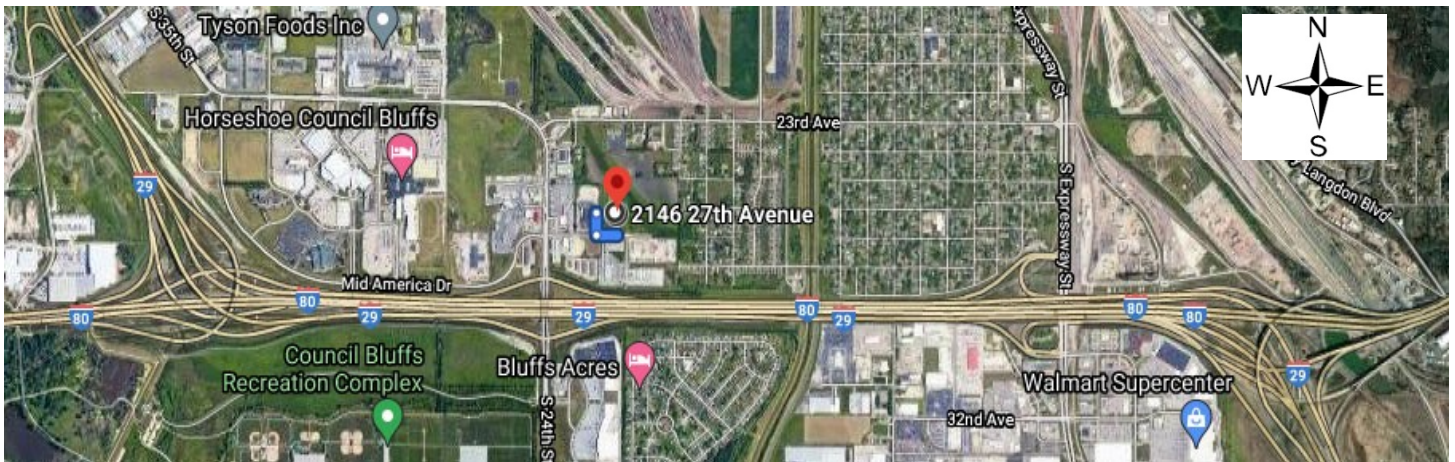
- 1) Follow **I-80 West** toward Council Bluffs.
- 2) Keep right to take **exit 4B** (Local Exits) to merge onto I-29 North toward I-80 West/Sioux City.
- 3) Take **exit 50** toward South 24th Street/Mid-America Center.
- 4) Turn **right** on **South 24th Street**. Take the **first right** onto **27th Avenue**.
- 5) The United States Courthouse is on your left.

From the South

- 1) Follow **I-29 North** (Local Exits) toward Council Bluffs.
- 2) Take **exit 50** toward South 24th Street/Mid-America Center.
- 3) Turn **right** on **South 24th Street**. Take the **first right** onto **27th Avenue**.
- 4) The United States Courthouse is on your left.

From the West

- 1) Follow **I-80 East** toward Council Bluffs.
- 2) Keep right to take **exit 1B** toward South 24th Street.
- 3) Merge onto **I-29 South** toward Council Bluffs.
- 4) Take **exit 50** toward South 24th Street/Mid-America Center.
- 5) Turn **left** on **South 24th Street**. Take the **first right** onto **27th Avenue**.
- 6) The United States Courthouse is on your left.



Aerial view of United States Courthouse, 2146 27th Avenue, Council Bluffs, IA 51501