

**WELCOME TO  
FEDERAL GRAND JURY SERVICE**



**United States District Court**

**District of Maine**

**JUROR INFORMATION HANDBOOK**

## Welcome

Thank you for serving as a juror in the United States District Court for the District of Maine. We are aware of the burden that jury service places on you, your family, and your business or employer and are grateful for your service. Jurors are an essential component of our judicial system. Because the United States Constitution requires that we use grand juries to decide whether someone should be charged with a federal crime, and because the Constitution also requires that we empanel juries to decide most civil and criminal trials, we simply could not do our work without you.

We want your experience as a juror to be a positive and rewarding one. Be assured that you will be treated with dignity and respect while you are with us, and that we will make every effort to respect your valuable time. When you have questions or concerns, we will answer them as completely and quickly as we can. Below are answers to some Frequently Asked Questions, which we hope will answer most of yours. However, if you have additional questions, please feel free to contact us at the Clerk's Office. We are here to help you.

---

## Jury Phone

Because court schedules can change frequently and with little notice, it is important for you to **call the Jury Phone after 6:00 p.m. on the night before you are to report** to confirm that you are still required to report. Be sure to have your participant number in front of you when you call.

1. Call **1-844-782-9217**;
2. You will be required to enter your participant number, which is located above your name and address on your summons.
3. The message will inform you of your status and provide you with reporting instructions.

**Important: You must call the evening prior to your service to confirm your report date and time, even prior to your first appearance; You will not be paid for an appearance if you were instructed on the jury phone not to appear.**

---

## Forms to Complete

Be sure to **complete the enclosed** Juror Questionnaire and Jury Information Forms. **Please return the forms in the reply envelope within five days.** You have the option to complete and submit your Jury Information Form online. To do so, go to [www.med.uscourts.gov](http://www.med.uscourts.gov) and click on **eJuror**.

---

**Social Media**

If you are selected for jury service, you must follow the Court's instructions and abide by certain rules of conduct that are intended to ensure that you understand and consider the evidence fairly and impartially. These rules require that you not discuss the cases you consider with anyone outside of the grand jury. You must not conduct your own research by using the Internet or talking to others about the cases. You must not access the news in any way about these cases, and you must not use social media such as Facebook, Instagram, Snapchat, LinkedIn, Twitter or blogs to discuss or research the cases or your work as a juror. You must not mention or discuss the cases with others in person, by phone, or by posting, tweeting, or blogging on social media or the Internet. These secrecy requirements will remain even after your term as a grand juror has concluded.

---

## Frequently Asked Questions

---

**How are jurors selected?**

Potential jurors are randomly selected electronically from Maine voter registration lists and the list of licensed drivers in the State of Maine.

---

**What is the difference between a petit jury and a grand jury?**

- **Petit Jury:** A petit jury is a trial jury for both civil and criminal cases. The petit jury listens to evidence offered during a trial and returns a verdict. A verdict in a civil case may be a finding for the plaintiff or for the defendant. A verdict in a criminal case finds the defendant guilty or not guilty.
  - **Grand Jury:** A grand jury does not determine guilt or innocence, but whether probable cause exists that a crime was committed. Generally, the evidence is presented by an attorney for the government. The grand jury determines from this evidence whether the government has enough evidence to file formal charges against one or more individuals. If probable cause exists, the grand jury will return a written statement of the charges called an "indictment."
- 

**What is the length of service for a grand juror?**

- Grand Jurors serve for a period of 12 months. This period can be extended on rare occasions to 18 months.
  - Grand Jurors attend two sessions per month; each session is scheduled for two days; some sessions may be cancelled, reduced to one day or extended to three days.
  - There are 48 jury days scheduled for your term of service.
- 

**What if I fail to appear when summoned?**

Any person summoned for jury service who fails to respond or appear may be ordered by the Court to appear at their own expense to show good cause for their failure to comply with a summons. Any person failing to show good cause for non-compliance with the jury summons may be fined not more than \$1000, imprisoned not more than three days, ordered to perform community service, or any combination thereof.

---

**What if jury duty is an undue hardship or extreme inconvenience?**

Occasionally, jurors may need to request a temporary absence from jury service due to scheduled vacations, business obligations, or other important and/or unavoidable events. The Court will make every effort to accommodate temporary absences. However, these absences will not permanently excuse you from jury duty.

If serving as a juror would be an extreme inconvenience or undue hardship for you, you must **mail a physical letter, send an email to the address given below or submit a request through eJuror while completing your questionnaire**, explaining the circumstances of the hardship or

inconvenience. **All requests to be excused must be in writing** and sent to the Clerk of Court with your completed questionnaires well before your scheduled appearance date.

- Do not attempt to obtain an excuse for hardship or inconvenience using any other method than that described above.
  - **Do not call the Clerk's Office** to request an excuse – all requests to be excused must be in writing and sent with your completed questionnaires and received well before your scheduled appearance date.
  - Do not have your employer or anyone else call or write on your behalf – all requests to be excused must be from the juror.
- 

**What if I am over 75 years old?**

If you are 75 years of age or older, and would like to be excused, you need only request this in a letter or email to the Clerk of Court (**or through eJuror**) and it will be granted.

---

**Will I be compensated for jury service?**

While serving as a juror, you will be compensated as follows:

**Attendance Fee:** A \$50.00 attendance fee is paid for each day you are required to report for jury duty. Federal employees will not receive any attendance fee since they will continue to receive their regular pay while they are performing jury service.

**Mileage:** Mileage is paid at a rate of 58 cents per mile round trip from your residence to the Court, or the cost of public transportation. **Please check your odometer readings on your trip in so you can furnish the Court with the number of miles traveled upon your arrival.** You will also be compensated for any tolls you incur round trip between your residence and the courthouse.

**Overnight:** If you travel more than one hundred miles or two hours from your residence to the courthouse, you may stay overnight on the evening prior to your report date and while you are serving. You are responsible for payment of any bills you receive for lodging and meals, and you must submit your hotel receipt to the jury clerk to be reimbursed at the current per diem rate.

**Payment:** Typically, your check for jury service will be mailed to you within two weeks from the completion of your service.

**Will jury service affect my employment?**

---

Under federal statute, Title 28 USC § 1875, your permanent employer is prohibited from discharging, threatening to discharge, intimidating or coercing you because of your jury service.

---

**Is there a dress code?**

Although there is no formal dress code, jurors are expected to dress in a manner that is respectful to the litigants and the Court. The courtrooms are generally very cool, so you may want to bring a jacket or sweater.

---

## **Directions to the Courthouse and Parking and Security Instructions**

---

**Directions to the Courthouse**

The Edward T. Gignoux United States Courthouse is located at **156 Federal Street, Portland, Maine. The entrance to the building is on the corner of Federal Street and Market Street.**

*From Interstate 295*, either north or south:

Take exit 7 to Franklin Street. At the fourth traffic light, turn right onto Congress Street. At the first traffic light, turn left onto Pearl Street. Turn right onto Federal Street. The courthouse will be on your left, at 156 Federal Street.

---

**Directions to Free Parking for Jurors**

While serving as a juror, free parking is available to you at the following garages:

### **Cumberland County Parking Garage – Entrance on Newbury Street**

*Traveling on Interstate 295:*

Take exit 7 to Franklin Street. At the fourth traffic light, turn right onto Congress Street. At the first traffic light, turn left onto Pearl Street. Turn left onto Federal Street and follow this for one block to the parking garage. Use the second entrance.

### **Temple Street Parking Garage – Entrances at Exchange Street and Temple Street**

*Traveling on Interstate 295:*

Take exit 7 to Franklin Street. At the fourth traffic light, turn right onto Congress Street. At the second traffic light, turn left onto Temple Street. Halfway down the block, just before the Nickelodeon Movie Theater, turn left

into parking garage.

**Please bring the parking ticket issued at the garage with you to be validated at check in.**

**Please do not park on the street, as you will not have time to feed the meter, and the Court will not be responsible for parking violations.**

**The Court does not recommend parking at the Custom House, aka Pearl Street Garage, as the Court cannot validate or reimburse for that garage.**

---

**Courthouse  
Security  
Guidelines**

To enter the federal courthouse, everyone must go through a security checkpoint. Your bags and overcoats will be x-rayed, and you will be asked to walk through a metal detector. To speed this process, please note the following restrictions and leave these items at home:

- Cell phones- it is **STRONGLY** suggested that cell phones not be brought into the courthouse. Cell phones will be held by Court Security at the security checkpoint and returned to you at the end of each day of your jury service. In the event of an emergency, the Clerk's Office may be contacted at (207) 780-3356 or 1-800-578-5708, and a message will be delivered to you.
  - Cameras, laptops, iPads (or other electronic tablets), and other electronic devices.
  - Weapons, or anything that may be construed as a weapon (e.g. knives, scissors, mace or pepper spray, lighters).
- 

**Still have  
questions?**

If, after reading this material, you still have questions, you may contact the jury administrator, Sara Foss by:

1. phone – 207-274-5116,
2. e-mail – [jury@med.uscourts.gov](mailto:jury@med.uscourts.gov) , or
3. visit our website at [www.med.uscourts.gov](http://www.med.uscourts.gov) .