



SUMMONS FOR GRAND JURY SERVICE

THIS COURT SUMMONS YOU TO APPEAR FOR GRAND JURY DUTY

You will be "*on call*" for a one year period. When your name is drawn for grand jury service, you will receive a **NOTICE TO GRAND JURORS TO APPEAR** to give you a specific date on which you will be required to report for jury service. You will be assigned to a panel the first time you are summoned and will remain on that panel throughout the duration of your grand jury service. Your panel will be called for service each month for a period of one year and you will be notified approximately two weeks in advance of your required attendance for grand jury service.

Please read the attached Grand Jury Information Sheet. These instructions should be read carefully and you should find them self-explanatory. However, if after reading them completely, you have any questions, please phone the Jury Clerk's Office at (800)416-6839.

You should be aware that Title 28, United States Code, Section 1866(g) provides, "Any person summoned for jury service who fails to appear as directed shall be ordered by the district court to appear forthwith and show cause for his/her failure to comply with the summons. Any person who fails to comply with the summons may be fined not more than \$100 or imprisoned not more than three days or both." You **MUST** complete the enclosed Juror Information Form and return to the Court within ten (10) working days.

Please read attached information before calling Jury Clerk

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA**

GRAND JURY INFORMATION SHEET - CHARLOTTESVILLE DIVISION

The following information will be important throughout your term of jury service. It is suggested that you **keep this information sheet and refer to it each time you receive a NOTICE FOR JURY SERVICE.** Other questions regarding jury service should be addressed to the Office of the Clerk, United States District Court, 255 West Main Street, Room 304, Charlottesville, Virginia, 22902 (Telephone: (434) 296-9284 or toll-free 1-800-416-6839).

LOCATION: The United States Courthouse is located in the U. S. Court House and Federal Building on Vinegar Hill, adjacent to the Omni Hotel. Each day you are scheduled to report for jury service, you should register at the Office of the Clerk which is located on the Third Floor, Room 304.

JURY TERM: Grand Jurors will be subject to call for service for a period of one (1) year, taken from a jury list of approximately 225 persons. Grand Jury meets in Charlottesville and is normally in session approximately two to three days each month. The Grand Jurors are drawn from the qualified jury lists for the Charlottesville and Harrisonburg Divisions.

REQUESTS TO BE EXCUSED: The Court realizes that from time to time jurors may need to request a temporary absence from jury service. These absences are generally for appointments with a physician, scheduled vacation time, business obligations, etc. Because the Court will make every effort to accommodate temporary absences during your jury term, these absences **do not** constitute a valid reason for being excused for the entire term. As soon as you know of the dates you need to be excused, please notify the court in writing. Except for unforeseen emergency situations, requests to be excused from jury service on the basis of undue hardship or extreme inconvenience will not be considered unless a written request is filed with the Clerk, not less than three days **prior** to the date a juror is required to report. If you appear for jury duty only to request an excuse, you **will not** be paid fees. Requests to be excused for medical reasons **must** be accompanied by a letter from your physician. The Clerk **will not** contact your physician for this information. ****Do not ask your employer to request an excuse for you--requests from your employer will not be considered.**

EMPLOYMENT STATUS: Federal Law (28 U.S.C. §1875) provides for the protection of jurors' employment. A discharge from employment, a threat to discharge, intimidate or coerce any permanent employee, by reason of such employee's jury service or the attendance or the scheduled attendance in connection with such service should be promptly called to the attention of the Court.

FEDERAL GOVERNMENT EMPLOYEES: Full time, part time, or temporary employees of the Federal Government, **excluding Postal employees**, who serve as jurors in Federal Court are not entitled to an attendance fee, unless such person was in a non-pay status during all or part of his period of jury service. If you are a Federal Government employee, you should report this fact to the Office of the Clerk.

PARKING: Jurors are responsible for any violation tickets issued by the Police Department or other authority. There is a parking garage at the Omni Hotel directly behind the Federal Building parking lot. **Parking at the back of the Federal Building is prohibited. Towing is enforced.** You will be reimbursed for reasonable parking fees incurred.

FACILITIES: There are restaurants located in the immediate vicinity of the Federal Building and restrooms are available near the elevators on each floor. Snack and soft drink machines and a pay telephone are located on the parking deck level (P). If anyone prefers to bring their own lunch or refreshments, the Clerk's Office will provide a refrigerator for your use.

JURY FEES: You will be paid an attendance fee of \$40.00 per day for your jury service and will be reimbursed .375 cents per mile for the round-trip mileage from your home to the courthouse. If it is necessary for you to use public transportation (except taxi cabs), the actual reasonable expense of such public transportation will be paid. If you live more than 100 miles one way from Charlottesville, you may spend the night and be paid an additional \$102.00. Your jury fees will be paid to you as soon after the session of court as possible. W-2 forms will not be issued at the end of the year; however, we suggest that you keep an independent record of your **attendance fees** received during the current year. If you earn \$600.00 or more in attendance fees in a calendar year, Form 1099 will be filed with the Internal Revenue Service reporting that income. Completion and return of the Juror Information Form enclosed with your summons will expedite the payment of your jury service fees.

The Court sincerely hopes that your service as a juror will be a rewarding experience. If there is anything the Court or staff can do to make your service more pleasant, please let us know. You are reminded to keep this information sheet and refer to it each time you are scheduled to report for jury service, particularly to the section regarding attendance instructions. Thank you.

JOHN F. CORCORAN, CLERK

By:

Heidi Wheeler

Jury Clerk

INFORMATION FOR JURORS

The following information is provided for your use while attending Court in Charlottesville. If you need lodging and overnight facility's information, please telephone the Jury Clerk and she will assist you.

LOCATION AND TELEPHONE NUMBER OF HOTELS:

Knights Inn of Charlottesville
1300 Seminole Trail
On Highway 29 North
Charlottesville, VA
(434) 973-8133

English Inn of Charlottesville
2000 Morton Drive
Charlottesville, VA
(434) 971-9900

Omni Charlottesville Hotel
235 West Main Street
Charlottesville, VA
(434) 971-5500

Hampton Inns & Suites at the University
900 West Main Street
Charlottesville, VA 22903
(434) 923-8600

EMERGENCY MEDICAL SERVICES

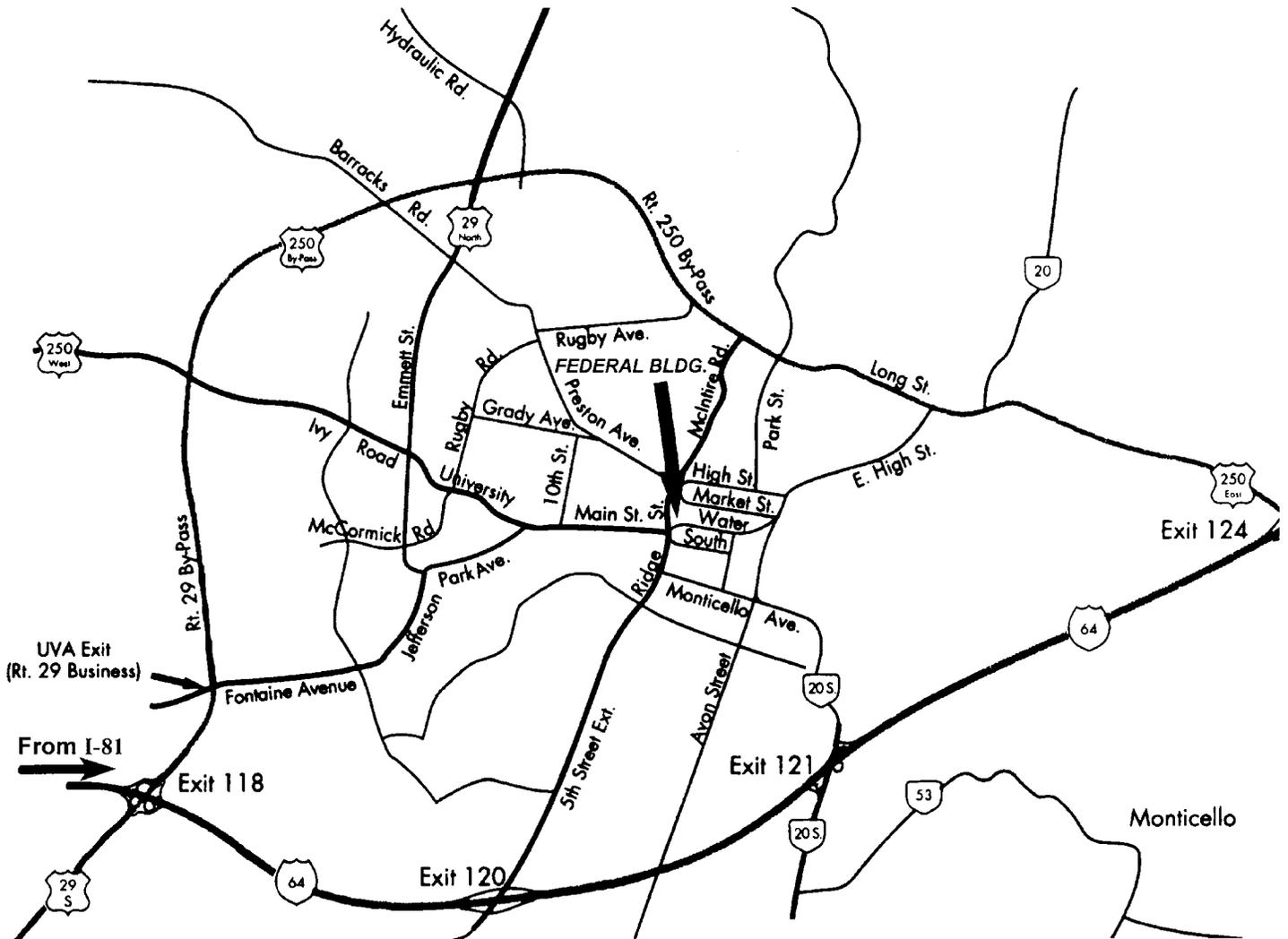
Martha Jefferson Hospital
459 Locust Avenue
Charlottesville, VA 22902

General Information (434) 982-7000
Emergency Services (434) 982-7150

FOOD SERVICES

There are vending machines located on the Parking Deck entrance of the Federal Building and Courthouse. If anyone prefers to bring their own refreshments, our office will provide a refrigerator for your use. In addition, there are several restaurants located within a block or two of the Courthouse.

DIRECTIONS TO THE FEDERAL COURTHOUSE



Directions to the Courthouse from Interstate 64:

From Interstate 64 take the 5th Street (Exit 120) North. Travel along 5th Street extension passing three traffic lights until you arrive at the intersection of Main Street and Water Street. The Federal Courthouse will be on the right corner, adjacent to the Charlottesville Omni Hotel.

Directions to the Courthouse from Route 29:

From Route 29 take the Route 250 Bypass East. Travel along the 250 Bypass turning right onto McIntire Road. After passing the light at Preston Avenue, the Charlottesville Omni Hotel will be on your left. Turn into the Omni's Parking lot and the Federal Courthouse will be on your right.

GRAND JUROR INFORMATION FORM

Dear Grand Juror

In order to give the court more information about you as a juror, including any information which may have changed since your juror's qualification questionnaire was submitted, would you please print answers to the questions on this form and return it in the enclosed envelope. If you have moved to another state you need only to fill out the name and address and include a telephone number.

LAST NAME FIRST MIDDLE INITIAL SOCIAL SECURITY NUMBER

STREET ADDRESS P O BOX CITY STATE ZIP HOME PHONE NUMBER ()

HOW LONG HAVE YOU LIVED IN THIS COUNTY? HOW LONG HAVE YOU LIVED IN THIS STATE? (YEARS & MONTHS)

PLACE OF BIRTH AGE NUMBER OF CHILDREN HIGHEST GRADE OF EDUCATION COMPLETED

ARE YOU: (CIRCLE ONE) SINGLE MARRIED WIDOWED SEPARATED DIVORCED

ARE YOU EMPLOYED? YES / NO YOUR OCCUPATION OR BUSINESS WORK PHONE NUMBER ()

YOUR FIRM OR EMPLOYER'S NAME AND BUSINESS ADDRESS

ARE YOU A SALARIED EMPLOYEE OF THE US GOVERNMENT? IF YES, GIVE DAILY WORK HOURS _____
AND REGULAR DAYS OFF _____.

IF RETIRED, YOUR OCCUPATION AND PLACE OF BUSINESS BEFORE RETIREMENT

SPOUSE'S OCCUPATION AND PLACE OF OCCUPATION OR BUSINESS

IF SPOUSE IS RETIRED, OCCUPATION AND PLACE OF OCCUPATION BEFORE RETIREMENT

ARE ANY CHARGES NOW PENDING AGAINST YOU FOR A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR? YES OR NO

HAVE YOU EVER BEEN CONVICTED OF A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR? CIRCLE: YES OR NO

IF "YES," WERE YOUR CIVIL RIGHTS RESTORED? CIRCLE: YES OR NO

DO YOU HAVE ANY PHYSICAL OR MENTAL INFIRMITY WHICH WOULD IMPAIR YOUR CAPACITY TO SERVE AS A JUROR? CIRCLE: YES OR NO

IF "YES," STATE PHYSICAL OR MENTAL INFIRMITY.
IF ANSWER IS YES AND YOU SEEK AN INFIRMITY EXCUSE, PLEASE INSERT A LETTER FROM YOUR PHYSICIAN

I DECLARE UNDER PENALTY OF PERJURY THAT ALL ANSWERS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF

SIGN HERE

DATE