



Welcome to Federal Grand Jury Service

Serving as a grand juror is a fundamental obligation we all share as citizens of the United States. Federal law requires that a grand jury be selected at random from a fair cross section of the community in the district in which the federal grand jury convenes. Thus, all citizens have an equal opportunity and obligation to serve. We hope you will find your service an interesting and rewarding experience.

Please complete and return the enclosed **Jury Information Form** (JIF) within 5 days by mail or fax to (479) 783-2242. If you choose to fax the form, please bring the original with you when you report.

GO PAPERLESS!

Visit our website at www.arwd.uscourts.gov, to find **eJuror** to complete your JIF online. You will need your nine-digit participant number (ex. 100012345) to log in, located to the right of your name and address on the Summons. If completing the form online, please do not mail or fax the paper copy.

A **Grand Jury** is comprised of 23 people selected from qualified individuals out of all five divisions in the Western District of Arkansas; namely: El Dorado, Fort Smith, Hot Springs, Northwest, and Texarkana.

Grand jury sessions are held in Fort Smith.

For your information, a Handbook for Federal Grand Jurors is enclosed. The handbook will help you to understand the purpose and procedures of a grand jury. This handbook may also be found on our website under *Jury Information*.

Term of Service

You are on call as a grand juror for 18 months. Your term may be extended an additional six months, if so ordered by the court. The grand jury meets every 5-6 weeks for about two days at a time in Fort Smith. Sessions are usually scheduled for Tuesdays and Wednesdays of a particular week. The Monday before a scheduled session is considered a travel day for those individuals coming from out of town.

Reporting Instructions / Information

Please turn off cell phones while in the courthouse. According to the security measures of the day, you may be asked to leave your cell phones at the Security Screening Station. Other electronic devices are NOT permitted in the courthouse.

You will need your Summons and photo ID with you when you report.

A total of 23 grand jurors will be selected along with alternates on the summons date specified in this packet. If you are selected as a grand juror, please be prepared to serve consecutive days, as a grand jury session has been scheduled to follow the selection process. A total of 16 of the 23 grand jurors must be present for a session to take place. If you are selected as an alternate, you are subject to being activated at a later time during the 18 month term of service, or longer if so ordered by the court, to fill a vacancy created by the loss of one of the original 23 grand jurors. Once activated, you will continue to receive summons notices until the term of service is complete.

Please be sure to check in at Room 307, each day that you report, so that your attendance can be recorded for payment purposes.

Juror Pay and Reimbursement

The attendance fee is \$40.00 per day. Federal employees are paid an attendance fee only during the hours they would not be at work. *Note: Employees of the U. S. Postal Service are not considered employees of the U. S. Government.*

You will be reimbursed for round-trip mileage from your home to the courthouse at a rate of 54¢ per mile. **Please note the mileage from your home to the courthouse (one-way) on your first reporting date and be prepared to report that mileage when you check in.** *The mileage estimate you provide on the JIF will not be recorded.*

Jury checks are processed and sent to your mailing address as soon as possible after the completion of a session. We do not include itemizing of your days of service; however, you will be furnished with a Certificate of Attendance, upon request, listing the date(s) you reported and your attendance fee. Your mileage reimbursement and subsistence, if applicable, are not listed because it is a direct reimbursement of your expenses and not recoverable by your employer, nor should it be claimed for tax purposes.

A Form 1099 will be mailed to you by January 31 for the previous calendar year if you earned \$600.00 or more in attendance fees. If you earned less than \$600.00, a statement will be mailed to you from the court. Jury attendance fees are reportable on your Income Tax as miscellaneous income.

Travel and Hotel Information

If you reside 60 miles or more (one-way) from the courthouse and must travel the day before in order to be here by the specified date and time, or if you must stay the night you are summoned and reside 60 miles or more (one-way), hotel reservations will be made for you.

Reservations will be made at the *Courtyard-Marriott*, located at 900 Rogers Ave in Fort Smith, the hotel phone number is 479-783-2100.

Please be sure to complete the colored page, if sending your information by mail or fax, included with these instructions to ensure we have enough rooms reserved. You will be asked these questions (on the colored page) online, if completing your information through **eJuror**. A subsistence allowance of \$51.00 per day for meals will be reimbursed for each day of attendance when an overnight stay is authorized by the clerk of court.

Requesting an Excuse

Requests for excuse must be submitted in writing prior to your report date either by mail, e-mail, or **eJuror**. *Letters for excuse submitted by your employer will not be accepted.* Please do not wait until you report to request an excuse. If you wait until you report to request an excuse and your request is granted, you will not be paid an attendance fee or mileage reimbursement. Please include such requests and/or additional information with your JIF for faster processing.

Employment Protection

Under federal law, employers must allow their employees time off for jury duty. An employee cannot be punished by their employer in any way for jury service, as provided in statute 28 U.S.C. §1875. At this time, there is no law requiring employers to pay you or at least make up the difference when you serve on a jury.

Parking

The City of Fort Smith has authorized jurors to park in the **PUBLIC METER PARKING LOT** across from the Fort Smith Convention Center in the 800 block of Rogers Avenue (look for the green sign with white lettering to identify the lot). You do not have to put money in the meter. **Do not park in the parking garage!** You may also park at any of the metered spaces on the streets near the Judge Isaac C. Parker Federal Building. If you park at a meter and receive a yellow parking meter violation notice, please bring the notice to the Jury Assembly Room, 307, so it can be voided. (Court security will also collect these at the door.)

You will be responsible for any traffic citations that you may receive for improper parking, such as parking in a restricted space or in the parking garage.

When a large number of jurors report for service, parking may be a problem. Please leave home early enough to allow time to find adequate parking.

Miscellaneous Courthouse Information

You should dress appropriately for the courtroom. Business casual is encouraged such as; collared shirts, slacks, skirts or blouses. Shorts, t-shirts, tank-tops, and flip-flops are not appropriate. You may want to bring a sweater or jacket, as the grand jury room can be chilly.

Refrigerators and microwaves are available if you bring your lunch or snacks. Coffee and soft drinks are provided for your refreshment.

There is a no smoking policy in the courthouse. Smokers will be allowed to step outside of the courthouse during breaks.

Please send all paperwork to:

U. S. District Court
Judge Isaac C. Parker Federal Building
30 S. 6th Street, Room 307
Fort Smith, AR 72901-2437

General Information about the Western District of Arkansas

U. S. District Judges are:

Honorable P. K. Holmes, III, Chief District Judge - Fort Smith
Honorable Susan O. Hickey - El Dorado
Honorable Timothy L. Brooks - Fayetteville (Northwest Division)
Honorable Harry F. Barnes - El Dorado

U. S. Magistrate Judges are:

Honorable Barry A. Bryant, Chief Magistrate Judge - Texarkana
Honorable Erin L. Setser - Fayetteville (Northwest Division)
Honorable Mark E. Ford - Fort Smith
Honorable James R. Marschewski - Fort Smith

Questions?

If you have any questions about your reporting instructions, e-mail jury_info@arwd.uscourts.gov. Or, if you prefer, call the Jury Help Line (479) 783-2143, and speak to the Jury Administration Office.



Judge Isaac C. Parker Federal Building

Fort Smith Area Maps



