

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF NORTH CAROLINA**

This form should be completed and returned:
by FAX to: (336) 332-6060 (Attn.: Jury Section)
OR by U.S. Mail to:
U.S. District Court - Office of the Clerk
324 W. Market Street - Jury Section
Greensboro, NC 27401-2544

**SUMMONS
FOR JURY
SERVICE**



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

**COMPLETE & RETURN
THE BOTTOM PORTION
OF THIS FORM OR THE
ONLINE FORM AT
WWW.NCMD.USCOURTS.GOV
IMMEDIATELY**

TO:

PRINT YOUR NAME AND ADDRESS HERE:

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

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

LOCATION:

!!!!!!VERY IMPORTANT!!!!!!
**Be sure to read ALL the
information on the front AND back
of this form. Pay special attention to
any and all highlighted areas or
colored print.**

DATE:

TIME:

JUROR NUMBER:

PHONE TO CALL:

JUROR

UNITED STATES DISTRICT COURT

Privacy act Statement: Your social security number is requested on a voluntary basis under authority of sections 6041, 6103 and 6109 of the Internal Revenue Code, for two purposes. First, 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. Second, in tax cases involving the United States, a party may ask the Secretary of the Treasury whether prospective jurors have or have not been the subject of any audit or other tax investigation by the Internal Revenue Service, and the Secretary is limited to giving a yes or no response. Providing your social security number makes it much easier to answer that question accurately and quickly. Failure to provide your social security number will not disqualify you from serving as a juror, but it may delay and disrupt the jury selection process.

If you would like to receive information by email, please provide your personal email address at the bottom of or include it with this form.

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

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

ENTER YOUR 9-DIGIT PARTICIPANT BELOW:

100

OPScan INSIGHT™ EM-290731-1554321 GS99

ATTENTION PROSPECTIVE JUROR

You have been summonsed for PETIT Jury Service in this FEDERAL Court (NOT state or local). The Jury term is a six week 'on call' term beginning with the date provided on the front of this summons. This does **not** mean you will be in court for six weeks, but you should expect to report at least once during the six weeks. During your term you will be directed to call the Automated Juror Information System (AJIS) at 1-800-659-1132 after 5:00 P.M. the evening before you are scheduled to initially report to receive specific reporting instructions.

Thereafter, you will be directed to call to receive updated instructions. Throughout your six-week term you must be prepared to report when directed. You will not need to call every day of the six-week term but are to call only as directed, usually once a week. Failure to call as directed is also considered failure to comply with a summons. The AJIS phone system records the dates and times of all incoming calls to the toll-free number. Time is added to the six-week jury term for missed calls.

You must retain your summons and all accompanying information until the conclusion of your six-week term OR until you have been permanently excused from jury service. For your convenience, you should keep all jury forms in the gold envelope in which it was received.

The Clerk's Office is located in Greensboro, thus all excuse requests for all reporting locations must be in writing and mailed to: U.S. District Court
324 W. Market Street
Greensboro, NC 27401-2544
Attn: Jury Office

Any questions about your jury service, including excuse or deferral requests, and other frequently asked questions are addressed completely by calling 1-800-246-7607 and following the prompts or go to: www.ncmd.uscourts.gov.

SECURITY ISSUES

The following items are NOT allowed in the courthouse
NO EXCEPTIONS

Mobile or Cell Phones with cameras, PDAs, Push-to-talk devices, Cameras, Laptop Computers, 2-way Radios or similar devices. Wireless Microphones, Personal Organizers with camera or recording capability, Knives of any size or style, Box Cutters, Razors, Firearms of any size or style, Stun Guns, Mace or Pepper Spray, Knitting Needles or similar items, any item that has a sharp or knifelike edge. This is a basic list and is subject to change at any time. Court Security Officers can NOT 'hold' and are not responsible for items and you will be required to return any such items to your vehicle which may result in you arriving late for jury check in. All persons entering the courthouse will be required to pass through a scanning device.

CONDUCT & DRESS CODE

Jurors are expected to conduct themselves with reserve and courtesy, and to dress appropriately to preserve the dignity of the Court. Although there is no formal dress code, the following suggestions are provided:

Avoid the following items - articles of clothing that have writing on the front or back, statements or language that could be offensive to others, shorts, halter tops and flip flops. Otherwise, clean neat apparel is all right. Comfortable shoes are recommended. For the health and benefit of all jurors, heavy perfumes and colognes should be avoided. Due to the age of the courthouse, temperatures are hard to regulate, therefore, layers are recommended year round and you may want to bring a light sweater or jacket.

DO NOT BRING CHILDREN WITH YOU TO JURY SERVICE!

Children will NOT be allowed in the courtroom or the jury room.
Childcare is NOT provided.

FEDERAL STATUTE 28 U.S.C. § 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, community service, one or more of the following may be imposed at the discretion of the Court.'

CHECK LIST FOR THE EVENING BEFORE

AND THE DAY OF REPORTING

*Call 1-800-659-1132 for reporting instructions. (Remember - hundreds of jurors are calling and you may need to call several times before you are connected. An extended, long or strange ring tone usually means you are in line to get the next available line, so do not hang up.)

*Review information on your summons and any inserts.

***You MUST bring the following items with you when reporting:**

- a valid State or Federal ID (i.e., drivers license etc.)
- your Summons as proof of your reason for entering the courthouse;
- your map or other directions to the Courthouse and parking;
- the parking stub from the parking garage;
- any hotel/motel receipt if you stayed the night before in order to qualify for reimbursement. **AN**

ONLINE HOTEL/MOTEL CONFIRMATION

IS NOT ACCEPTABLE!!

*Check your mileage from your home to the court location for mileage reimbursement.

*Make necessary arrangements to ARRIVE ON TIME.

(IMPORTANT NOTE: Jurors who arrive late and/or after orientation may be released at the Court's discretion without being paid for normal fees and will be considered to have 'failed to appear'.)

VERY IMPORTANT: Within FIVE (5) days of your receipt of this summons you must complete and return the Jury Information Form which is located below at the bottom portion of this summons OR

GO PAPERLESS

SUBMIT YOUR JUROR INFORMATION ON LINE

Within five days of your receipt of this summons, you must either complete the paper Jury Information Form which is this bottom portion of this summons OR go to the Court's website at www.ncmd.uscourts.gov and select **eJuror** and follow the prompts. Completing the summons return online is more efficient as well as safe and secure. Completion of the form by one method or the other is required. HOWEVER, if you submit a request for excuse, deferral or to notify the court of conditions which may disqualify or exempt you from serving, you MUST also submit this portion of the summons, completed in its entirety - see additional information below. If you are unable to complete the form online, detach this bottom portion of the summons, complete the form in its entirety and return only the completed form immediately in the enclosed business reply envelope provided in the summons packet. Retain the top portion of the summons and all other inserts.

Do NOT discard the summons form or any other jury related information until your term has concluded or until you have received written confirmation that you are excused, exempt, deferred or disqualified from service.

IF YOU ARE SUBMITTING A REQUEST FOR EXCUSE OR DEFERRAL FROM JURY DUTY

Requests for excuse, deferral, postponement, exemption or disqualification MUST be made as soon as you are aware of the need for one. Requests made at the last minute may not be resolved and would be considered DENIED.

If you need to submit a request for excuse, deferral, etc., at ANY time during your six week term, you MUST complete and return this form (the bottom of your summons) along with your request,

EVEN IF YOU HAVE ALREADY COMPLETED THE ONLINE FORM!

**PLEASE REVIEW BOTH SIDES
OF THIS INSERT AND ALL OTHER
MATERIALS INCLUDED WITH YOUR
SUMMONS NOW AND AGAIN
JUST PRIOR TO WHEN REPORTING.**

Please be reminded that it is your responsibility to call for reporting instructions the evening prior to your initial tentative reporting date (the date provided on the front of your summons) and each time thereafter.

When calling the toll-free jury line (AJIS) if you are directed not to report the next day you will be provided on the same message information on when you should call again.

The AJIS juror telephone system the court uses provides a detailed report of all inbound calls and notifies the jury staff when a prospective juror who is scheduled to call in for reporting instructions has not done so. Jurors who do not call when directed will have time added to the end of the original six-week jury summons.

However, if you fail to report for jury service because you did not call for your reporting instructions, a failure to appear may result. If this happens you must follow up with the jury clerk by phone **AND IN WRITING** immediately to resolve this matter and be rescheduled to avoid the presiding federal judge issuing an order of show cause.

The jury office will send courtesy reminder calls on occasion to the home telephone number you have provided, but prospective jurors should not depend on this as a means to remember to call in as directed.

Thank you.

ATTENTION:

Including but not limited to is a list of items below that are NOT allowed into the federal courthouse building. Court personnel and court security officers canNOT 'hold' or store items for persons entering the federal courthouse.

NO EXCEPTIONS!

Anyone who attempts to bring the following items into the courthouse building will be required to return the item(s) to their vehicle which may result in arriving late for jury check-in.

CELL PHONES, Blackberries, PDAs, or similar mobile devices with camera or 'push to talk' capability.

Cameras & Tape or Digital Recorders.

Laptop Computers, I-Pads, or other Tablet-style computers or devices.

2-way Radios or similar devices.

Wireless Microphones.

Personal Organizers w/Camera or Recording capability

Knives of any size, shape or style.

Box Cutters and Razors

Firearms & Stun Guns, of any size, shape or style.

Mace and Pepper Spray.

Knitting Needles and other similar items.

This list is subject to change as necessary to meet future security concerns.