



THE UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF MISSISSIPPI  
DANIEL B. MCHUGH, CLERK

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## INTRODUCTION TO PETIT JURY SERVICE

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*Welcome to jury service in the United States District Court for the Northern District of Mississippi. You have been summoned to appear for possible petit jury empanelment. We hope you will find your term of jury service an interesting and satisfying experience.*

**HOW WAS I SELECTED?** Your name was obtained from the voter registration list of your county, according to guidelines which assure a random selection of a fair cross-section of the community. You were then mailed a qualification questionnaire. On the basis of your answers to the questionnaire, you were found to be qualified to serve and were again randomly selected to be summoned. If you are empaneled (selected as a Juror) you will serve throughout the trial, and upon its completion, your service will be complete.

**WHEN DO I REPORT?** Please review the call schedule on the information sheet included in your Summons packet. The call schedule will instruct you as to what day and time to report if required. Jury duty usually commences at 9:00 am and it is critical that you report on time. You should allow a full day (9:00 a.m. to 5:00 p.m.) for jury service. You will report to a courtroom with other potential jurors and participate in a jury selection process known as *voir dire*. If you are selected to serve on a trial, the Judge will give you further instructions. If you are not selected, you will be dismissed.

**WHERE DO I REPORT?** The call instructions will tell you where to report. The courthouse locations in the Northern District of Mississippi are as follows:

- **Aberdeen:** Thomas G. Abernathy Federal Building, 301 W. Commerce St., Aberdeen, MS
- **Greenville:** U.S. Post Office Bldg., 305 Main Street, Greenville, MS
- **Oxford:** Federal Building, 911 Jackson Avenue E., Oxford, MS

## **WHERE DO I PARK?**

- **Aberdeen:** You may park at the Glen H. Davidson Federal & Municipal Parking Lot located behind the courthouse on Washington Street.
- **Oxford:** You may park at the parking garage located at 1102 Jefferson Ave. or the Pay to Park at the Department of Human Services which is across the street from the courthouse.
- **Greenville:** You may park on the streets around the courthouse.

**HOW LONG WILL I SERVE?** Most of our trials last 3-5 days. However, while uncommon, it is possible for a trial to last more than five days. The Judge will adjourn the jury each evening and will instruct you on what time you must return the following morning. The Judge will also indicate on the first day of service how long he/she anticipates the trial to last. It is very rare for a jury to have to remain overnight. If this happens, you will be paid a subsistence allowance. If a jury is sequestered (kept together for security purposes), the government will pay all expenses for food and lodging.

**WHAT SHOULD I WEAR?** Dress comfortably but in a manner consistent with the dignity and seriousness of the occasion. Please do not wear perfumes, colognes, after-shave lotions, hair or body sprays, or other fragrances.

**WHAT ITEMS ARE PROHIBITED?** Jurors and other members of the public are prohibited from bringing the following items in the federal building.

- **Guns, knives, and all other items that could be used as weapons, including box cutters, razors, screwdrivers, scissors and Leatherman-type tools.**
- **Cellular telephones or smart devices such as ipads.**
- **Tape recorders, cameras, beepers, pagers, digital assistants.**
- **Laptops or any other type of personal computers.**
- **Any types of wearable technology, such as smart glasses, watches, or bracelets with internet, cellular, or Bluetooth capability.**
- **Reading materials such as newspapers, magazines, pamphlets, tabloids, paperback books, schoolbooks, crossword puzzles, or other printed items**
- **Food, drink, gum, candy, snacks (except for medical reasons, after approval)**

Please leave these items at home or in your vehicle. There are no exceptions and Court Security Officers (CSO's) will instruct you to take these items to your vehicle. Additionally, all persons entering the federal building must pass through metal-detectors. All hand-carried items, including purses, pocketbooks, book bags, backpacks, cigarette cases, totes, and other packages and containers will be X-rayed and may be opened for examination. CSO's will instruct you to return prohibited items to your vehicle; they will seize illegal items. Please keep metal jewelry and personal items to a minimum to speed up the screening process.

Smoking and all other uses of tobacco are prohibited throughout the federal building. There are no designated smoking areas inside the building. If you need a smoke break a CSO will escort you out of the building/during a break.

**HOW DO I UPDATE MY CONTACT INFORMATION?** Any changes to your contact information should be reported to the Jury Department at [jury@msnd.uscourts.gov](mailto:jury@msnd.uscourts.gov). Changes can also be made online through [eJuror](#).

**CAN I SPEND THE NIGHT?** Jurors who live more than eighty-five (85) miles from the Courthouse can discuss their need to stay the night with the Jury clerk.

**AM I REIMBURSED FOR MILEAGE?** Attendance fees and mileage are paid by check and mailed to your home address.

- **Attendance Fees** - A \$50.00 attendance fee is paid for each day you report for duty, regardless of if you are selected to serve on a trial. 1099 forms are furnished only to those jurors who receive \$600 or more for attendance in a calendar year and are mailed in January of the year following jury service.
- **Transportation Costs** - You will be reimbursed for your mileage per mile round trip from your home for travel expenses. The clerk will ask for your one-way mileage when you report. *Mileage rates and Subsistence are based on the current governmental per diem allowance, and are subject to change.*

**HOW DO I REQUEST AN EXCUSE?** Please follow the instructions given with your summons regarding your hardship excuse request. Due to the short term of service, only excuse requests for extreme hardship will be considered. Please write your hardship excuse request in the appropriate place on the yellow sheet you receive with the summons and return by email ([jury@msnd.uscourts.gov](mailto:jury@msnd.uscourts.gov)) or mail.

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.

**ATTENDANCE CERTIFICATES FOR EMPLOYER** - Upon request, you will be provided with 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 regarding your service, feel free to contact the Jury Department at [jury@msnd.uscourts.gov](mailto:jury@msnd.uscourts.gov) or by telephone at (662)234-7400 or 1-800-524-9609.