

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF IOWA
CENTRAL DIVISION
123 EAST WALNUT STREET
DES MOINES, IOWA 50309

Date: 6/23/2021



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 **August 2nd, 2021 to August 27th, 2021**. You may be required to report more than once during 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 123 East Walnut Street, Des Moines, 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 courthouse.

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 Parking is available at the 402 East 2nd Street Parking Garage. You should be prepared to pay for your parking on the day(s) you report for jury service. If you incur and pay parking expenses, you will be reimbursed at the end of your jury service in the amount of \$5.00 for a half day and \$7.00 for a full day of service.

SCHEDULE AND CONTINUED DUTY TO CALL Jury selection usually takes a few hours; however, if there are multiple cases beginning that day 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 overnight stay. You will be reimbursed for your actual hotel expenses up to \$111.00 (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 \$61.00 per day. If you elect lodging in excess of \$111.00 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, 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

From South:

- Drive north on I-35
- Keep right and merge onto I-235 East
- Exit I-235 on the East 6th St Exit (8B). Turn right onto East 6th St
- Follow East 6th St and then take right on Walnut
- Courthouse is on the left

From West:

- Drive east on I-80
- Keep left as I-80 becomes I-235
- Follow I-235 and take East 6th St. (8B) Exit. Turn right onto East 6th St.
- Follow East 6th St. Then take a right on Walnut
- Courthouse is on the left

From North:

- Drive south on I-35
- Keep left and I-35 becomes I-235
- Exit I-235 at East 6th St Exit (8B). Turn left onto East 6th St
- Follow East 6th St (8B). Then take right on Walnut
- Courthouse is on the left

From East:

- Drive west on I-80
- Keep left and merge onto I-235
- Follow I-235 and take East 6th St Exit (8B). Turn left onto East 6th St.
- Follow East 6th St (8B). Then take a right onto Walnut
- Courthouse is on the left

Remember: The U.S District Court is on the east side of the river. Don't confuse this court with the Polk County Courthouse, which is on the west side of the river.

