



STATE OF MICHIGAN
DISTRICT COURT
THIRTY-NINTH JUDICIAL DISTRICT

29733 GRATIOT AVENUE
ROSEVILLE, MICHIGAN 48066
(586) 773-2010
FAX (586) 445-5070

MELISSA M. KING
COURT ADMINISTRATOR

DONNA M. NAVARRO
DEPUTY COURT ADMINISTRATOR

MARCO A. SANTIA
DISTRICT JUDGE

JOSEPH F. BOEDEKER
DISTRICT JUDGE

CATHERINE B. STEENLAND
DISTRICT JUDGE

November 1, 2008

Dear Citizen,

Please read this entire document carefully as it contains important information regarding your selection for Jury Duty for the 39th District Court. Your dates of service are:

YOU MUST CALL THE COURT at (586) 447-4418 after 5 p.m. on
and to hear a recorded message indicating whether you must appear the following day. If the message says you must appear please arrive promptly at 8:30 a.m. and bring with you a valid driver's license or state identification card.

YOU WILL NOT RECEIVE A PHONE CALL FROM THE COURT. THIS IS THE ONLY NOTICE YOU WILL RECEIVE.

YOU MUST COMPLETE THE ENCLOSED FORM. Enclosed you will find the Juror Questionnaire Form. The Michigan Supreme Court requires you to **complete both sides, sign and return this form** to the address listed above within seven days of receipt. Your failure to return the completed form may make you subject to Contempt of Court pursuant to MCR 2.510(B)(2).

If you have a valid reason to be excused from serving as a juror, you must submit a written request and return your request with the questionnaire. **YOU STILL MUST REPORT** on your assigned date(s) until the Court instructs you otherwise.

The dress code for jurors is business casual. Do not wear jeans or shorts. **You must arrive by 8:30 a.m.** and sign in at the jury window. You will be provided with a jury badge. The badge must be visible and **you must wear it at all times.** On your date of service, there may be a delay before the trial is started so please feel free to bring something to read during the waiting period.

If you are selected to sit as a juror, you will be required to sit for the whole trial. The majority of jury trials in the 39th District Court are completed in one day. However, if the trial cannot be completed you will be required to return on any additional days necessary to complete the trial.

If you have any questions please contact Diane Nolan at (586) 447-4418. Thank you in advance for your service.

Chief Judge Joseph F. Boedeker