



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 beginning **August 2nd, 2021 to August 27th, 2021**. You may be required to report more than once this period 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 during your term of service.**

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 July 30th, 2021.** 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 131 East 4th Street, Room #150, Davenport, Iowa. 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 (563) 884-7600 after 7:00 a.m. on your reporting day for instructions.

PARKING Parking is available in the River Center Parking Ramp, located at 136 East 3rd Street. After you park, you will need to prepay at the fee machines by the stairwells. You will need your license plate number to pay. Choose *all day* parking and pay \$5 with either cash (correct change only) or debit/credit card. Please provide the Clerk's office with the parking receipt for reimbursement. A map noting the parking ramp is on the reverse side of this notice. Please note, the City of Davenport has two hour on-street parking, however, we cannot reimburse for parking tickets.

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 \$0.56 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 \$55.00 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 for jury duty when 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

(over)



THINK GREEN!

Go paperless!

You can manage your juror information online by visiting the U.S District Court website www.iasd.uscourts.gov. Under “Jury Info” click “eJuror.”

Using eJuror you will be able to:

- Update your address and other personal information
- Check your status
- Print your certificate of service

Directions to the Courthouse: **A** 131 East 4th St., Davenport



From South (Fort Madison/Burlington area):

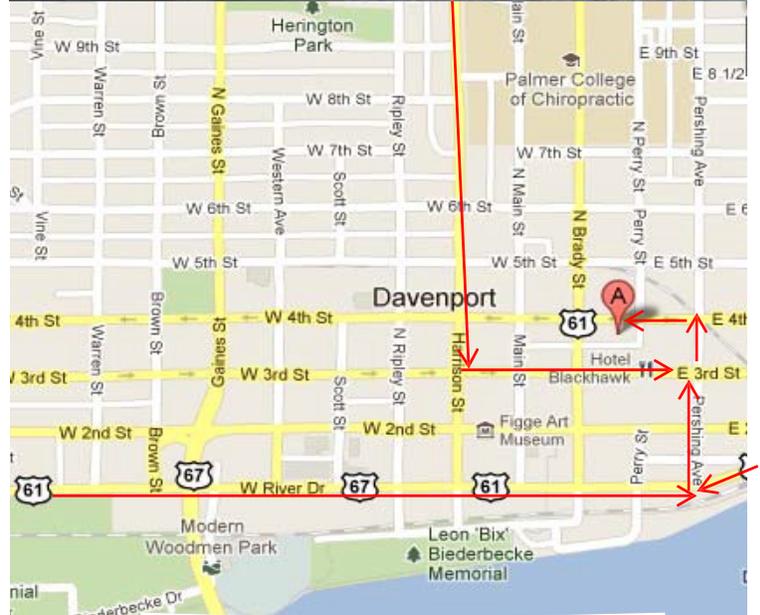
- Drive north on Highway 61 to downtown Davenport
- Cross over Brady St.
- Go two blocks and turn left on Pershing Ave
- Go three blocks and turn left on East 4th St.
- Courthouse is the first building on the left about a block down

From North (Clinton/DeWitt area):

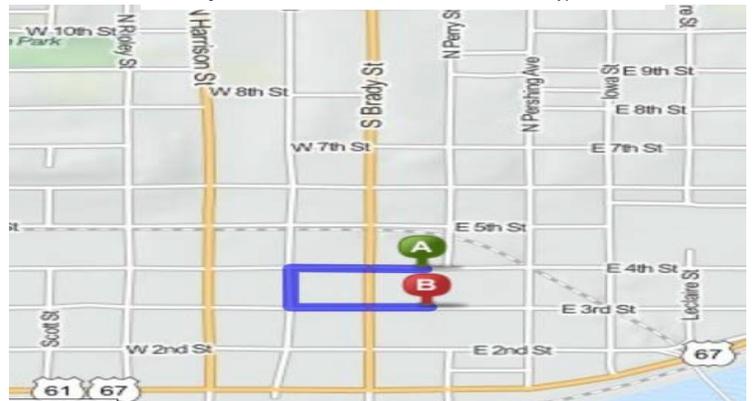
- Drive south on Highway 61
- Highway 61 becomes N Brady St.
- Continue south and N Brady St. merges into Harrison St.
- Continue on Harrison St. and turn left on East 3rd St.
- Go three blocks and turn left onto Pershing Ave
- Go one block and turn left onto East 4th St.
- Courthouse is first building on the left about a block down

From West (Iowa City area):

- Drive east on I-80
- Take the Brady St. exit, Exit 295A, into Davenport
- Continue south and N Brady St. merges into Harrison St.
- Continue on Harrison St. and turn left on East 3rd St.
- Go three blocks and turn left onto Pershing Ave
- Go one block and then turn left onto East 4th St.
- Courthouse is first building on the left about a block down



Map From U.S. Courthouse to Parking



Directions from U.S. Courthouse **A** 131 East 4th St. to

River Center Parking Ramp **B** 136 East 3rd St.:

- Start **A** heading west on East 4th St. toward Brady St.
- Go two blocks and turn left onto Main St.
- Go one block and turn left onto West 3rd St.
- Go one block, cross over Brady St., go one-half block and turn right to access the River Center Parking Ramp **B**. Go approximately 100 feet to the entrance ticket dispenser of the ramp.
- After parking in ramp, walk along Brady St from East 3rd St to U.S. Courthouse on East 4th St., or walk through Skywalk and River Center to U.S. Courthouse at 131 East 4th St. **A**.