

UNITED STATES DISTRICT COURT

for the

EASTERN DISTRICT OF WISCONSIN

Milwaukee Division



U.S. Federal Building and Courthouse
517 East Wisconsin Avenue
Room 398
Milwaukee, WI 53202



www.wied.uscourts.gov

414-297-1209

Jury_Management@wied.uscourts.gov

Fax: 414-297-3253

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 Milwaukee 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.

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.**

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 \$12.00 toward parking expenses for each day you park downtown. Do not park at the street meters as you will be needed for more than an hour. See PARKING for lot suggestions.
- **Hotel Per Diem:** If you live 75 miles or more one-way from the courthouse, you have the option to stay overnight the evening before the trial. Please make arrangements as soon as possible. You will have time to cancel if the reporting message states you do not need to report. You will be reimbursed up to \$191.00 toward hotel and food expenses for each evening you stay in a hotel. A copy of your 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 Federal Courthouse is open to the public at 8:00 a.m. You must enter through the main doors located on Wisconsin Avenue. The handicap entrance is located on the east side of the building at the Jackson Street entrance.
- All individuals entering the building are required to proceed through a security checkpoint. Any bags, beverages, packages, purses, etc. will be 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

- You may be required to report on three separate appearance days during a period of three to four months. Once selected on a trial your service will be complete. Most trials last an average of three to four days.
- 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

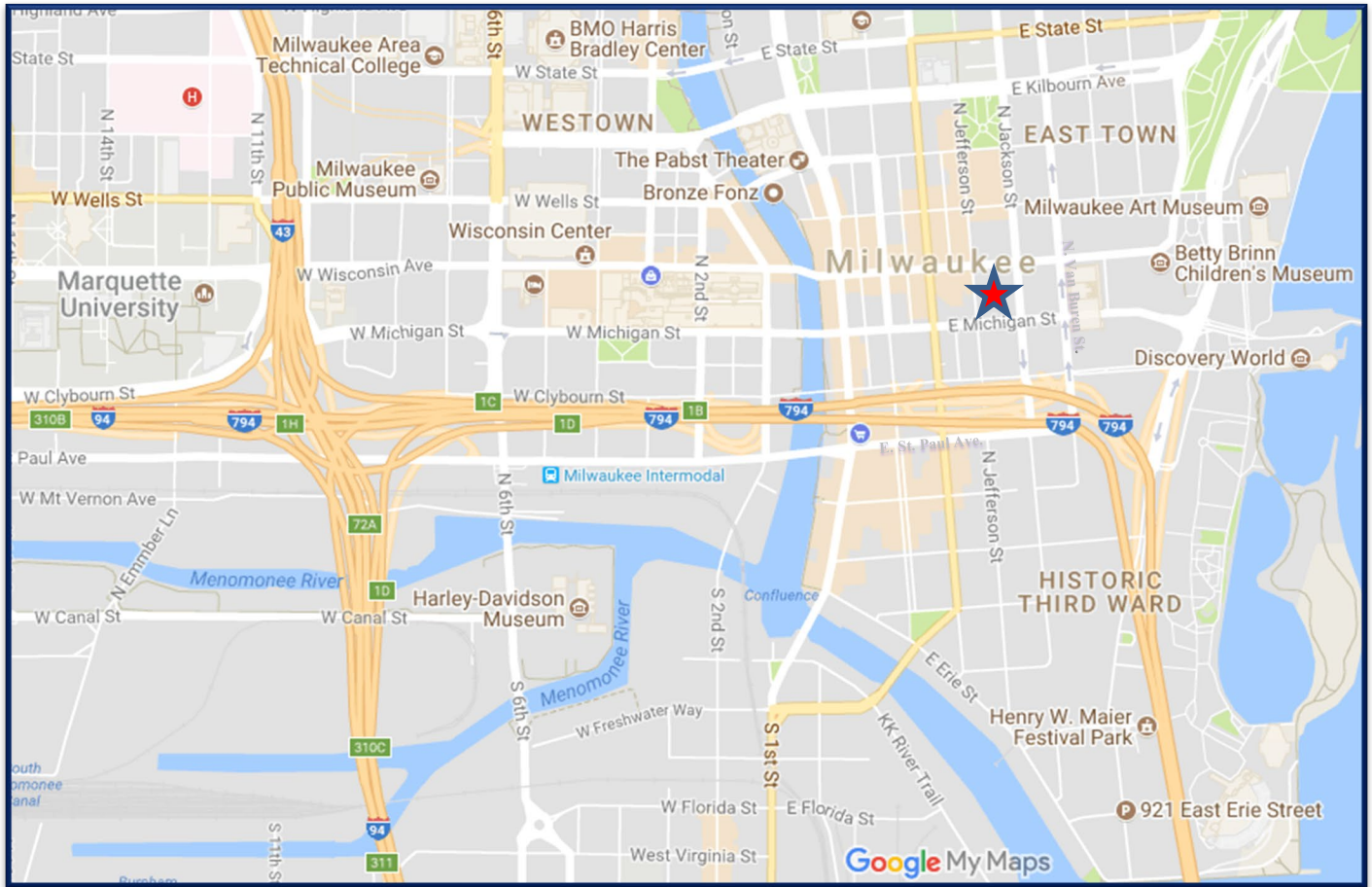
- The Jury Administrator may grant *temporary excuses* from reporting when there is a grave illness in the family or emergency which would result in undue hardship or extreme inconvenience.
- Any requests for permanent excuse due to health issues must be submitted in writing with a letter from your doctor prior to your appearance date.
- 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. Soda and snack machines are located in the atrium. A small refrigerator and microwave are available in the jury rooms for those selected on a trial. There are several local restaurants within walking distance of the courthouse or you may bring your own lunch. Lunch breaks are usually about an hour.

TRAVEL INSTRUCTIONS



U.S. FEDERAL BUILDING AND COURTHOUSE

517 E. WISCONSIN AVE.

(This notice is for federal court not county court)

The United States Federal Building and Courthouse is located at 517 East Wisconsin Avenue in Downtown Milwaukee. The public entrance is on East Wisconsin Avenue. The courthouse is two blocks west of the US Bank Building, which is the tallest building in Milwaukee.



CONSTRUCTION ALERT

Please visit www.511wi.gov <http://www.mchange.org> for up-to-date information on street and ramp closings/openings

From the South:

Proceed North on Interstate Highway 94/43 to Downtown Milwaukee. Exit right onto East Interstate 794.

From the North:

Proceed south on Interstate 43 to Downtown Milwaukee. Exit right to East Interstate 794.

From the West:

Proceed East on Interstate 94 to Downtown Milwaukee. Go straight on East Interstate 794.

Once on Interstate 794 exit from the left lane onto N. Van Buren St. Proceed two blocks north on N. Van Buren St. to Wisconsin Avenue. Turn west (left) on Wisconsin Avenue. The courthouse is to your left, after the next intersection.

PARKING

SUGGESTED PUBLIC LOTS

(Rates are subject to change)

411 E. Wisconsin Ave...

In by 9:00 am out after 2:00 pm.....\$10.00 per day
 Hourly rates up to\$19.00 per day

520 N. Milwaukee – 411 Building and 411 Annex

In by 9:00 am out after 2:00 pm.....\$10.00 per day
 Hourly rates up to\$19.00 per day
 Special rates may apply for the lots listed above only.
 Levels four and above available for daily parking.
 Please ask at jury check in about a validation ticket.

616 E. Clybourn St. - Interstate Parking: (1027)

In before 9 am.....\$10.00 per day
 In after 9 am/Flat Rate.....\$12.00 per day

You can also visit www.parkmilwaukee.com
 for additional lots.

Do not park on the street at parking meters as you will be needed for longer than one hour.

If you are concerned about parking downtown, we urge you to consider taking the bus. For route and scheduling information, contact the Milwaukee County Transit System at 344-6711 (www.ridemcts.com) or the Wisconsin Coach Lines at 262-542-8861 (www.wisconsincoach.com). Ubers, Lyfts, or taxis are not considered public transportation and you will not receive reimbursement for costs.

HOTEL INFORMATION AND SUGGESTIONS

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. Please ask for government rate. A hotel letter with tax-exempt notification on reverse, can be found on our website under the Jury Information menu or enclosed. Reimbursement cannot exceed current government per diem rate. If hotel includes tax, fees and or parking, it will be reimbursed.

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

Pfister Hotel www.thepfisterhotel.com 424 East Wisconsin Ave Reservations: 414-273-8222	Milwaukee Marriott Hotel www.marriott.com 323 East Wisconsin Avenue <i>Driveway Entrance is on 625 N. Milwaukee Street</i> Reservations: 414-278-5999	Hilton Garden Inn www.hiltongardeninn3.hilton.com 611 North Broadway Street Reservations: 414-271-6611
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Government rates are subject to availability and change.

You can also Google Downtown Milwaukee Hotels for additional options.

CONTACT INFORMATION

United States District Court ♦ 517 East Wisconsin Avenue ♦ Room 362 ♦ Milwaukee WI 53202

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Questions can be directed to the Jury Department.

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