



THE UNITED STATES DISTRICT COURT  
OFFICE OF THE CLERK  
NORTHERN DISTRICT OF MISSISSIPPI  
DAVID CREWS, CLERK

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## INTRODUCTION TO GRAND JURY SERVICE

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*Welcome to Grand Jury service in the United States District Court for the Northern District of Mississippi. You have been summoned to appear for possible Grand Jury Empanelment. We hope you will find your term of jury service an interesting and satisfying experience. These instructions are provided to answer questions frequently asked by jurors.*

**REPORTING FOR DUTY** - It is important that you follow the instructions in your Summons Packet.

If you are selected to be on the grand jury, you will be required to serve for a period of one (1) year, reporting every other month (six (6) times during the year) with each session lasting from one (1) to three (3) days. All persons reporting will be paid \$40.00 per day for attendance and \$.55\* per mile round trip. You may stay overnight if you live eighty-five (85) miles or more from Oxford. If you do so, you will receive \$147\* per day for subsistence.

**PARKING** - You may park at the Lafayette County Department of Human Services building which is across from the courthouse, the parking lots in front of and behind the Rebel Bookstore. *There is a 2 hour limit to park on the street, so be advised that the Court does not recommend parking on the street. The Court is not responsible for any parking violations.*

**PAYMENT OF ATTENDANCE FEES AND TRANSPORTATION COSTS** – A check for your attendance fee and mileage is mailed to you usually within 5 days of your reporting date or at the end of the trial.

- (1) **Attendance Fees** - A \$40.00 attendance fee is paid for each day you are required to report for duty, whether or not you are selected to serve. 1099 forms are furnished only to those jurors who receive \$600.00 or more for attendance in a calendar year and are mailed in January of the year following jury service.
- (2) **Transportation Costs** - You will be reimbursed \$0.55\* cents per mile round trip from your home for travel expenses.

\* Mileage rates and Subsistence are based on the current governmental per diem allowance, and are subject to change.

**EXCUSES** - We recognize that occasionally circumstances exist when persons cannot serve. All excuses must be submitted in writing prior to your scheduled appearance day. Please include the following information with your completed Juror Information Form: the nature of the hardship and, if the excuse is for medical reasons, a note from your doctor must be included. Excuses may also be requested through E-juror (<http://tinyurl.com/Ejuror>) or by email (listed at bottom of page).

Jurors who fail to report for jury service without an approved excuse may be served by the United States Marshal with an order directing them to appear before a judge to show cause why they should not be held in contempt of the Jury Service and Selection Act. If found in contempt, you may be fined \$1000.00, imprisoned for three days, or both.

**CHANGE OF ADDRESS, PHONE NUMBER OR EMPLOYMENT** - Any such changes should be reported to the Jury Department immediately at the phone numbers at the bottom of this page.

**ATTENDANCE CERTIFICATES FOR EMPLOYER** - You will be given an attendance certificate showing the dates you served and the attendance fees paid to you. Your employment is protected by law while you are serving as a juror. If you should have a problem with your employer in connection with your jury service, please contact the Court immediately. If you have additional questions in connection with your service, feel free to contact the Jury Department at the number below:

**For More Information CALL:**

**(662) 234-7400 (Oxford - Local)**

**or 1-800-524-9609 or EMAIL: [jury@msnd.uscourts.gov](mailto:jury@msnd.uscourts.gov)**

Thank you,

Jury Department