

## JUROR INFORMATION

Jurors serving in the U.S. District Court for the Eastern District of Missouri in Hannibal are selected from the residents of seventeen Missouri counties which are within the geographical boundaries of the Northern Division of the Court. The Court is located in the Federal Building (Post Office) at 801 Broadway in Hannibal (8th and Broadway).

### ATTENDANCE FEE

- The fee paid to jurors is \$50 per each day even if you are not chosen to serve on a jury panel.
- Federal Government employees are not paid unless appearing on their day off. They must present a signed statement from their supervisor verifying their leave status.

### TRAVEL ALLOWANCE

- 65.5 cents per mile for the round trip from residence to the Court by the shortest practical route (mileage is calculated automatically).

### PARKING

- Parking is on the streets near the Federal Building. **Do NOT Park in front of the Federal Building. There is a two-hour parking limit at the spaces in front of the Federal Building and you will not have time to leave court to move your vehicle.**

### SUBSISTENCE ALLOWANCE

- If a juror's residence is at least 100 miles in distance one way from Court, or when authorized by the Clerk of Court. A copy of your hotel/motel receipt is required in order to reimburse subsistence.

### PAYMENT

- Checks in payment of service fees, travel, and subsistence allowance are mailed to jurors approximately twice a month. Mileage and subsistence fees are not taxable, but the \$50 daily attendance fee is taxable and should be reported on your income tax returns. W-2 forms are not provided to jurors; each juror should keep account of the number of days of service and report fees on his/her income tax forms.

### CHANGE OF ADDRESS OR OTHER INFORMATION

- If you have a change of address, phone number or change of employment please be sure to submit these to the Court as soon as possible.
- A current address is needed to mail your checks since the Post Office does not forward checks.

- A current phone number is also important when cases settle or to contact you by the court's automated phone system.

### TERM OF SERVICE

- The term of jury service is set as a six month on call period. However, **actual jury service is very limited during this period.**
- The Court attempts to minimize disruptions to jurors' schedules.
- If you know of dates that you will be on vacation or have doctor's appointments during the term, please note these dates at the bottom of your Information Form or submit a partial excuse through eJuror and the Court will be able to work around these dates when scheduling your appearance.
- Many trials in this Court average three days long. If you report for jury duty and are not selected, you need not return until you receive another notice, unless otherwise instructed by the Courtroom Deputy.
- During your term of service, notices to report are sent, usually, two weeks in advance. The written notice will contain instructions for reporting and calling the court's automated phone or checking online to confirm whether or not you need to appear on a reporting date. **The message may inform you that you have been rescheduled to report on a certain date; if so, you should follow the directions given in the phone or online message.**

### CERTIFICATE OF ATTENDANCE

- If your employer requires written verification of your attendance for jury service, you may obtain a certificate of attendance.

### REQUESTS FOR EXTENSION OR TO BE EXCUSED

- **All requests for an extension of or excuse from jury duty, for a valid reason, must be in writing and sent by mail or online to the Court for consideration, along with your completed Juror Information Form.**
- **If you are seeking to be excused for medical reasons, you will need to enclose a statement signed by your M.D., D.O., or Nurse Practitioner regarding your inability to serve.**
- The request for extension or an exemption should be sent within ten days of receiving your summons.
- If you submit a request, **it is your responsibility to verify the court's determination on your request by calling the court's automated phone system at 1-866-237-3367 or checking the eJuror online program at [www.moed.uscourts.gov](http://www.moed.uscourts.gov).** Information received by the jury clerks is updated in our telephone system daily.

- You will not be paid for appearing if excused on the day you report.
- **Failure to obey this jury summons may be punishable by fine and/or imprisonment.**
- During your term of service, if there is an emergency, etc., please notify the jury clerk by phone as soon as possible at 314-244-7850 or toll free at 1-866-510-1925.

### eJUROR ONLINE PROGRAM AT [WWW.MOED.USCOURTS.GOV](http://WWW.MOED.USCOURTS.GOV)

- You can complete your Juror Information form, check your reporting status, or request an excuse, postponement or partial excuse (excuse from certain date(s) during the term). You will need the nine-digit Juror Participant Number located above your name and address on your summons to access the program.
- When using eJuror to check your reporting status, **you MUST WAIT UNTIL AFTER 4:30P.M.** on the last working day before your reporting date to check for updates or changes. If scheduled for a Monday, you may check starting after 4:30P.M. on Friday and anytime on Saturday and Sunday. The trial schedule can change up until 4:30 P.M., so your reporting status will be valid only after that time. If eJuror is not accessible, you must call the Automated Phone (AJIS) for your reporting information or changes.
- After your service, you can print a duplicate Certificate of Attendance if needed for your employer or records.

### ATTIRE AND ETIQUETTE

- **Tank tops, shorts, and sweatpants are not permitted in the courtroom.** You will be sent home without being paid or directed to return home and change at your expense if inappropriate attire is worn.
- Food and drink are not permitted in the courtrooms.
- Jurors may not read personal materials while court is in session.
- Smoking is not permitted in the Courthouse.
- Please observe proper courtroom etiquette.

The Judges of this Court hope you will find your jury duty interesting and instructive.

*Gregory J. Linhares*

Clerk of Court

★ **How To Use The Automated Jury Information Service (AJIS)** ★  
**AJIS TOLL FREE NUMBER: 1-866-237-3367**

The court uses an automated telephone system to inform jurors of their status and to provide reporting instructions. **You will need to have your summons with you when you call.**

For reporting instructions:

- 1) **Dial the number listed above.**
- 2) **Press "1"**
- 3) **Enter your nine-digit participant number located just above your name/address on your summons.**
- 4) **Press "1" to verify the first three letters of your last name.**
- 5) **Listen to the message in its entirety.**

Please do not call the automated telephone system until you have returned your information form to this office. Our automated system also provides a computer-generated courtesy reminder call, so **please be certain to provide your telephone number on the Juror Information form** you return to the court so we may contact you, as needed.

You will be instructed to call in after 4:30 P.M. on the day before the date you are scheduled to appear. If you are scheduled to appear on a Monday, you may call after 4:30 P.M. on Friday and anytime on Saturday or Sunday.

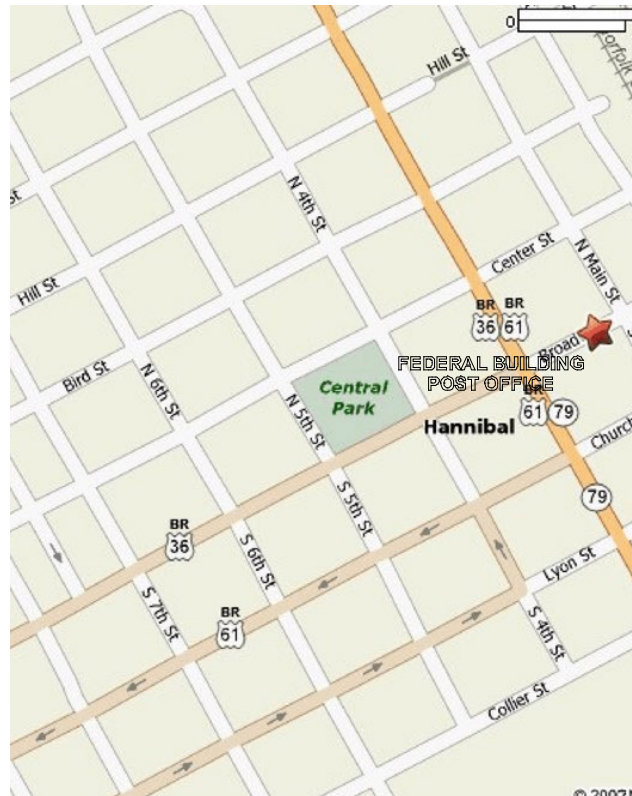
The call is free and can be dialed from any location. You will be directed to report either on the date summoned, or rescheduled to appear on another date during your term, and will be instructed to call the automated message again to confirm after 4:30 P.M. the night before you are scheduled to report, or notified that you do not need to appear and will be notified by mail when you are next scheduled to report.

To receive information regarding the status of your request for postponement or excuse, call the AJIS phone number (866) 237-3367. To hear your updated status, please wait at least 2 weeks after mailing your juror form and request.

Cases can be settled or dismissed shortly before trial, so it is imperative that you call the automated system or check online, because **YOU WILL NOT BE PAID IF YOU REPORT FOR JURY DUTY AND THE RECORDED MESSAGE or eJUROR NOTIFIED YOU NOT TO APPEAR.**

**DO NOT CALL THE AUTOMATED SYSTEM AFTER YOU HAVE BEEN SELECTED TO SERVE AS AN ACTUAL OR PROSPECTIVE JUROR IN A CASE IN PROGRESS. THE JUDGE PRESIDING AT THE TRIAL OR THE COURTROOM CLERK WILL GIVE YOU INSTRUCTIONS AS TO WHEN YOU ARE TO RETURN TO COURT UNTIL THAT TRIAL IS COMPLETED.**

### MAP OF HANNIBAL



## JUROR INFORMATION

**(Important - Please Read)**



**U. S. District  
Court Eastern District of Missouri  
Northern Division  
801 Broadway  
Hannibal, MO 63401**

**Phone: 314-244-7850**

**Toll Free: 866-510-1925**

**Fax: 314-244-7859**

**Email: [moedml\\_Jury@moed.uscourts.gov](mailto:moedml_Jury@moed.uscourts.gov)  
eJuror Website: [www.moed.uscourts.gov](http://www.moed.uscourts.gov)**

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