

United States District Court - Western District of Kentucky

**\* JUROR REPORTING INSTRUCTIONS \***

*These instructions should be read carefully and you should find them self explanatory. However, if after reading them completely, you have any questions, please phone the Jury Administration Office for the Division Office for which you were summoned.*

**Returning the Juror Information Form**

**You MUST complete the supplemental qualification form, entitled “Juror Information Form” attached to the lower half of your summons and return it to the Court within five (5) days of receipt of the summons.**

**ATTENDANCE OBLIGATION**

You should be aware that Title 28, United States Code, Section 1866(g) provides, *“Any person summoned for jury service who fails to appear as directed shall be ordered by the District Court to appear forthwith and show cause for his/her failure to comply with the summons. Any person who fails to comply with the summons may be fined not more than \$100 or imprisoned not more than three days, or both”.*

**Your Juror Identification Card**

A juror identification badge has been included with your summons. Please bring your badge with you each time that you report for jury duty. The badge can be found on the upper left-hand side of your summons. The bar coding on the badge is used by our automated jury program to identify you as a juror.

When you report for service you MUST have with you a photo ID.

**How long will my term as a juror last?**

The date listed on your summons indicates the beginning of your term of service. Although you are on call for the entire term period, you will only be required to report for jury selection a few times during your term of service. The number of times may vary depending on the needs of the Court. If you are seated on a jury at the time of the expiration of your term of service, the term will be extended until completion of the trial. The jurors instructed to report are rotated within the panel to help minimize appearance dates. Some people are never called at all. **Terms of service are as follows: Louisville and Paducah Divisions - 60 Days; Bowling Green and Owensboro Divisions - 90 Days.**

You are free to continue your routine during your period of service, unless notified to report.

**PLEASE CALL THE NIGHT BEFORE YOU ARE TO REPORT FOR SERVICE TO CHECK FOR POSSIBLE CHANGES:**

- Bowling Green Division . . . . . 1-800-209-4120*
- Louisville Division . . . . . 1-800-295-6822*
- Owensboro Division . . . . . 1-800-295-6812*
- Paducah Division . . . . . 1-800-506-3186*

**How will I know when to report?**

Following receipt of this summons, **YOU WILL BE NOTIFIED BY MAIL WHEN TO REPORT.**

When notified by mail to appear, you **MUST** call the juror reporting information telephone number listed below **THE NIGHT BEFORE** your scheduled reporting date.

**IT IS THE JUROR'S RESPONSIBILITY TO CALL THE AUTOMATED NUMBER TO VERIFY THAT YOUR PRESENCE IS STILL REQUIRED OR IF ANY CHANGES IN DATE, TIME OR LOCATION FOR JURY SERVICE HAVE BEEN MADE.**

You should call after 6:00 p.m. When you call the automated telephone number, you will be identified by the last four digits of your juror number which is indicated on the summons. (Example: 01-0001. Listen for "0001").

After listening to the recorded message, you may leave a voice message for the jury administrator if necessary.

**THE JUROR AUTOMATED REPORTING INFORMATION TELEPHONE NUMBERS**

Bowling Green Division	<b>1-800-209-4120</b>
Louisville Division	<b>1-800-295-6822</b>
Owensboro Division	<b>1-800-295-6812</b>
Paducah Division	<b>1-800-506-3186</b>

**Where do I report?**

When you are instructed to report for jury duty, please report to the appropriate location:

**Bowling Green:** William H. Natcher Courthouse  
Room 120, 241 East Main Street, Bowling Green,  
KY 42101-2175

**Louisville:** Gene Snyder Courthouse, Room 107, First  
Floor, 601 West Broadway, Louisville, KY, 40202.

**Owensboro:** Room 126, 423 Frederica Street,  
Owensboro, KY 42301-3013

**Paducah:** Room 127, 501 Broadway, Paducah, KY  
42001-6801

*(For Driving Directions and Parking Locations,  
please refer to the hyper-link on our web page.)*

**What if you have a doctor's appointment or a planned vacation?**

The Court realizes that from time to time jurors may need to request a temporary absence from jury service. These absences are generally for appointments with a physician, scheduled vacation time, business obligations, etc. Because the Court will make every effort to accommodate temporary absences during your jury term, these absences **DO NOT** constitute a valid reason for being excused from the entire term.

If during your term of service period you have pre-arranged medical appointments, vacation, etc., you should notify the jury administrator for your division in writing immediately so that your jury service dates can be scheduled accordingly. The Court will make every effort to work around your schedule.

*(PLEASE READ AND COMPLETE THE SECTION "EXCUSE REQUESTS", SETTING FORTH THE DATE(S) FOR APPOINTMENTS WITH A PHYSICIAN, SCHEDULED VACATION(S), BUSINESS OBLIGATIONS, OR ANY OTHER REQUEST TO BE EXCUSED.)*

**Juror Fees**

You will receive an attendance fee of \$40.00 per day plus mileage at the rate of .36 cents per mile. **Checks are prepared every two weeks to cover attendance fees, mileage and parking.**

**Hours of Operation & Availability**

Generally the Court will be in session from about 8:30 A.M. to 5:00 P.M. The Court normally takes several short breaks throughout the day in addition to an hour for lunch. These are also the normal hours when the Jury Administrator for your division is available for questions.

## Orientation

The first time that you report for jury service you will be greeted by a member of the Clerk's Office staff. Jurors will watch a video on Petit Jury Service, and will also receive a Petit Juror Handbook. During the orientation the Deputy Clerk will be happy to answer your questions. **IT IS IMPORTANT TO REMEMBER THAT PAGERS AND CELL PHONES ARE NOT ALLOWED IN THE COURTROOM!** Our goal is to make your experience as a petit juror a rewarding and pleasant one.

**Please remember to bring with you an ID that has your photo on it for identification when you report for jury service. ALSO, PLEASE REMEMBER TO CHECK YOUR MILEAGE FROM YOUR HOME TO THE COURT.**

*On behalf of the Clerk of Court, thank you for your participation as a juror for the United States Court for the Western District of Kentucky. If you have any questions, please phone the Jury Administration Office for your Divisional Office.*

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