

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

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

GINA M. COLLETTI  
CLERK

TEL: 414-297-1209  
[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 their 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,

Gina M. Colletti  
Clerk of Court

*Lisa M. Forseth*

Lisa M. Forseth  
Jury Administrator



State of Wisconsin

• DEPARTMENT OF REVENUE

2135 Rimrock Road • P.O. BOX 8949 • MADISON, WISCONSIN 53708-8949  
FAX (608)267-1030 • <http://www.revenue.wi.gov>

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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

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