PHONE: (800) 416-6841

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA
ABINGDON DIVISION

180 W. MAIN STREET
ROOM 104
ABINGDON, VA 24210

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 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 six months 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)416-6841.

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 - ABINGDON 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, P. O. Box 398, Abingdon, Virginia, 24212 (Telephone: (276) 628-5117 or toll-free 1-800-416-6841).

LOCATION: The United States Courthouse is located in the Federal Building, 180 West Main Street. Each day you are scheduled to report for jury service, you should register at the Office of the Clerk which is located on the First Floor, Room 104.

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 is normally in session approximately two to three days each month. Grand Jury meets in Abingdon and the jurors are drawn from the qualified jury lists for the Abingdon and Big Stone Gap 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.

PARKING: Jurors are responsible for any violation tickets issued by the Police Department or other authority. There is a municipal parking lot across the Cummings Street side of the Federal Building, which is within walking distance. Parking in the municipal parking lot is free. Parking at the back of the Federal Building is prohibited. Towing is enforced.

FACILITIES: There are restaurants located in the immediate vicinity of the Federal Building and restrooms and telephones are available near the Main Courtroom on the first floor. If you need lodging and overnight facility's information, please telephone the Jury Clerk and she will assist you. 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 .36 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 Abingdon, you may spend the night and be paid an additional $85.00. 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.

The completion and return to this office 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.

Sincerely,

JOHN F. CORCORAN, CLERK
By:
Ella Surber

Jury Clerk

INFORMATION FOR JURORS

The following information is provided for your use while attending Court in Abingdon. If any additional information is needed, please call the Jury Clerk at (800)416-6841.

LOCATIONS AND TELEPHONE NUMBER OF HOTELS:

Empire Motor Lodge
887 Empire Dr. (New Exit 19)
Abingdon, VA 24210
276-628-7131

Comfort Inn
170 Jonesboro Road.
Abingdon, VA 24210
276-676-2222

Super 8 Motel
298 Towne Centre Dr.
Abingdon, VA 24210
276-676-3329

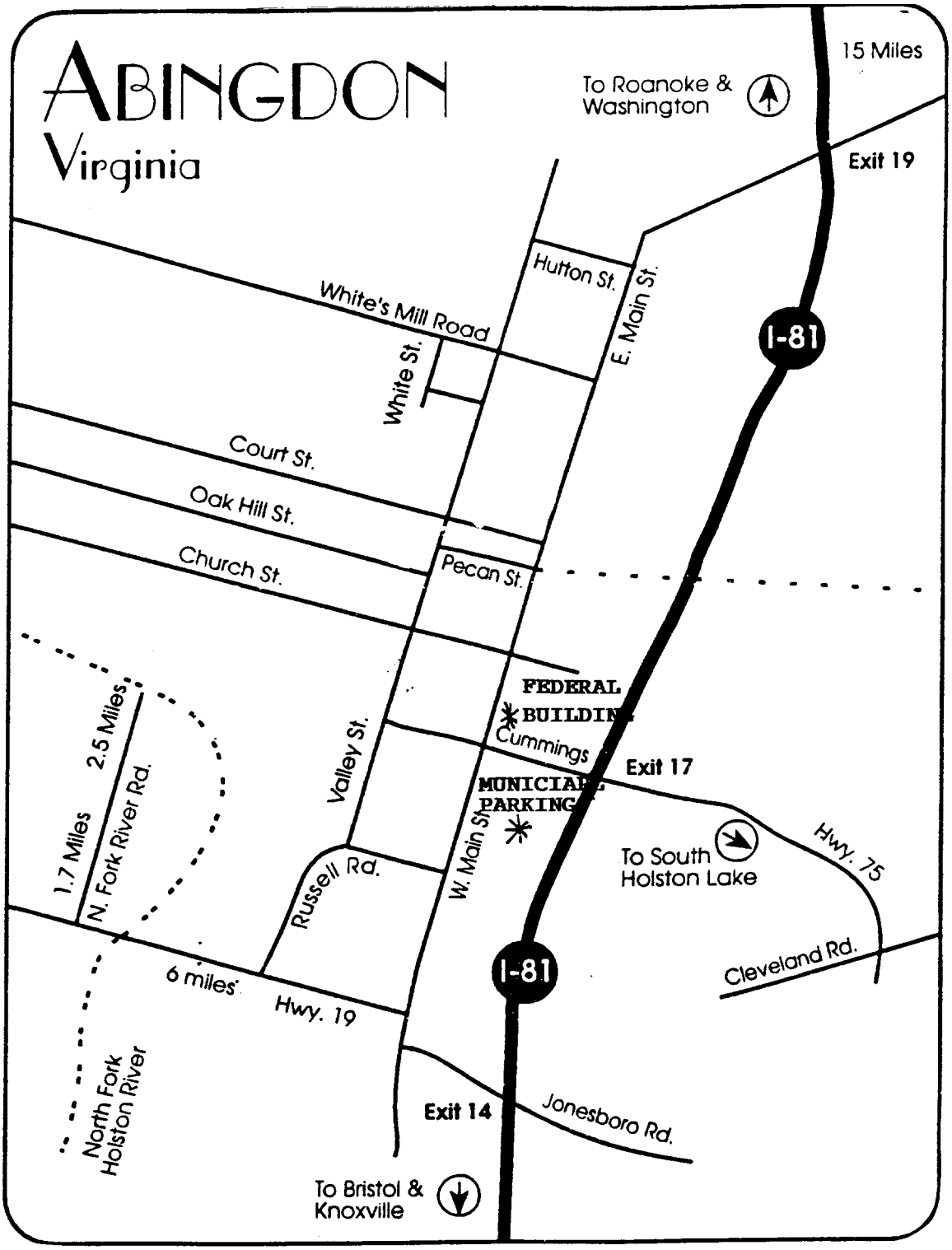
Martha Washington Inn
150 West Main Street
Abingdon, VA 24210
276-628-3161

EMERGENCY MEDICAL SERVICES

Johnston Memorial Hospital
351 North. Court Street
Abingdon, VA 24210
276-676-7000

FOOD SERVICES

A drink machine and a snack machine are located in the federal building. There are several inexpensive restaurants located within walking distance of the Courthouse.



Arriving via Interstate 81:
Take exit 17, turn onto Cummings Street. The U. S. District Court building is located on the corner of Cummings and Main streets. The municipal parking lot is located on your left immediately before arriving at the traffic signal.

Arriving via Route 19:
Turn left at the traffic signal onto Main Street. The U. S. District Court is located on your right at the third traffic signal. The municipal parking lot is located on your right immediately before arriving at the traffic signal.

GRAND JURY 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