

**UNITED STATES DISTRICT COURT**  
EASTERN DISTRICT OF WISCONSIN  
OFFICE OF THE CLERK

362 U.S. COURTHOUSE  
517 E. WISCONSIN AVE  
MILWAUKEE, WI 53202

JON W. SANFILIPPO  
CLERK

TEL: 414-297-3372  
FAX: 414-297-3203  
[www.wied.uscourts.gov](http://www.wied.uscourts.gov)

**Hotel Letter**

**RE: Federal Jury Service for the United States District Court**

To whom it may concern:

This letter is provided for those who are scheduled to serve as a juror for the United States District Court, Eastern District of Wisconsin. Juror's name and date are indicated on the enclosed Summons, and may qualify for government hotel rates. Jurors are deemed to be federal employees during the term of their jury service and, as such, they are covered by the Federal Employees' Compensation Act (see 28 U.S.C. 1877(a)). On the reverse side of this letter is a Sales Tax Exemption Letter from the State of Wisconsin, Department of Revenue for your reference.

Thank you for your attention in this matter and if you have any questions please call me at 414-297-1209.

Sincerely yours,

Jon W. Sanfilippo  
Clerk of Court

*Lisa M. Forseth*

Lisa M. Forseth  
Jury Administrator



US DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN  
517 E WISCONSIN AVE  
MILWAUKEE, WI 53202

To Whom It May Concern:

Section 77.55(1), Wis. Stats. 2007-2008, exempts sales to the United States government and its agencies from Wisconsin sales tax. An exemption certificate is not required for a United States government agency to purchase taxable property or services without tax. A purchase order or invoice identifying the United States governmental agency as the purchaser should be acceptable evidence of the exemption from sales tax.

However, the seller may request a properly completed Wisconsin Sales and Use Tax Exemption Certificate (S-211) to be provided by the governmental agency to maintain record of the sale.

Customer Service Bureau  
Technical Assistance Unit  
(608) 261-6261

Back Page