# UNITED STATES DISTRICT COURT FOR THE NORTHERN MARIANA ISLANDS



### **JURY SERVICE**

**MESSAGE** 

FROM THE

CLERK OF COURT

November 2020

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Welcome to the United States District Court for the Northern Mariana Islands. We hope you will find your term of jury service an interesting and satisfying experience.

You will receive an in-person orientation, this booklet and two pamphlets of information for you to read and keep. These handouts provide detailed information about your jury service. You will also watch a video entitled "Called to Serve" concerning your duties and responsibilities as a Petit Juror, or "The People's Panel" concerning your duties and responsibilities as a Grand Juror.

#### LOCATION AND CONTACT INFORMATION:

The federal courthouse is located at 1671 Gualo Rai Road, Gualo Rai, Saipan, NMI. The Clerk's Office is on the 3<sup>rd</sup> Floor of the same building. The mailing address is: United States District Court for the Northern Mariana Islands, P.O. Box 500687, Saipan, MP 96950. The telephone number is (670) 237-1200 and the fax number is (670) 237-1201. The jury hotline is (670) 237-1220.

**REPORTING REQUIREMENT:** When appearing for petit jury or grand jury duty, you are to report to the 1<sup>st</sup> floor, jury assembly room.

**SECURITY:** Due to the security measures taken to protect federal court facilities, you will be subject to security screening before entering the building. Each person entering the federal building must produce a photo identification of themselves and present it to the court security officer. Cellular phones and other electronic devices are allowed in the public areas of the courthouse, but camera features may not be used at any time.

**FACILITIES:** Public restrooms are located on each floor of the building. Drinking water is available in the jury rooms. Telephones are available in the Jury Assembly Room for short duration, local calls only.

**PARKING:** You may park in front of the courthouse.

**COMPENSATION:** A \$50.00 attendance fee is paid for each day you are required to report for duty, whether or not you are selected to serve. If you are a federal employee (Postal Service excluded), you are not entitled to receive the attendance fee unless you are in a "non-pay" status (e.g. leave without pay, annual, or off-duty) or serving as a juror on a federal holiday.

For residents of Saipan, the standard federal mileage rate, round trip from your home to the court will be paid to you. For residents of Tinian and Rota, the court will pay the costs of round trip transportation which will include air and ground transportation by rental car. The use of a taxi cab is only permitted in unusual situations and must be specifically authorized in advance by the Clerk of Court. In addition to the attendance fee, residents of the other islands are entitled to travel allowance if required to stay overnight.

A check for attendance, travel allowance, etc. will be processed as soon as possible and will be mailed to you from Kansas City, Missouri. In the event a jury session lasts for several days, your checks may be made in partial payments.

The \$50.00 per day attendance fee must be reported for income tax purposes. A Form 1099M will be mailed to you at the conclusion of your one-year term on or before January 31st of the following year. However, mileage

reimbursement and travel allowances are not taxable and not reported on tax forms.

JURY SELECTION PROCESS: The prescribed guidelines used by the court assures a random selection from a fair cross-section of the community. Names were obtained from the CNMI Voter Registration List. After random selection, a qualification form is mailed to this selected group of citizens to fill out and mail back. Qualified citizens may then be summoned and empaneled for a one-year term as petit or grand jurors. A grand jury panel may be extended, by court order, for not more than twelve months (a total of twenty-four months). After you have completed your term, you will not be called again unless, by coincidence, your name is drawn from the voter registration list in future years. If you are called again within two years after jury service, you may request to be excused.

**REPORTING FOR DUTY:** Jury duty usually commences at 8:00 a.m. or 9:00 a.m. depending on trial or grand jury session schedules. You must always refer to your summons for the exact time you are required to It is critical that you report on time. We recommend that you report at least 30 minutes prior to your scheduled summons time to provide sufficient time for you to proceed through security and be checked in by the jury clerk who keeps a record of attendance. Failure to report on time may result in non-payment of your attendance fee or a finding of contempt. Contempt penalties range from monetary fines to imprisonment, or both. Due to the nature of the jury selection process, be prepared to spend a full day at the court. If you are traveling from Rota or Tinian, be prepared to stay for a few days. Off-island jurors MUST call the jury hotline number at (670) 237-1220, in advance of the summoned appearance, to get updates regarding flights and court scheduling.

**DRESS CODE:** The Court strictly enforces a dress code. Jurors must wear long pants, or a skirt or dress; and a shirt, blouse or t-shirt in good condition. Jurors are not permitted to wear shorts, tank tops, halter-tops or other inappropriate attire. Sweaters or jackets are recommended for juror comfort because the courtroom is sometimes cold.

Possession and chewing of betel nut in the courthouse is prohibited.

**LENGTH OF SERVICE:** Grand jury sessions usually take place for a day or two each month.

For petit jurors, a trial may last several days or weeks. In most cases, the judge will dismiss the jury each day and tell you exactly what time you must return the following morning. If it is necessary for the proceedings to continue into the evening, you will be given time to get in touch with your family and to make arrangements for transportation, if necessary. For this and other reasons, it is important to ensure that there is some way to get a message to your family, by telephone or otherwise, during your term of jury service.

If the jury is sequestered (kept together for security purposes), the government will pay all expenses for food, lodging, and transportation.

CHANGE OF ADDRESS, TELEPHONE NUMBER, OR EMPLOYMENT: Jurors who change their physical, mailing or email address, telephone number, or place of employment, must submit these changes to the court as soon as possible.

A current address is important to ensure that your check is mailed to the correct location. A current phone

number, email address and the location of your residence are important in order for the Clerk's Office to contact you in the event of a change in jury schedule.

**EXCUSES:** Requests for excuse from jury service must be submitted in writing as soon as possible after receipt of summons, preferably by email, to:

jury@nmid.uscourts.gov

OR

Clerk, U.S. District Court for the Northern Mariana Islands United States Courthouse 1671 Gualo Rai Road P.O. Box 500687 Saipan, MP 96950

Jurors who do not request in advance to be excused but appear in court and immediately request to be released may not be paid unless they can prove that circumstances warranted their making the trip to the courthouse.

Jurors who fail to report for jury duty and are not excused by the court may be served a show cause order by the United States Marshal Service. These jurors must appear before a judge to show cause why they should not be held in contempt of court. Contempt penalties range from monetary fines to imprisonment, or both.

**ATTENDANCE CERTIFICATES:** The jury clerk will give you an attendance certificate indicating the dates you served. Some jurors need this certificate in connection with their employment, others may wish to have a certificate for their personal records.

**JURY PHONE SCAM:** If you are contacted by a person who is claiming to be calling from the District Court and requesting that you pay a fine because you missed jury duty, **DO NOT** give that person any personal information, account numbers or money. The court will never ask for payment by email or over the phone. Please contact the District Court at (670) 237-1200 if you receive such call.

If you have any questions about whether you missed jury duty, please call the District Court at (670) 237-1200.

Get current jury scheduling information by calling the JURY HOTLINE at (670) 237-1220.

**eJUROR:** The eJUROR Program gives potential jurors the option of responding to their jury qualification questionnaire or summons online through our website.

Jurors choosing to complete these forms electronically don't have to mail them. They also may update personal information and check when they need to report for jury service via eJuror.

The following are accessible through the eJUROR webpage:

- Respond to Juror Questionnaire Online
- 2. Check Reporting Status
- 3. Request Attendance Letter

https://ecf.nmid.uscourts.gov/ejuror/TransportRoom?servlet=login



# Advance Judicial Information System (AJIS) Integrated Voice Response (IVR) System:

The AJIS IVR system offers an automated outbound calling, emailing, and text messaging service to inform jurors about report dates and times and any changes or cancellations. In addition to receiving information from AJIS, jurors may call into the system to obtain scheduling information. When prompted, simply enter your participant number to hear confirmation of your reporting status or any changes or cancellations. AJIS is available 24/7.

Thank you for your time and attention.

Hasher L. Kennedy

Clerk of Court/Magistrate Judge

Note: See Attached "Notice to Employer"

NOTES

NOTES



United States District Court for the Northern Mariana Islands 1671 Gualo Rai Road, Gualo Rai P.O. Box 500687 • Saipan, MP 96950 Telephone: (670) 237-1200 • Fax: (670) 237-1201 http://www.nmid.uscourts.gov

## NOTICE TO EMPLOYER

This is to inform you that the person presenting this notice has been summoned for jury service, and pursuant to:

Title 28
United States Code
Judiciary and Judicial Procedure
Subsection 1875
Protection of Jurors' Employment

- (a) No employer shall discharge, threaten to discharge, intimidate or coerce any permanent employee by reason of such employee's jury service, or the attendance or scheduled attendance in connection with such service, in any court of the United States.
- (b) Any employer who violates the provisions of this section:
  - (1) shall be liable for damages for any loss of wages or other benefits suffered by an employee by reason of such violation;
  - (2) may be enjoined from further violations of this section and ordered to provide other appropriate relief, including but not limited to the reinstatement of any employee discharged by reason of his or her jury service; and
  - (3) shall be subject to a civil penalty of not more than \$5,000 for each violation as to each employee, and may be ordered to perform community service.
- (c) Any individual who is reinstated to a position of employment in accordance with the provisions of this section shall be considered as having been on furlough or leave of absence during his or her period of jury service, shall be reinstated to his or her positions of employment without loss of seniority, and shall be entitled to participate in insurance or other benefits offered by the employer pursuant to established rules and practices relating to employees on furlough or leave of absence in effect with the employer at the time such individual entered upon jury service.
- (d) An individual claiming that his or her employer has violated the provisions of this section may make application to the district court for the district in which such employer maintains a place of business and the court shall, upon finding probable merit in such claim, appoint counsel to represent such individual in any action in the district court necessary to the resolution of such claim. Such counsel shall be compensated and necessary expenses repaid to the extent provided by Section 3006A of Title 18, United States Code.
  - (2) In any action or proceeding under this section, the court may award a prevailing employee who brings such action by retained counsel a reasonable attorney's fees as part of his or her costs. The court may tax a defendant employer, as costs payable to the court, the attorney fees and expenses incurred on behalf of a prevailing employee, where such costs were expended by the court pursuant to paragraph (1) of this subsection. The court may award a prevailing employer a reasonable attorney's fees as part of the costs only if the court finds the action is frivolous, vexatious, or brought in bad faith.