

United States District Court
District of Utah

Gary P. Serdar
Clerk of Court



Alison J. Adams
Chief Deputy Clerk

Dear Prospective Grand Juror:

You are being considered for an appointment to be a Grand Juror in the United States District Court. If appointed, you will be obligated to come to the Courthouse two or three days a month for the next **eighteen (18) months**. Your reporting information is included with this letter.

Prior to coming, please review the Notice to Appear, *Handbook for Federal Grand Jurors*, as well as the enclosed jury pamphlet. They contain information about Grand Jury Service as well as directions on travel, parking, jury duty payment, and other matters of interest to you, including the responsibilities of your employer. The booklet and other information are available on our website at <http://www.utd.uscourts.gov>.

PLEASE CALL THE MESSAGE PRIOR TO REPORTING

Because there is a possibility that the time and date may be changed, the Court has a dial-up message system to provide jurors with up-to-date information, you will need your participant number when you call. The message line number is 801-524-6940. **If you neglect to call and you appear but the time and/or date have changed, the court cannot reimburse you for mileage or other costs. Thus it is very important that you call prior to leaving your residence.**

When you arrive at the courthouse, you will be given an orientation to service as a **Federal Grand Juror**. You then will meet with the Judge who, with the assistance of the U.S. Attorney's Office, will select 23 individuals as well as 15 alternates to serve as grand jurors. Those who are selected should plan on spending the entire day at the courthouse, when the work of the grand jury will commence. Thereafter, the selected grand jurors will spend an average of two days per month at the courthouse, for a term of eighteen months.

To prepare yourself for the questions at the Grand Jury Impanelment, we have listed a few things that you will want to consider before appearing:

- Federal Grand Jury sessions are typically held on **Wednesdays** from 8:30 a.m. - 5:00 p.m. You would meet 2-3 times per month, one day every other week; consistent attendance is required although an occasional excused absence is allowed.
- While you will be paid \$50.00 a day for attendance, as well as be reimbursed for parking, mileage, and subsistence where applicable, this may not duplicate your normal wages. **Please go to your employer and find out what their jury duty policy is regarding payment. Do this before you appear in court, so you will know if there will be an undue financial hardship for you in serving on a Grand Jury.** Many employers will pay your normal wage for a limited number of days of jury service. You should be aware of all benefits or restrictions.
- If you care for an ill or elderly person or children under the age of ten daily and your absence would affect their health or safety, please be sure to notify the Judge and the attorneys during the impanelment hearing so that they can take that into consideration.
- If you anticipate a major lifestyle change in the next 18 months which would impede your Grand Jury service such as; returning to school, moving out of state, a change in employment or a change in your family situation, be prepared to notify the Judge and attorneys during the selection process.

We are grateful that because of the courage and sacrifice of so many individuals we can continue the administration of justice through the Federal Court system. We are now asking you to continue to fulfill your civic duty by reporting for jury service when summoned.

We appreciate your cooperation and look forward to welcoming you to federal jury service. If you have questions, please contact the Jury Administrator, Tracey Hopkins, at 801-524-6874 or by email at utah_jury@utd.uscourts.gov