

# YOU ARE HEREBY SUMMONED FOR FEDERAL JURY SERVICE SHREVEPORT DIVISION

(Serving: Bienville, Bossier, Caddo, Claiborne, DeSoto, Red River, Sabine and Webster)

You are **ON CALL** for Jury Duty for a two-week period. Your **first possible** reporting date is on your summons. **PLEASE NOTE:** During the on-call period, **all jurors must access the jury messaging system after 5 p.m. the night before your reporting date to obtain your reporting instructions.** You can obtain these instructions at: [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov) or by calling **1-866-847-4954**. You will need your **juror (participant) number** located on your summons to access the system for your instructions.

## WHERE TO REPORT

United States District Court  
300 Fannin Street, Jury Assembly Room  
Shreveport, Louisiana 71101

**Reporting Time: 8:15 a.m.**

**Attention:** Picture ID & Upper Section of Summons is Required. No sharp objects or pocket knives are allowed in the U.S. Courthouse!

## Parking

There are paid parking lots close to the U.S. Courthouse. You will be reimbursed \$10.00 for parking for each day that you are required to report for service. **Do not park in reserved parking areas or at parking meters.**

## Juror Fees

A \$50.00 daily attendance fee and current mileage rate round trip is paid per day if you are required to appear and do so, whether or not you are selected for a panel.

## Traveling Over 70 Miles from Courthouse

Jurors traveling over 70 miles from the courthouse are eligible to stay in a hotel and may travel the day before they are instructed to report. A juror will be reimbursed a set per diem for each night. A detailed receipt is required from the hotel indicating when the juror checked in and out.

**JURY CLERK CONTACT INFORMATION:  
(1-800-230-2132)**

Email: [lawd\\_juryclerkspport@lawd.uscourts.gov](mailto:lawd_juryclerkspport@lawd.uscourts.gov)

For additional information review our **Frequently Asked Questions** at [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov).

**Complete and Return your Jury Information Form and Supplemental Questionnaire within 5 days.**

Please **mail** or **complete online** at:

[www.lawd.uscourts.gov](http://www.lawd.uscourts.gov)

(Select: eJuror)

## Court Attire

**Business Casual Attire is appropriate dress for jury duty.** Bring a light sweater or jacket as the courtroom may be chilly.

## Excuse Requests

Requests for excuses and deferments must be mailed with the **completed Juror Information Form** in the return envelope provided, faxed (1-318-676-3962) **or completed online.** A doctor's letter is required for all medical excuses. **If you have prior commitments during the two-week period you are summoned, you must submit a request to be excused.** Jurors can submit their request to be excused online at our **website, [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov).** To do so, **your juror information form must have already been submitted online.**

**Check the status of your excuse in two ways:**

**1. PHONE:** Call **1-866-847-4954**

**2. WEBSITE:** Select **eJuror** at [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov)

## Failure to Appear

Jurors who fail to report for jury duty and have not been excused by the Court may be served a Show Cause Order by a Deputy United States Marshal. Those jurors will be ordered to appear before the Court to show cause why they should not be held in contempt of the Jury Service and Selection Act. **Contempt penalties range from a \$1,000 fine, imprisoned not more than three days, ordered to perform community service, or any combination thereof.**