

**Jurors serving in the U.S. District Court for the Eastern District of Missouri are selected from the residents of thirteen Missouri counties and the City of St. Louis.**

## **COURTHOUSE & PARKING LOCATIONS**

Thomas F. Eagleton United States Courthouse is located at 111 South Tenth Street in St. Louis (between Walnut & Clark Streets, south of Market Street).

✓ For driving directions and a local map of the area showing one-way streets and including the courthouse and parking, please visit the court's website [www.moed.uscourts.gov](http://www.moed.uscourts.gov) (go to "Jurors" and select "St. Louis").

For MetroLink and MetroBus information, call (314) 231-2345. The closest MetroLink stop is the Stadium stop by Busch Stadium (8th & Spruce).

✓ **Free validated parking is at Stadium West Garage**, 100 S. 9th Street, between 8th & 9th and Walnut & Clark Streets, one block east of the courthouse. Parking validation stickers are obtained from the jury clerks

Clearance at the garage is 6'7". For oversize vehicles, let the jury clerks know that you had to pay to park elsewhere and you will be reimbursed the charge on your jury check. See the St. Louis Courthouse information on the court's website for a map of public parking around the Courthouse

## **ATTENDANCE FEE & MILEAGE**

You will be paid \$50 per day in attendance plus 65.5 cents per mile travel allowance (mileage is calculated automatically).

Federal Government employees are not paid an attendance fee unless appearing on their day off and must submit a supervisor's statement verifying their leave status.

## **SUBSISTENCE ALLOWANCE**

A hotel stay may be authorized if a juror's residence is at least 100 miles in distance one way from Court, and when approved by the Clerk of Court. A copy of the hotel/motel receipt is required in order to reimburse subsistence

## **PAYMENT**

Payment of service fees, travel, and subsistence allowance is mailed twice a month. Mileage and subsistence fees are not taxable, but the \$50 daily attendance fee is taxable and should be reported on your income tax returns.

## **CHANGE OF ADDRESS/OTHER INFORMATION**

If you have a change of address, phone number, or name, please be sure to submit these to the Court as soon as possible.

A current address is needed to mail your checks since the Post Office does not forward checks.

A current phone number is also important to contact you by the court's automated phone system

## **CERTIFICATE OF ATTENDANCE**

If your employer requires written verification of your attendance for jury service you may obtain a certificate of attendance.

## **REQUESTS FOR POSTPONEMENT OR TO BE EXCUSED**

✓ **All requests for a postponement or excuse from jury duty must be in writing and sent either by mail or online to the Court for consideration, along with your completed Juror Information Form.**

✓ **If you are seeking to be excused for medical reasons, you will need to send a statement signed by your M.D., D.O., or Nurse Practitioner regarding your inability to serve.**

The request for extension or an exemption **should be sent within ten days of receiving your summons**

✓ If you submit a request, **you must verify the court's determination on your request by calling the court's automated phone system at 1-866-237-3367 or checking online at [www.moed.uscourts.gov](http://www.moed.uscourts.gov)**. Information received by the jury clerks is updated in our telephone system and online daily, so you do **not** need to wait until after 4:30 PM on the last business day before the beginning date of your term to check if your excuse or postponement has been granted. You will not be paid for appearing if excused on the day you report.

**Failure to obey this jury summons may be punishable by fine and/or imprisonment.**

During your term of service, **if there is an emergency which prevents you from serving, please notify the jury clerk by phone as soon as possible at 314-244-7850 or toll free at 1-866-510-1925.**

## **ATTIRE AND ETIQUETTE**

✓ **Tank tops, shorts, and sweatpants are not permitted in the courtroom.** You will be sent home without being paid or directed to return home and change at your expense if inappropriate attire is worn. Food and drink are not permitted in the courtrooms. Jurors may not read personal materials while court is in session. Smoking is not permitted in the Courthouse. Cell phones must be turned off in the Courtroom.

## **eJUROR ONLINE PROGRAM AT [WWW.MOED.USCOURTS.GOV](http://WWW.MOED.USCOURTS.GOV)**

**You can use the internet to complete your Juror Information form, check your reporting status, or request an excuse, postponement, or partial excuse.**

✓ When using eJuror to check your reporting status ("Current Status"), **you MUST WAIT UNTIL AFTER 4:30 P.M.** on the last working day before your reporting date to check for updates or changes. If scheduled for a Monday, you can check anytime on Saturday or Sunday as well. The schedule can change up until 4:30 PM, so your reporting status will only be valid **AFTER** that time. If eJuror is not accessible, you must call the Automated Phone (AJIS) for your reporting information or changes.

After your service, you can print a duplicate Certificate of Attendance if needed for your employer or records.

## **AMENITIES FOR JURORS**

✓ Complimentary coffee, water, and snacks

Full-service cafeteria (opens at 7:00 A.M.) available in Courthouse

List of restaurants within walking distance along with a map provided at check-in.

✓ Refrigerator and microwave in jury assembly room for jurors who bring their lunches.

Wireless internet service in the jury assembly room.

Telephones for free local calls.

## **ALLOWED & PROHIBITED ITEMS**

Jurors may bring: Cell phones, laptops, food, books and magazines

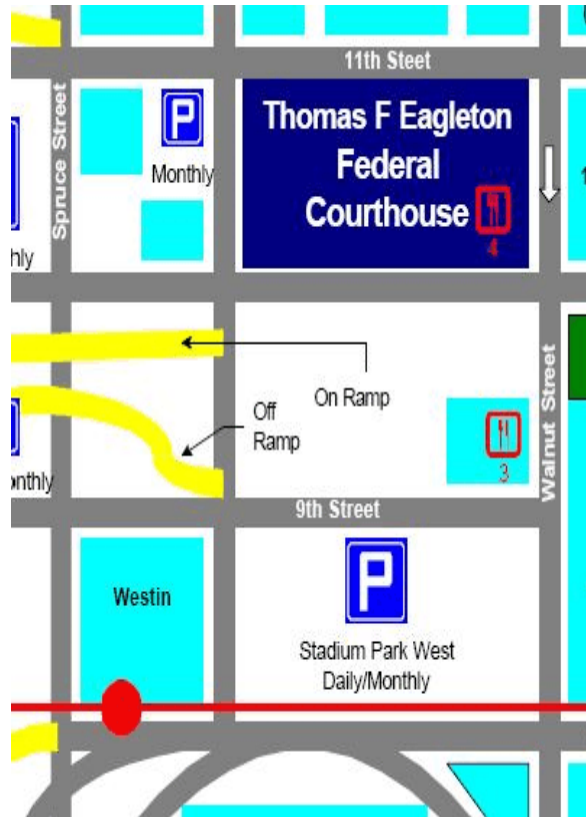
Prohibited items NOT allowed in the Courthouse: Firearms, knives, scissors, knitting needles, fingernail clippers and mace.

The Judges of this Court hope you find your jury service rewarding and instructive.

*Gregory J Linhares*  
Clerk of Court

# STADIUM WEST GARAGE AND COURTHOUSE

## WEST



## EAST

### Directions to Stadium West Garage:

**From I-70** Travel eastbound I-70, take exit 250B, Memorial Drive, go straight, turn right on Market St. Turn Left on 8th Street. Garage is on the right, between Walnut & Clark Streets.

**From I-40** Travel eastbound on I-40, take 11<sup>th</sup> St exit (Exit is on left) Proceed to Clark St, turn right. Go 2 blocks to 9th Street & turn left. Stadium West Garage is on the right.

**From I-55** Travel north on I-55 & take exit 207A, Gravois Road. Proceed straight on Gravois, which turns into 12th St or Tucker. Turn right on Clark Street, then left on 9th Street. Stadium West Garage

# MAP OF DOWNTOWN ST. LOUIS



# GRAND JUROR INFORMATION

## AND

## CHECKLIST



**U. S. District Court  
Eastern District of Missouri  
111 South 10<sup>th</sup> Street  
St. Louis, MO 63102**

Phone: (314) 244-7850  
Toll free: (866) 510-1925  
Fax: (314) 244-7859

Email: moedml\_jury@moed.uscourts.gov  
eJuror Website: [www.moed.uscourts.gov](http://www.moed.uscourts.gov)

### ★ How To Use The Automated Jury Information Service (AJIS) ★

**AJIS TOLL FREE NUMBER: 1-866-237-3367**

The court uses an automated telephone system to inform jurors of their status and to provide reporting instructions. **You will need to have your summons with you when you call.**

For reporting instructions:  
**(1) Dial the number listed above. (2) Press "1" (3) Enter your nine-digit participant number located just above your name/address on your summons. (4) Press "1" to verify the first three letters of your last name. (5) Listen to the message in its entirety.**

AJIS also provides a computer-generated courtesy reminder call, so please be certain to provide your telephone number on the Juror Information form.

✓ You are instructed to call in after 4:30 P.M. on the day before the date you are summoned. If you are scheduled to appear on a Monday, you may call after 4:30 P.M. on Friday and anytime on Saturday or Sunday.

You will be directed to report either on the date summoned or rescheduled to appear on another date and will be instructed to call the automated message again to confirm after 4:30 P.M. the night before you are scheduled to report.  
To receive information regarding the status of your request for postponement or excuse, call the AJIS phone number (866) 237-3367. To hear your updated status, please wait at least 2 weeks after mailing your juror form and request.

It is imperative that you call the automated system, because **YOU WILL NOT BE PAID IF YOU REPORT FOR JURY DUTY AND THE RECORDED MESSAGE NOTIFIED YOU NOT TO APPEAR.**

✓ **DO NOT CALL THE AUTOMATED SYSTEM AFTER YOU HAVE BEEN SELECTED TO SERVE AS AN ACTUAL GRAND JUROR.** THE GRAND JURY COORDINATOR WILL GIVE YOU INSTRUCTIONS AS TO WHEN YOU ARE TO RETURN TO COURT.