

**UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA**

JUROR INFORMATION SHEET - BISMARCK
(Revised January, 2024)

KEEP THIS INFORMATION SHEET and refer to it each time you receive a notice to report for jury service. Questions should be directed to:

Office of the Clerk, United States District Court
PO Box 1193, Bismarck, ND 58502
Juryline: 1-877-614-2377
Jury Email: Bismarck_Jury@ndd.uscourts.gov

LOCATION: The William L. Guy Federal Building & U.S. Courthouse is located on the corner of Rosser Avenue and 3rd Street, Bismarck. Please report to Room 456.

JURY TERM: The term of service is four months: January through April, May through August, and September through December. You will only be required to report to the courthouse for one trial during your term of service. You will be notified to report for a specific trial approximately 2-3 weeks prior to the date you are required to appear. Your written notice (either by U.S. Mail or by email) will include the date and time you must report and the estimated length of the trial. You must respond to the notice immediately to acknowledge that you have received the Notice to Appear.

COURT HOURS: Court is usually in session Monday through Friday from 9:00 AM to 12:00 Noon and 1:30 PM to 5:00 PM.

SECURITY: A valid Photo I.D. is required to enter the Federal Courthouse and you will be required to go through security. Cell phones are allowed in the Federal Courthouse. Lighters and vaping materials are not allowed in the Federal Courthouse.

PERSONAL: Notify this office of changes in name, address, telephone or employment.

JURY FEES/EXPENSE REIMBURSEMENTS: You will be paid an attendance fee of \$50 for each day you report for jury service and for each travel day. In addition, you will be paid for round trip [mileage](#) from your residence to the courthouse. If it is necessary for you to use public transportation (except taxi cabs) the actual reasonable expense of such public transportation will be paid. If you live 50 miles or further from the courthouse, you may travel the day before you are summoned to report and may stay overnight during the trial if you are selected as a juror. You must provide the court with a hotel receipt. When making hotel reservations, you are encouraged to request the federal government rate. You may also choose to stay with family or friends. When an overnight stay is required, you will be paid a [subsistence amount](#). If you live within 50 miles of the courthouse, you will not be paid the subsistence amount. You may stay overnight if you choose, but you will be paid the mileage amount. All jurors are responsible for their own meal expenses. It is not necessary to submit receipts for meals.

Jury fees will be paid to you as soon after the session of court as possible. 1099 forms will be issued by the Court when you are paid attendance fees of \$600 or more in a calendar year. We encourage you keep an independent record of the attendance fees paid to you. The \$50 attendance fee is the only amount you must declare as income.

PARKING: The Court will pay for parking if you park in a public ramp. There are four public parking ramps in the downtown area: Third Street & Main Avenue (approximately 3 blocks); 6th Street and Thayer (approximately 4 blocks); 6th Street & Broadway (approximately 5 blocks); and 7th Street & Broadway (approximately 6 blocks). If you park on the street, park only in an area that has no time restrictions. The spots next to the federal building are reserved - **DO NOT park in the lot around the federal building.** Jurors are responsible for any parking violation notices issued by the police department or other authority.

FEDERAL GOVERNMENT EMPLOYEES: Full-time, part-time or temporary employees of the Federal Government, excluding Postal employees, who serve as jurors in federal court are not entitled to an attendance fee unless you are in a non-pay status during all or part of your jury service. If you are a federal employee, report this fact to the clerk's office and advise as to any days you are in a non-pay status.

REQUESTS FOR EXCUSE: Requests for excuse on the basis of undue hardship or extreme inconvenience will not be considered unless a written request, by letter or by email (Bismarck_Jury@ndd.uscourts.gov) is received by us not less than three days prior to the date you are instructed to report. Except in emergency situations, a telephone request for excuse cannot be granted. Requests for excuse must be from the juror (not an employer) and must be in writing so that we have documentation for our file. Requests for excuse because of vacations or business trips should be forwarded to this office as soon as you become aware of such dates. If you appear for jury duty only to request an excuse, you will not be paid any fees.

INJURIES: Title 28 USC 1877 extends coverage under the Federal Employees' Compensation Act (FECA) to all federal jurors. Coverage under FECA is provided whenever a juror is in attendance at court pursuant to a summons. Current regulations deny FECA coverage while jurors are traveling to or from the courthouse.

EMPLOYMENT STATUS: Title 28 USC 1875 provides for the protection of jurors against discharge or coercion by employers as a result of being called for jury service. There is no requirement that employers must pay their employees while they are on jury service. Please check with your employer regarding the company policy for employees serving on jury duty.

DRESS: While no formal dress code exists, jurors are requested to dress in a manner respectful to the litigants and the Court. Generally, the trial begins immediately after jury selection is completed. If, because of distance, it is necessary for you to stay overnight, please be prepared to do so in the event you are selected as a juror. The temperature in the courtrooms is often cool so we suggest that you bring a sweater or light jacket for your comfort.

PRIOR TO REPORTING FOR JURY SERVICE: **After 12:00 PM on the day BEFORE you are to appear for jury service, you must call the Juryline at 1-877-614-2377. You will need your nine digit participant number to access the final reporting instructions. Your participant number is located on the Summons that was mailed to you. The Juryline is available on Sunday and holidays.**

If you include your telephone number and/or email address on your jury questionnaire, you may receive an automated call from the Court to remind you of your reporting date and time OR to advise if there has been a change in the court schedule.

FAILURE TO CALL THE JURY LINE MAY RESULT IN NON-PAYMENT OF FEES.

The Court sincerely hopes that your service as a juror will be a rewarding experience. If there is anything the court staff can do to make your service more pleasant, please tell us.

Parking will be paid by the Court for Jurors who park in any of these ramps.

Please request a Validation Ticket when you report for jury service.

Third & Main Ramp



Galleria Parking
Seventh & Broadway



Parkade Ramp
Sixth & Broadway



Sixth & Thayer Ramp

