Federal Jury Service
District Court of the Virgin Islands

Welcome to the District Court of the Virgin Islands! We hope you will find your term of jury service an interesting and rewarding experience. Trial by jury is a keystone of our system of justice. Jury service is, therefore the patriotic and legal duty of every American.

As a Federal Juror you will be **"on call"** for a minimum of **three months**. This does not mean that you will be required to serve for the entire duration of your term. Most trials are one to three days long. We make every effort to minimize the number of times you are asked to serve.

How Were You Selected?

You may wonder how you were chosen for jury service. First, your name was randomly selected from the VI Voter Registration Lists and Motor Vehicle Bureau Lists of licensed motor vehicle operators. Next, you completed a qualification questionnaire, from which we determined that you were qualified to serve as a juror. Now, you have been randomly selected from a pool of qualified jurors.

Juror Information Form

Your juror packet includes, a Juror Information Form, to be returned to our office on the date of your initial appearance located on your Summons. Please complete **ALL** questions on the Juror Information Form.

Please verify that all information is clear and complete before signing the form. Telephone numbers are required.

Juror Number & Participant Number

The beginning date refers to the **first day of your term of service**.

Each juror is assigned a unique number called your **"Juror Number"**. This number is used to identify the person addressing the Court and also when you submit a request for excuse.

You **must** call our automated telephone system AJIS (Advanced Judicial Information System) a recording device through which the Court can communicate with jurors. Simply dial **(340) 774-5916** and the court will instruct you when to report for jury duty. When you call the automated phone system for updated reporting instructions or to obtain the status of your jury service, please have your nine-digit **"Participant Number"** (located on your Summons for Jury). If you fail to call, and the trial has been cancelled, and you appear, you will **not** be paid.

First Day of Service

You will be greeted by a member of the Clerk's Office staff. During orientation, the Jury Clerk will be happy to answer your questions. Our goal is to make your jury service a rewarding and pleasant experience.

Length of Service

When you are summoned to appear, you will take part in the selection of a jury for the trial scheduled to begin that day. If not selected, except in very few instances, you will spend no longer than one day in court. If selected, you will be informed of the expected length of the trial. Each day's session usually begins between 8 and 9 a.m., although the specific time you are required to appear will be noted in your Summons to Report for Jury Service. *****Note: Jury selection can be a long process, therefore, we advise you to have a full breakfast or travel with a snack.*** Court usually recesses each day between 5 and 6 p.m. and you will be allowed to go home. When the trial is completed and the case is given to the jury to decide, the jury may, if necessary, deliberate on the verdict into the evening hours.

Federal Government Employees

If you are an employee of the Federal Government, you should report this fact to the Jury Clerk. Full-time, part-time, or temporary employees of the Federal Government, excluding Postal employees, who serve as jurors in Federal Court are not entitled to an attendance fee. However, if you are in a non-pay status during all or part of your term of jury service you will be entitled to the attendance fee.

You may call the Clerk's Office at (340) 774-0640 or (340) 774-8310 (St. Thomas Division) or (340) 773-1130 (St. Croix Division) in the event of emergencies due to illness, or non-appearance for jury duty. Excuses may also be faxed at (340) 776-5615 (St. Thomas Division) or (340) 773-1563 (St. Croix Division).

Attendance Obligations

You should be aware that under Title 28, United States Code, Section 1866(g), a person who has been summoned for jury service and fails to report may be fined not more than $1,000.00, or imprisoned not more than three (3) days, ordered to perform community service, or any combination thereof.

Excuses on Individual Request

Upon individual **written** request, persons in the following groups or occupational classes may be excused from jury service:

- Over seventy years of age.
- Persons who have served as jurors in Federal Court during the last two years.
- Persons with custody and care of a child under ten (10) years of age: whose health and/or safety would be jeopardized by such persons' absence: because of jury service, or persons who are essential to the care of an elderly or debilitated person.
- Full-time school teachers in public, parochial or private schools actively teaching.
- Volunteer safety person (such as fire-fighters or members of a rescue squad or ambulance crew) for a public agency.

If one of the above categories applies to you and you wish to be excused for that reason, please submit your request in writing and include your "Juror Number" and a telephone number.

Excuse/Deferments

Only legitimate hardship requests will be granted. If you have a compelling reason to request to be excused from jury service, you must notify the jury office ***in writing***.

ALL requests to be excused or deferred must be submitted by the **individual summoned**. **Requests by employers on behalf of their employees are not valid.**

All requests to be excused because of a medical reason must have a doctor's statement attached.

To find out if your excuse or deferment has been approved, call our automated telephone system at: 340-774-5916 and enter your nine-digit participant number. You will not receive a written response in the mail.

Are There Restrictions?

All persons entering the Courthouse are required to proceed through a security checkpoint and have bags, purses, packages, etc., examined through an x-ray machine. Please have a valid photo identification available.

THE FOLLOWING ITEMS ARE PROHIBITED:

Cell phones, cameras, laptop computers, magazines, books, newspapers, pocket knives, scissors, or any recording or electronic devices.

Jurors' Pay

You will receive the following pay for your service as a Federal Juror:

- **$40.00** per day attendance fee
- **Standard mileage rate per mile** (estimated round trip mileage from your residence)
- **Parking fees** (if any)
- **Travel reimbursement** (applies only to the St. John/Water Island District)

You are asked to maintain a "Jury Parking/Toll Worksheet". This worksheet will be turned in to court personnel at the termination of your jury service. The courtroom deputy will advise you of the last date to submit this form. **The Court Will Not Reimburse You for Parking Receipts Submitted after the Deadline.**

What to Wear?

Jurors play an extremely important role in the process of our system of justice. You are expected to conduct yourself with reserve and courtesy. When appearing at the courthouse, please dress appropriately to preserve the dignity of the court. Dress shirt, pants, pantsuits, skirts and dresses are suitable. Please note: Casual attire, T-shirts, shorts, jeans, or tank tops, are not appropriate. For your comfort, you may wish to bring a sweater or jacket.

Protection of Juror's Employment

Federal Law (28 U.S.C. § 1875) provides for the protection of jurors' employment and prohibits your employer from discharging or threatening to discharge you from your employment, intimidating you, or coercing you because you may have to miss work to serve on a jury. If your employer commits any of the above acts, please notify the Jury Clerk immediately.

Prior to reporting, please check with your employer regarding their jury duty policy. Such policies are entirely discretionary with employers. Employers are not specifically obligated to continue jurors' regular pay during jury service.