

# UNITED STATES DISTRICT COURT



*for the*

***EASTERN DISTRICT OF WISCONSIN***

***Green Bay Division***

## Welcome to Federal Jury Service



Jefferson Court Building  
125 S. Jefferson Street  
Room 201  
Green Bay, WI 54301



[www.wied.uscourts.gov](http://www.wied.uscourts.gov)

414-297-1209

[Jury\\_Management@wied.uscourts.gov](mailto:Jury_Management@wied.uscourts.gov)

Fax: 414-297-3253

All jury procedures are handled from the Milwaukee Clerk's Office

*Please read thoroughly for important instructions and information*

## REPORTING INSTRUCTIONS

- **BEFORE** coming to the courthouse, you **MUST** call the reporting message as instructed below to confirm your report date or advise you of any changes.

**1-866-894-4703**

*(Recording Only, do not leave message)*

- Listen to the instructions for the Green Bay Panel.
- If you are scheduled to report on a Monday, call after 4:00 p.m. on the Friday before. You will be able to reach the reporting message throughout the weekend.
- If you are scheduled to report on a Tuesday, Wednesday, Thursday, or Friday, call after 4:00 p.m. the evening before.
- Please note we will be closed on all federal holidays and the reporting message will be set accordingly.
- It is your responsibility to call the reporting message before coming to the courthouse. You will ***not*** be paid for any mistaken appearance if the message gives notice of a change or cancellation.

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## \* PENALTIES \*

Title 28 of the United States Code, 1866(g) reads as follows:

Any person summoned for jury service who fails to appear as directed may be ordered by the district court to appear forthwith and show cause for failure to comply with the summons. Any person who fails to show good cause for noncompliance with a summons may be **fined not more than \$1,000.00, imprisoned not more than three days, ordered to perform community service, or any combination thereof.**

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## PAYMENTS

- **Attendance:** \$50.00 for each day or part of a day.
- **Mileage:** Jurors will be reimbursed, round trip, at the current federal government mileage rate. The court uses an internet service to gather roundtrip mileage based on the distance between your home address and the courts location.
- **Parking:** You will be reimbursed \$8.25 toward parking expenses for each day you park. See PARKING for lot suggestions.
- **Hotel Per Diem:** If you live 75 miles or more one-way from the U. S. District Court in Green Bay, you have the option to stay overnight the evening before the trial. Please make arrangements as soon as possible. See Hotel Information for suggested hotels. You will have time to call and cancel if the reporting message states you do not need to report. You will be reimbursed up to \$157.00 toward hotel and food expenses for each evening you stay in a hotel. A copy of hotel receipt will be needed upon jury check-in. You will also receive an allotted subsistence for meals the day you return home.

*Rates are subject to change and reimbursement cannot exceed current government rate*

*All attendance fees and reimbursements will be on one check and issued within 10-12 working days.*

## ACCESS TO BUILDING AND SECURITY

- The Jefferson Court building is open to the public at 8:00 a.m. You may enter at the back of the building from Madison St. **Please be reminded that this summons is for federal court, not Brown County Court.**
- All individuals entering the building are required to proceed through a security checkpoint and have any bags, packages, purses, etc. examined through an x-ray machine.
- Cell phones are allowed.
- All electronic devices, wires and batteries need to be removed from cases and will be examined.
- No sharp metal objects such as knitting needles or fingernail clippers.
- You may be required to remove belts and shoes.
- Be cautious of what you bring and please be patient during the security process.
- A valid photo ID is recommended or sometimes required upon entering the building.

## TERM OF SERVICE

- Your term of service will be complete when you are selected to serve on a specific trial, appear on three separate selection days OR your term of service comes to an end. The length of term is determined by the activity of the court and could potentially last six to eight months. Most trials last an average of three to four days, and the court may have five or six trials a year.
- Court working hours are mainly 8:00 a.m. to 5:00 p.m. If you are 75 miles or more, one way, from the courthouse and plan to stay overnight, please plan accordingly if selected for the trial.
- You are only required to call the reporting message or report when notified by the court.
- You are expected to conduct yourself with reserve and courtesy, and when appearing at the courthouse, please dress appropriately to preserve the dignity of the court.

## REQUESTS FOR POSTPONEMENT OR EXCUSE

- The Jury Administrator may grant *temporary excuses* from reporting when there is a grave illness in the family or emergency which would result in undue hardship or extreme inconvenience.
- Any requests for permanent excuse due to health issues must be submitted in writing with a letter from your doctor.
- Any jurors who have vacations, out-of-town business trips, seminars, surgeries, etc... should give the dates of such occasions to the Jury Administrator as soon as possible.

*Every reasonable effort will be made to work around jurors' schedules.*

## FOOD

- There is no food service in the building. A small refrigerator and microwave are available in the jury rooms for those selected on a trial. Lunch breaks are given and usually for about an hour.

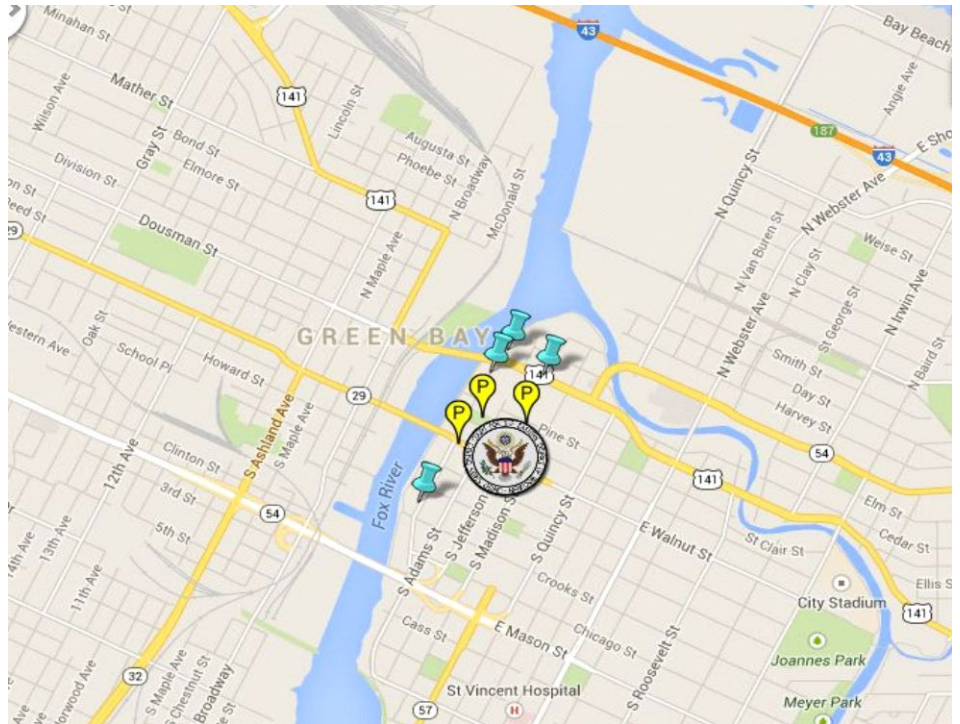
## TRAVEL INSTRUCTIONS



### JEFFERSON COURT BUILDING 125 S. Jefferson Street

*This notice is for federal court  
not Brown County Court*

The United States District Court for the Green Bay Division is located in the Jefferson Court Building, located at 125 S. Jefferson Street in Green Bay. It's across the street from the Brown County Courthouse. The public entrance is at the back of the building on Madison St.



#### **From the Southeast/Northeast:**

From I-43 Northbound. Exit at Highway 172. Take the Webster Avenue exit. Proceed directly across Webster Avenue and bear right to Riverside Drive. Turn right (North) on Riverside Drive. Continue North on Riverside drive which becomes Monroe Avenue. Continue North on Monroe Avenue until you reach Walnut Street. Turn left (West) on Walnut Street for two blocks. Turn left onto Jefferson Street. The Courthouse is to your left.

#### **From the Southwest/Northwest:**

From Highway 41/141. Exit Highway 41 to Highway 172. Take the Webster Avenue/Riverside Drive exit. Follow the signs for Riverside Drive. Turn right (North) on Riverside Drive. Continue North on Riverside drive which becomes Monroe Avenue. Continue North on Monroe Avenue until you reach Walnut Street. Turn left (West) on Walnut Street for two blocks. Turn left onto Jefferson Street. The Courthouse is to your left.

## PARKING

Parking is available at either of the city parking ramps: Pine St. Ramp located at 333 Pine St. or the Cherry St. Ramp located at 202 Cherry St. There is very limited parking at the back of the building- use the first driveway entrance on the left closest to the corner of Doty St. and Madison St. **DO NOT** park in the second driveway entrance labeled "Permit Only"

Parking is reimbursed at a rate of \$8.25 per day. This will be included on your reimbursement check

**DO NOT** park on the street at the parking meters unless you are handicapped and have a state issued handicap parking permit visibly displayed. You will not have the opportunity to leave the court proceedings to re-plug the meter or move your vehicle. The city parking authority will issue you a citation.

Uber, Lyft or taxis are not considered public transportation and you will not receive reimbursement for costs.

## SUGGESTED HOTEL INFORMATION

Staying at a hotel is optional for those who live 75 miles, or more, from the courthouse. If eligible, please make arrangements as soon as possible. You will have time to cancel if the reporting message states you do not need to report. When making reservations ask for government rate. If needed, a hotel letter with tax-exempt notification on reverse, can be found on our website under the Jury Information menu. Reimbursement cannot exceed current government per diem rate. Please see Per Diem information under the Payments section for further information.

***Please provide a copy of hotel receipt at jury check in.***

If hotel includes tax, fees and or parking, it will be reimbursed.

<b>Hampton Inn</b> 201 Main Street 920-437-5900 or 1-866-599-6674	<b>Quality Inn &amp; Suites</b> 321 S. Washington St. 920-437-8771 or 1-866-270-1761
<b>Hyatt on Main</b> 333 Main Street 920-432-1234 or 1-866-267-9053	<b>St. Brendan's Inn</b> 234 S. Washington St. 920-884-8484

*Rooms and government rates are based on availability,  
subject to change and cannot exceed current government rate.  
You can also Google Green Bay hotels for additional options.*

## CONTACT INFORMATION

Jefferson Court Building ♦ 125 S. Jefferson Street ♦ Room 201 ♦ Green Bay, WI 54301

Direct Phone: 414-297-1209 Milwaukee Office handles calls for Green Bay Panels

Reporting Message #: 1-866-894-4703 For reporting instructions ONLY

Email: [Jury\\_Management@wied.uscourts.gov](mailto:Jury_Management@wied.uscourts.gov)

Website: [www.wied.uscourts.gov](http://www.wied.uscourts.gov)

Questions can be directed to the Jury Department at the Milwaukee office.

***We hope you will find your service as a federal juror an interesting and rewarding experience.***