

United States District Court

US District Court & Federal Bldg.
Bruce R. Thompson Courthouse
400 S. Virginia Street
Reno, NV 89501
Debra K. Kempf, Clerk of Court



**SUMMONS
FOR JURY SERVICE**



JANE DOE
111 JANE DOE DR
JANE DOE, NV 89706-0201

**IMPORTANT
READ BOTH SIDES OF
THE SUMMONS**

**DO NOT PARK AT METERS WHEN
REPORTING**

BRING THIS SUMMONS WITH YOU WHEN REPORTING FOR JURY DUTY

Participant Number: 101295356	Date: Monday, December 13, 2022 <u>2 TO 3 DAY TRIAL</u>
Pool Number: 1202	Time: 7:30 a.m.
Juror Number: 0001	Location: US District Court (Federal Building) 400 S. Virginia Street Reno, NV 89501
Email: jury_reno@nvd.uscourts.gov	
Phone: (775) 686-5847 Fax: (775) 686-5613	

STEP 1: WITHIN **3** DAYS OF RECEIVING THIS – YOU MUST GO **ON-LINE** AND RESPOND TO THIS SUMMONS.

- Go to: www.nvd.uscourts.gov and access **eJuror** and follow the directions to fill out the form.
- Provide an email address to receive reminders and early notification of cancellations.
- If you do not have Internet access, or someone to help you, call 775-686-5614.

STEP 2: RESPOND TO THE SUPPLEMENTAL QUESTIONNAIRE AS SOON AS YOU FINISH STEP 1 ABOVE.

- Go to: www.nvd.uscourts.gov/jurorquestionnaire

STEP 3: CONFIRM YOUR REPORTING STATUS **AFTER 5:00 PM** ON THE BUSINESS DAY PRIOR TO YOUR REPORT DATE:

- Call on FRIDAY (after 5pm) or any time during that weekend, if your reporting date falls on Monday.
- Call **(775) 686-5847**(select option #2), you will be asked to put in your **9-DIGIT "PARTICIPANT NUMBER"**.

REQUESTS FOR POSTPONEMENT OR EXCUSE MUST BE MADE AS SOON AS YOU RECEIVE THIS SUMMONS

Request a postponement if you are temporarily unavailable to appear on your summoned date, or the length of the Trial, due to a conflicting appointment such as vacation, school, medical appointments, childcare/caregiver needs, etc.

Request an excuse if you have a permanent hardship such as, relocating outside of Nevada, permanent medical condition that prevents you from appearing, indefinite childcare/caregiver needs, etc. **If you are employed and requesting a medical, childcare/caregiver excuse, you MUST explain why you can work but would not be able to attend jury service.**

Requests for Excuse or Postponements must be made (ASAP) by:

- **EMAILING** a request to jury_reno@nvd.uscourts.gov (type your **POOL** number on the subject line).
- **To reach the Jury Administrator, please call: 775-686-5614.**

PLEASE NOTE: THE FIRST DAY OF JURY SELECTION MAY BE LENGTHY, CONSIDER BRINGING A LIGHT LUNCH/SNACK AS THERE MAY NOT BE TIME DURING BREAKS TO PURCHASE ONE. TRIALS USUALLY START THE SAME DAY AS SELECTION.

GENERAL INFORMATION

DO NOT assume your request for hardship excuse has been granted until you receive notification from the court.

Attendance Fee, Mileage, Overnight Allowance and Lodging information: Jurors are paid an attendance fee of \$50.00 per day in addition to round trip mileage from their home to the Court. Those jurors who, due to distance (80 miles or more one-way), have traveled the day before the reporting date, or who will remain overnight while serving as a juror, will be paid a subsistence fee for each day. Contact the Jury Office for the exact subsistence fee. You may ask for the government rate when making your hotel reservation.

A **DRESS CODE** is enforced. Shorts, T-shirts, halter tops, **caps, hats**, sunglasses (unless prescribed for indoor use), torn or cut clothing or any other brief attire are **not** permitted to be worn in the courtroom.

You **MAY NOT** bring weapons of any kind (including pocketknives, knitting needles and pepper spray) into the Courthouse. **NO NEWSPAPERS.**

FAILURE TO APPEAR: Please be advised pursuant to United States Code, Title 28, Section 1866(g), "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 failure to comply with the summons. **"Any person who fails to show good cause for noncompliance with a summons may be fined not more than \$1000 or imprisoned not more than three days, or both."**

PARKING: Please contact the Jury Office to inquire about parking. Email: jury_reno@nvd.uscourts.gov or call: 775-686-5614.

HANDICAP PARKING: If you require special parking, please contact the Jury Office 775-686-5614.

More information regarding jury service may be found at the federal court website www.nvd.uscourts.gov.

