

UNITED STATES DISTRICT COURT  
DISTRICT OF NORTH DAKOTA

**JUROR INFORMATION SHEET - BISMARCK**

This sheet provides practical information that will be important throughout your term of jury service. It is important that you **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, U.S. District Court  
PO Box 1193, Bismarck, ND 58502  
Telephone: 701-530-2336 or 1-877-614-2377(toll-free)  
e-mail: [bismarck\\_jury@ndd.uscourts.gov](mailto:bismarck_jury@ndd.uscourts.gov)

**LOCATION:** The William L. Guy Federal Building & U.S. Courthouse is located on the corner of Rosser Avenue and 3<sup>rd</sup> Street, Bismarck.

**VISITOR CELL PHONES & PAGERS ARE NOT ALLOWED IN THE COURTHOUSE**

**JURY TERM:** The term of service is six months: March through August and September through February. Written notice of a specific reporting date will be mailed to you approximately two weeks prior to the date you are summoned to report. Upon receipt of that notice you **MUST IMMEDIATELY** sign and return the appropriate portion of the card to the clerk's office.

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

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

**PARKING:** There is a **government parking lot** located at 1<sup>st</sup> Street & Rosser Avenue. We encourage you to park in this lot. If you choose not to park in the lot, be advised that jury selection will take approximately 3 hours so please park in a spot that will allow you to park for that length of time. If you park in a commercial lot, you will be reimbursed for parking expenses. 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. (See page 3 for parking map.)

**JURY FEES:** You will be paid an attendance fee of \$40 per day for your attendance at the place of trial. 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. When an overnight stay is required, you will be paid a **subsistence amount**. Except in emergency circumstances, if you live within 50 miles of the courthouse you will be paid the mileage amount. You may stay overnight if you choose, however, you will be paid the mileage amount, not the subsistence amount. If because of distance you wish to travel the day before trial, you will be paid the attendance fee and appropriate subsistence amounts for that travel day.

Jury fees will be paid to you as soon after the session of court as possible. 1099 forms will not be issued by the Court unless you are paid attendance fees of \$600 or more. We suggest that you keep an independent record of your attendance fees. The \$40 attendance fee is the only amount you must declare as income.

**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 e-mail ([bismarck\\_jury@ndd.uscourts.gov](mailto: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.

**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.

**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 courtrooms are generally very cool so you may want to bring a sweater or light jacket.

**YOU MUST DO THE FOLLOWING PRIOR TO REPORTING FOR JURY SERVICE:**

**After 5:00 PM** on the day BEFORE you are to appear for jury service, call the Jury Line at **701-530-2336 or 1-877-614-2377 (toll free)**. You will reach a recorded message with final reporting instructions. If you are scheduled to report on a Monday, you may call any time after 5:00 PM on Friday and throughout the week-end.

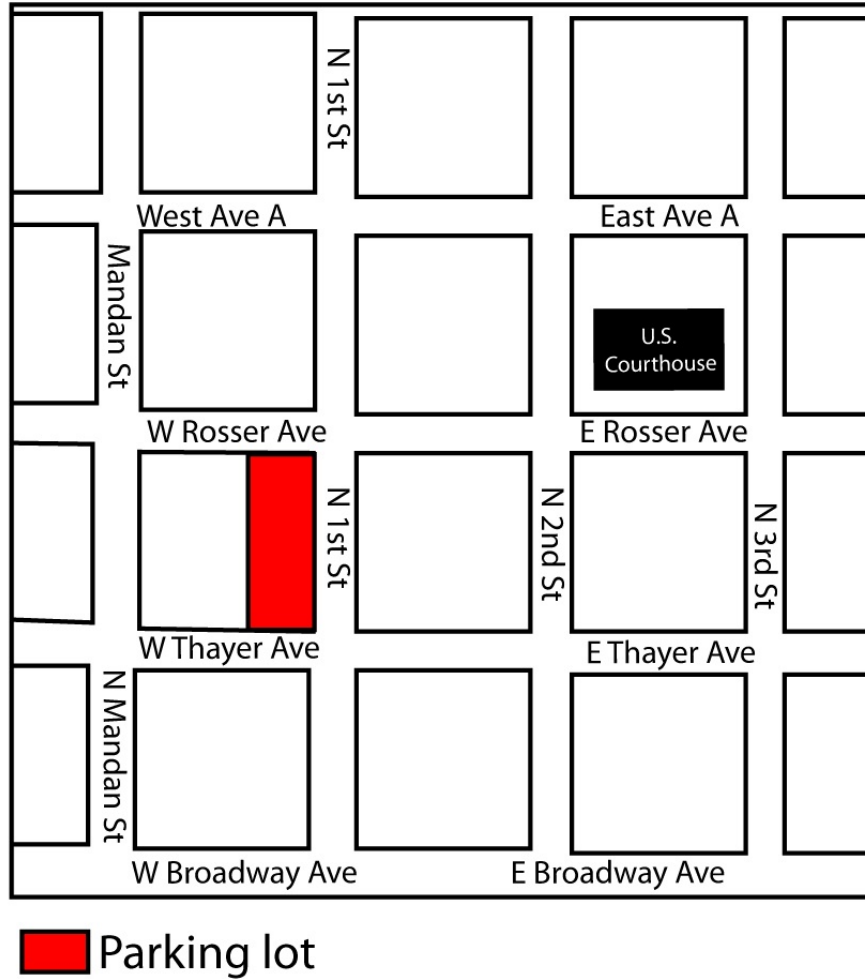
**FAILURE TO CALL THE JURY LINE MAY RESULT IN NON-PAYMENT OF FEES.**

If you must leave your home prior to 5:00 PM on a weekday, you may call me at 701-530-2336 or 1-877-614-2377 during normal business hours.

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. Thank you.

Candace M. Schafer, CLA  
Jury Administrator

William L. Guy Federal Building/ U.S. Post Office/ U.S. Courthouse  
Parking Map



**BISMARCK PARKING LOT**

Enter the parking lot on N 1<sup>st</sup> St (between Rosser Ave and Thayer Ave)

The first two rows of the parking lot (on the east side) are reserved. **DO NOT PARK** in the first two rows (the shaded area).

Jurors may park in the **LAST TWO ROWS** (on the west side)