

# JUROR INFORMATION & CHECKLIST

## US. District Court for the Eastern District of Missouri

### Thomas F. Eagleton U.S. Courthouse



#### TERM OF SERVICE

Two weeks, however:

- **You will not be expected to report to the Courthouse every day or check the automated phone/online system every evening during your term.**
- Call the automated phone system or visit [www.moed.uscourts.gov](http://www.moed.uscourts.gov) at the date and time indicated on your summons. You will either report on the summons date or be rescheduled and instructed when to check again.

Typically, jurors report for selection only one day during the term and should plan to stay until 5:00 p.m.

**Trials usually last 3-4 days. If you are selected to serve for a longer trial, you must serve until it concludes, even if it goes beyond your term.**

#### ATTIRE & ETIQUETTE

- **Tank tops, shorts, and sweatpants are not permitted.** If inappropriate attire is worn, you will be sent home without being paid or directed to return home to change at your expense.
- No food or drinks    ▪ No smoking    ▪ Cell phones off

#### GENERAL INFORMATION

**Address:** 111 South 10th St.

St. Louis, MO 63102

**Phone:** 314-244-7850

**Toll Free:** 1-866-510-1925

**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)

#### CERTIFICATE OF ATTENDANCE

Notify the jury clerks for a written verification of service. If serving for a trial, the clerk will issue a statement for the days of trial.

#### ALLOWED & PROHIBITED ITEMS

Allowed: Cell phones, laptops, food, books and magazines.

Prohibited Items: Firearms, knives, scissors, knitting needles, fingernail clippers, and mace.

- **Please do not review or seek to learn information about any pending cases in this Court from any source whatsoever in advance of reporting for jury duty. Also, trials sometimes generate publicity, therefore, do not read any newspaper or internet articles about any upcoming federal trials on the day you report for jury service and during the three days immediately before you are scheduled to report.**

#### REQUESTS FOR POSTPONEMENT OR TO BE EXCUSED

All requests for a postponement or excuse from jury duty must submitted in writing, either by mail or online, along with your completed Juror Information Form. **These requests should be sent within ten days of receiving your summons.**

If you are requesting a medical excuse, you must send a signed statement from your M.D., D.O., or Nurse Practitioner regarding your inability to serve.

Once you submit your request, **you must verify the Court's decision by calling the automated phone system at 1-866-237-3367 or checking online at [www.moed.uscourts.gov](http://www.moed.uscourts.gov)**. Jury clerk updates are made daily, so you do not need to wait until after 4:30 p.m. on the last business day before your term begins. You will not be paid if you appear, and your excuse has already been granted.

**Failure to obey this jury summons may be punishable by fine and/or imprisonment. If an emergency arises during your term that prevents you from serving, contact the jury clerk as soon as possible at 314-244-7850 or toll free at 1-866-510-1925.**



**eJUROR ONLINE PROGRAM AT  
WWW.MOED.USCOURTS.GOV**

You can complete your Juror Information form online, check reporting status, or request an excuse or partial excuse through eJuror.

When using eJuror to check your reporting status

(“Current Status”), you **MUST WAIT UNTIL AFTER 4:30 P.M.** on the last working day before your scheduled appearance. The trial schedule can change up until 4:30 PM, so your reporting status will only be valid **AFTER** that time.

If eJuror is not accessible, you must call the Automated Phone (AJIS) for your reporting information or changes.

**HOW TO USE THE AUTOMATED JURY INFORMATION SERVICE (AJIS)**

**\* AJIS TOLL FREE NUMBER: 1-866-237-3367\***

The court uses an automated phone system to provide juror status and 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 9-digit participant number
- (4) Press “1” to verify the first 3 letters of your last name
- (5) Listen to the message in its entirety

AJIS also provides a computer-generated courtesy reminder call, so please be certain to provide your telephone number on the Juror Information form.

- You must call *after* 4:30 P.M. the day before your summons date. For Monday appearances, call on Friday after 4:30 P.M. or anytime on Saturday or Sunday.

You will be directed to report on the date summoned or rescheduled, and you must call the automated message again to confirm after 4:30 P.M. the night before you are scheduled to report.

Important:

- For postponement or excuse updates, call AJIS at 866-237-3367 at least two weeks after submitting your request.
- Cases can be settled shortly before trial, so call the automated system because you will not be paid if you report when the message instructed you *not* to appear.
- Do not call the automated system after selected to serve on a case or as a prospective juror. Instead, follow the Judge or Courtroom Clerks instructions on when to return to Court until completed trial.

**COURTHOUSE PARKING LOCATIONS**

The Courthouse will provide information on free validated parking locations when selected for jury service.

For MetroLink and MetroBus information, call 314-231-2345. The closest MetroLink stop is the Stadium stop by Busch Stadium (8<sup>th</sup> & Spruce)

Clearance at the garage is 6'7". For oversize vehicles, please contact the jury office 314-244-7850 for assistance.

**ATTENDANCE FEE & MILEAGE**

You will receive \$50 per day in attendance plus \$0.70 per mile travel (mileage is calculated automatically). Federal Government employees are not paid unless serving on a day off, with a supervisor’s statement verifying leave status.

**SUBSISTENCE ALLOWANCE**

If you live 100+ miles from Court (one way), a hotel may be approved by the Clerk of Court. A copy of the hotel/motel receipt is required to reimburse subsistence.

**PAYMENT**

Payment of service fees, travel, and subsistence allowance is mailed twice a month. While mileage and subsistence fees are not taxable, the \$50 daily attendance fee is and should be reported on income tax returns.