

UNITED STATES DISTRICT COURT

SUMMONS  
FOR JURY  
SERVICE

PLEASE READ  
FURTHER  
INSTRUCTIONS IN  
THE INFORMATION  
INCLUDED WITH THIS  
SUMMONS.



GRAND  
JURY

Complete the form below  
within 5 days of receipt  
EITHER online  
or return by mail

Keep this upper half  
for your records.  
Do not mail back

TO:

PLEASE BRING THIS UPPER  
SECTION WITH YOU WHEN  
YOU REPORT FOR JURY  
DUTY

DETACH AT PERFORATION FOR JUROR BADGE

**JUROR**

UNITED STATES DISTRICT COURT

THE COURT SUMMONS YOU TO APPEAR FOR JURY DUTY BEGINNING ON THE  
DATE, TIME AND PLACE SHOWN BELOW.

LOCATION:

DATE:

TIME:



PHONE NO. TO CALL:

\*\*Privacy Act Statement: Your social security number is requested on a voluntary basis under authority of sections 6041, and 6109 of the Internal Revenue Code. If you earn more than \$600 in compensation as a juror, the court must inform the Internal Revenue Service using your social security number, and it is helpful to get your number now. Failure to provide your social security number at this time will not disqualify you from serving as a juror, but it may delay jury service payments to which you become entitled.

JURY INFORMATION FORM  
DETACH LOWER HALF, RETURN BY MAIL WITHIN 5 DAYS

1. LAST NAME		FIRST	MIDDLE INITIAL	2. PHONE	
STREET		P.O. BOX		HOME (OR OTHER*)	
CITY		STATE	ZIP	WORK (include EXTENSION)	
4. COUNTY	5. PLACE OF BIRTH	6. <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED OR DIVORCED	7. NO. OF CHILDREN	8. SOCIAL SECURITY NUMBER**	
9. AGE	10. ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	11. YOUR OCCUPATION OR BUSINESS			
12. YOUR FIRM OR EMPLOYER'S NAME		13. BUSINESS ADDRESS OR EMPLOYER'S ADDRESS		3. HOW LONG HAVE YOU LIVED IN	
CITY		STREET		THIS COUNTY YRS. MOS.	
STATE		CITY		THIS STATE	
14. IF RETIRED, YOUR OCCUPATION BEFORE RETIREMENT		15. SPOUSE'S OCCUPATION (IF SPOUSE RETIRED, OCCUPATION BEFORE RETIREMENT)			
16. ARE ANY CHARGES NOW PENDING AGAINST YOU FOR A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO		17. HAVE YOU BEEN CONVICTED OF A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO		18. IF "YES" WERE YOUR CIVIL RIGHTS RESTORED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
19. DO YOU HAVE ANY PHYSICAL OR MENTAL INFIRMITY WHICH WOULD IMPAIR YOUR CAPACITY TO SERVE AS A JUROR? <input type="checkbox"/> YES <input type="checkbox"/> NO		20. ARE YOU A SALARIED EMPLOYEE OF U.S. GOVERNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF "YES", INSERT PROOF THAT YOUR CIVIL RIGHTS WERE RESTORED.	
IF ANSWER IS "YES" AND YOU SEEK AN INFIRMITY EXCUSE PLEASE INSERT A LETTER OR A DOCTOR'S STATEMENT		21. ESTIMATED NO. OF MILES ONE WAY FROM YOUR HOME TO COURTHOUSE TO WHICH YOU ARE SUMMONED			
SIGN HERE		I declare under penalty of perjury that all answers are true to the best of my knowledge and belief.			

# GRAND JURY SERVICE INSTRUCTIONS - READ CAREFULLY

COMPLETE AND RETURN THE LOWER HALF OF THIS FORM WITHIN 5 DAYS. KEEP THIS UPPER PORTION FOR YOUR RECORDS.

**TERM OF SERVICE:** This term of grand jury service is 18 months long beginning on [REDACTED] at 8:00 a.m.

You have been summoned to appear for a grand jury selection on [REDACTED], at 8:00 a.m. The selected grand jurors will meet for 18 months, [REDACTED].

**REPORTING INSTRUCTIONS:** You must call the day before to confirm that you are required to report on [REDACTED].

Unless you were excused by the Court, you must call the Jury Information Line at (800)-488-3350 after 12:00 p.m. on the day before your reporting date to confirm that you still need to report. We cannot pay you if you report in error.

**HARDSHIP EXCUSE REQUESTS:** Jury service is an obligation which we as citizens are required to perform

The grand jury plays an important role in determining which members of the community are to be charged with the most serious of criminal offenses. It stands between the law enforcement agencies and the public to assure that individual rights and community interests are both fully protected.

Everyone selected for jury duty must make sacrifices and rearrange his or her schedule in order to perform this vital civic duty. Please read all of the information provided in this summons before considering whether or not serving would create an undue hardship or extreme inconvenience. If you still feel that your particular circumstances would prove too much of a burden, complete the "Request a Postponement or Excuse" section below. If you request an excuse from grand jury, indicate a specific month in the near future that you are available for trial jury service.

★ **IMPORTANT** ★: If you request an excuse, wait a week after you mail in your response to allow the Court enough time to process your request. Then call the Jury Information Line at (206)-370-8413 or toll free at (800) 488-3350 to check whether the court granted or denied your request. You'll need your 9-digit "juror participant number" when you call which is located above your name and address on the front side of this summons.

DETACH BOTTOM PORTION AND MAIL WITHIN 5 DAYS

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## TO REQUEST A POSTPONEMENT OR EXCUSE FROM SERVICE

If serving as a grand juror creates an **undue hardship** or an **extreme inconvenience** for you, please explain below why it is unfair for the court to require you to serve on grand jury. Follow the instructions above to check whether your request has been granted or denied. If your request is work-related, you must respond below rather than your employer.

Please indicate a specific month that you are available for trial jury service → \_\_\_\_\_.  
If your request is granted, the court will try to reschedule your service during the month that you specified.  
If you do not give a date, one will be chosen for you. (Unless you qualify for a permanent excuse)

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**WILLIAM M. MCCOOL**  
District Court Executive  
Clerk of Court

## **UNITED STATES DISTRICT COURT**

WESTERN DISTRICT OF WASHINGTON  
OFFICE OF THE CLERK  
U.S. COURTHOUSE, SUITE 2102  
700 STEWART STREET  
SEATTLE, WASHINGTON 98101

**LORI LANDIS**  
Chief Deputy Clerk

### **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

The following are frequently asked questions regarding grand jury service. If you find that you have a question that was not covered, please contact the jury staff by e-mail: [jury@wawd.uscourts.gov](mailto:jury@wawd.uscourts.gov) or by phone at (206) 370-8410 or toll free at (800) 488-3550.

**Q: What is the primary difference between federal grand jury and federal petit jury (trial jury)?**

**A:** The petit jury listens to the evidence offered by the prosecution and the defense (if it chooses to offer any) during a criminal trial and returns a verdict of guilty or not guilty. The grand jury, on the other hand, does not determine guilt or innocence, but only whether there is probable cause to believe that a crime was committed and that a specific person or persons committed it. If the grand jury finds probable cause to exist, then it will return a written statement of the charges called an "indictment". Please read the enclosed grand jury handbook for a better understanding of this important civic duty.

**Q: Why is the term of service 18 months long?**

**A:** Because the nature of grand jury duty is to hear on-going investigations and testimony which can sometimes occur over several months, it is important that the same panel of grand jurors be available from beginning to end. Also, cohesiveness within the panel develops over time creating a more effective atmosphere during the grand jury proceedings.

**Q: I live over 60 miles away from the U.S. District Courthouse. Why was I selected to serve in Seattle?**

**A:** The Western District of Washington extends from the borders between Canada and Oregon to the crest of the Cascade Mountains and Washington coast. Grand jury proceedings involve criminal investigations in the district in which they are being held. The U.S. District Courthouse for this district is located in Seattle with a divisional office located in Tacoma. Grand jury proceedings are only held in the Seattle Courthouse. The Court must draw from the entire district in order to have a fair cross-section of the communities within the district.

**Q: What if I have a vacation or trip planned during a time that I'm serving?**

**A:** Grand jurors may be absent from sessions for vacations or other reasons depending upon the circumstances. All requests to miss a specific session should be made in writing and approved by the Court in advance.

- Q: If I live over 60 miles one-way from the Courthouse, may I stay overnight on the night before the impanelment?**
- A:** Yes. Whether you are reporting for the impanelment or selected to serve on the grand jury, you are entitled to stay the night prior to a day you are required by the Court to report. If you stay in the immediate Seattle area in a hotel, you are eligible to receive a flat rate of \$208.00 per night if a hotel receipt is provided for verification. If you choose to stay at a personal residence (friend/relative) in the Seattle area rather than a hotel, a partial subsistence fee of \$71.00 will be paid instead.
- Q: How long will I be there for the impanelment on [REDACTED]?**
- A:** Impanelments are usually completed by noon. There will be a brief orientation by the Assistant U.S. Attorney which may require you to be there until early afternoon if you are selected to the jury.
- Q: What are the first days that I will need to report for jury duty after impanelment?**
- A:** The first grand jury sessions will be held [REDACTED].
- Q: If selected to serve, would I have to meet on days [REDACTED] [REDACTED]?**
- A:** Not usually. Those sessions are set from the day you begin your term of service. Essentially, [REDACTED] that you can plan out on your calendar to arrange your normal schedule around. The court will provide a schedule of grand jury reporting dates if you are selected as a juror.
- Q: Does the Court reimburse for toll, ferry and bus fare?**
- A:** The Court will reimburse for bridge tolls and round-trip ferry expenses but not for bus fare. While bus fare is not specifically paid, the 51 cents per mile paid for transportation expenses should cover the amount to take the bus. If not, please see a jury clerk when you report.
- Q: Does my employer have to continue to pay me while I'm serving?**
- A:** No. However, many employers have an employment policy in place regarding jury service. This policy should explain what an employer is willing or not willing to do in terms of paying employees while they are serving. Check with your employer to find out about their jury service policy.
- Q: What if it snows or adverse weather conditions prohibit me from being able to make it in time for a session? May I stay overnight prior to that day even if I don't live over 60 more from the Courthouse?**
- A:** Yes. Adverse weather conditions (e.g. snow, icy roads) may occasionally prohibit you from safely reporting to the courthouse on time for service. If you foresee a circumstance where this may occur, you must contact the jury staff as soon as possible. Do not report if it is unsafe to do so.