

**Jurors serving in this federal court are selected from the residents of thirteen Missouri counties and the City of St. Louis.**

### **COURTHOUSE & PARKING LOCATIONS**

Thomas F. Eagleton United States Courthouse is located at 111 South Tenth Street in St. Louis (between Walnut & Clark Streets, south of Market Street).

✓ For driving directions and a local map of the area showing one-way streets and including the courthouse and parking, please visit the court's website [www.moed.uscourts.gov](http://www.moed.uscourts.gov) (go to "Jurors" and select "St. Louis").

For MetroLink and MetroBus information, call (314) 231-2345. The closest MetroLink stop is the Stadium stop by Busch Stadium (8th & Spruce).

✓ **Free validated parking is at Stadium West Garage**, 100 S. 9th Street, between 8th & 9th and Walnut & Clark Streets, one block east of the courthouse. Parking validation tickets are obtained from the jury clerks.

Clearance at the garage is 6'7". For oversize vehicles, let the jury clerks know that you had to pay to park elsewhere and you will be reimbursed the charge on your jury check. See the back page for a location map for Stadium West Garage.

For disabled parking accommodation, please call the jury office.

### **ATTENDANCE FEE & MILEAGE**

You will be paid \$50 per day in attendance plus 58 cents per mile travel allowance (mileage is calculated automatically). Federal Government employees are not paid an attendance fee unless appearing on their day off and must submit a supervisor's statement verifying their leave status.

### **SUBSISTENCE ALLOWANCE**

A hotel stay may be authorized if a juror's residence is at least 100 miles in distance one way from Court, and when approved by the Clerk of Court. A copy of the hotel/motel receipt is required in order to reimburse subsistence.

### **PAYMENT**

Payment of service fees, travel, and subsistence allowance is mailed twice a month. Mileage and subsistence fees are not taxable, but the \$50 daily attendance fee is taxable and should be reported on your income tax returns.

### **CERTIFICATE OF ATTENDANCE**

Written verification of your attendance for jury service can be obtained from the jury clerks; if serving on a trial, the courtroom clerk will issue a statement for the days of trial.

### **TERM OF SERVICE**

Two weeks, however:

✓ **You will not be expected to report to the courthouse every day during the term, and you will not need to call the automated phone or check online every evening during your term.**

✓ Call the automated phone or check online at [www.moed.uscourts.gov](http://www.moed.uscourts.gov) on the date and time indicated on your summons. You will either report on the summons date or be rescheduled to another date during the term, and call or check again for instructions as directed.

Typically, jurors report for selection only one day during the term. When you report, you need to allow a full day (until about 5:00 p.m.) for jury service.

**Trials average 3-4 days long. If you are selected to serve for a trial which exceeds the service period, you will be required to serve until the completion of the trial.**

### **SCHEDULE CONFLICTS**

Planned vacation day or scheduled doctor's appointment during the term? Note these dates at the bottom of your Juror Information Form or submit a partial excuse listing the date conflict through eJuror. The Court will be able to work around a particular date when scheduling your appearance.

### **REQUESTS FOR POSTPONEMENT OR TO BE EXCUSED**

✓ **All requests for a postponement or excuse from jury duty must be in writing and sent either by mail or online to the Court for consideration, along with your completed Juror Information Form.**

✓ **The request for extension or an exemption should be sent within ten days of receiving your summons.**

✓ **If you are seeking to be excused for medical reasons, you will need to send a statement signed by your M.D., D.O., or Nurse Practitioner regarding your inability to serve.**

✓ If you submit a request, **you must verify the court's determination on your request by calling the court's automated phone system at 1-866-237-3367 or checking online at [www.moed.uscourts.gov](http://www.moed.uscourts.gov).**

Information received by the jury clerks is updated in our telephone system and online daily, so you do not need to wait until after 5 PM on the last business day before the beginning date of your term to check if your excuse or postponement has been granted. You will not be paid for appearing if excused on the day you report.

**Failure to obey this jury summons may be punishable by fine and/or imprisonment.**

During your term of service, if there is an emergency which prevents you from serving, please notify the jury clerk by phone as soon as possible at 314-244-7850 or toll free at 1-866-510-1925.

### **ATTIRE AND ETIQUETTE**

✓ **Tank tops, shorts, and sweat pants are not permitted in the courtroom.** You will be sent home without being paid or directed to return home and change at your expense if inappropriate attire is worn. Food and drink are not permitted in the courtrooms. Jurors may not read personal materials while court is in session. Smoking is not permitted in the Courthouse. Cell phones must be turned off in the Courtroom

### **eJUROR ONLINE PROGRAM AT [WWW.MOED.USCOURTS.GOV](http://WWW.MOED.USCOURTS.GOV)**

You can use the internet to complete your Juror Information form, check your reporting status, or request an excuse, postponement, or partial excuse.

✓ When using eJuror to check your reporting status ("Current Status"), you **MUST WAIT UNTIL AFTER 4:30 P.M.** on the last working day before your reporting date to check for updates or changes. If scheduled for a Monday, you can check anytime on Saturday or Sunday as well. The trial schedule can change up until 4:30 PM, so your reporting status will only be valid **AFTER** that time.

If eJuror is not accessible, you must call the Automated Phone (AJIS) for your reporting information or changes.

After your service, you can print a duplicate Certificate of Attendance if needed for your employer or records.

### **AMENITIES FOR JURORS**

✓ Complimentary coffee, tea, bottled water, and snacks

Full-service cafeteria (opens 7:00 A.M.), cash only, available in Courthouse. ATM located in cafeteria. List of restaurants within walking distance along with a map provided at check-in.

✓ Refrigerator and microwave in jury assembly room for jurors who bring their lunches.

Wireless internet service in the jury assembly room. Telephones for free local calls.

### **ALLOWED & PROHIBITED ITEMS**

Jurors may bring: Cell phones, laptops, food and drink, books and magazines

Examples of items NOT allowed in the Courthouse: scissors, knitting needles, fingernail clippers, pocket knives, mace.

The Judges of this Court hope you find your jury service rewarding and instructive

Gregory J. Linhares

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**CLERK OF COURT**

★ **How To Use The Automated Jury** ★  
**Information Service (AJIS)**  
**AJIS TOLL FREE NUMBER: 1-866-237-3367**

The court uses an automated telephone system to inform jurors of their status and to provide reporting instructions. **You will need to have your summons with you when you call.** For reporting instructions:  
**(1) Dial the number listed above. (2) Press “1” (3) Enter your nine-digit participant number located just above your name/address on your summons. (4) Press “1” to verify the first three letters of your last name. (5) Listen to the message in its entirety.**

AJIS also provides a computer-generated courtesy reminder call, so please be certain to provide your telephone number on the Juror Information form.

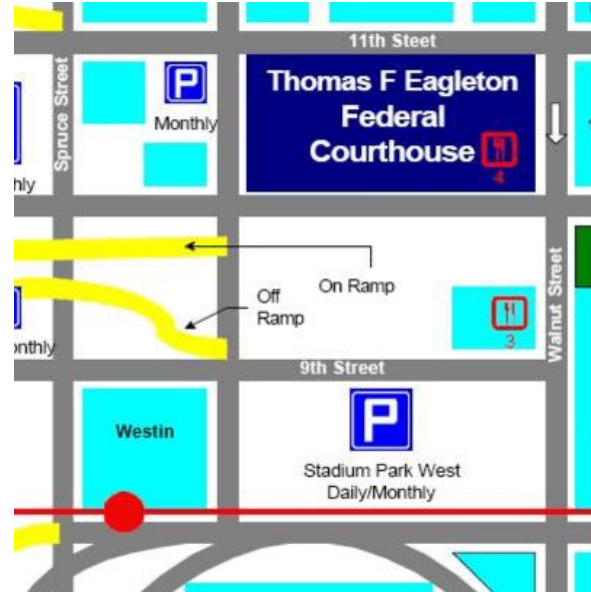
✓ You are instructed to call in after 4:30 P.M. on the day before the date you are summoned. If you are scheduled to appear on a Monday, you may call after 4:30 P.M. on Friday and anytime on Saturday or Sunday. You will be directed to report on either the date summoned, or rescheduled to appear on another date during your term, and will be instructed to call the automated message again to confirm after 4:30 P.M. the night before you are scheduled to report. You will continue calling for instructions as directed for the duration of your jury service term.

To receive information regarding the status of your request for postponement or excuse, call the AJIS phone number (866) 237-3367. To hear your updated status, please wait at least 2 weeks after mailing your juror form and request.

Cases can be settled or dismissed shortly before trial, so it is imperative that you call the automated system, because **YOU WILL NOT BE PAID IF YOU REPORT FOR JURY DUTY AND THE RECORDED MESSAGE NOTIFIED YOU NOT TO APPEAR.**

✓ **DO NOT CALL THE AUTOMATED SYSTEM AFTER YOU HAVE BEEN SELECTED TO SERVE AS AN ACTUAL OR PROSPECTIVE JUROR IN A CASE IN PROGRESS.** THE JUDGE PRESIDING AT THE TRIAL OR THE COURTROOM CLERK WILL GIVE YOU INSTRUCTIONS AS TO WHEN YOU ARE TO RETURN TO COURT UNTIL THAT TRIAL IS COMPLETED.

**STADIUM WEST GARAGE AND COURTHOUSE WEST**



**EAST**

**Directions to Stadium West Garage:**

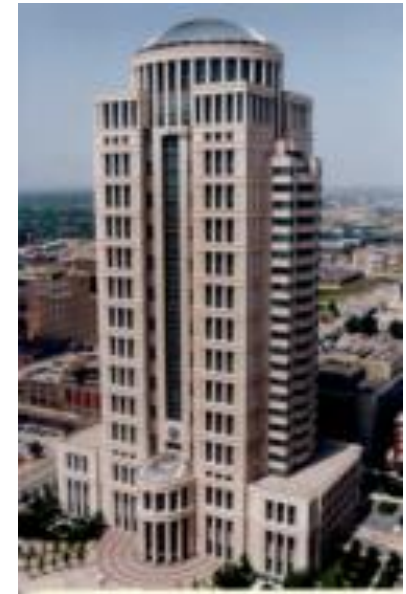
**From I-40** Travel eastbound on I-40, take 11th St. Exit (Exit is on left) Proceed to Clark St, turn right. Go 2 blocks to 9th Street & turn left. Stadium West Garage is on the right.

**From I-55** Travel north on I-55 & take exit 207A, Gravois Road. Proceed straight on Gravois, which turns into 12th St or Tucker. Turn right on Clark Street, then left on 9th Street. Stadium West Garage will be on your right

**MAP OF DOWNTOWN ST. LOUIS**



**JUROR INFORMATION AND CHECKLIST**



**U. S. District Court  
 Eastern District of Missouri  
 111 South 10<sup>th</sup> Street  
 St. Louis, MO 63102**

Phone: (314) 244-7850  
 Toll free: (866) 510-1925  
 Fax: (314) 244-7859

Email: [moedml\\_Jury@moed.uscourts.gov](mailto:moedml_Jury@moed.uscourts.gov)  
 eJuror Website: [www.moed.uscourts.gov](http://www.moed.uscourts.gov)