## **United States District Court**



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**Important Directions** FOR for Marking Answers **OFFICIAL** & Signing This Form USE Use A No. 2 Pencil Jurors Please Do USE NO. 2 PENCIL ONLY Not Write In This Space  ${
m TO}$ : If your name and permanent address are <u>not</u> correct, please make corrections here. · Do not use ink or ballpoint Q Fill out form on hard surface X Make heavy black marks that fill in the circle completely E · Erase any changes completely D · Make no stray marks · Do not write in margins nor in official use only areas Provide Your Phone Number(s) County You Now Live In Right Work (Incl. extension) Wrong Area Code Number Area Code Number & Ext. JUROR OUALIFICATION OUESTIONNAIRE Please Read Letter On Other Side Before Completing If another person fills out the form, please indicate that person's name, address and reason why in the "Remarks" section. OCCUPATION (See reverse side) 13.— EDUCATION Show the extent of Are you now employed? your education above Fill In Completely Your Response To Each Question. grade school Are you a salaried employee of the U.S. gov't? Yes Yes No Yes No No 🔾 High school/ 1. Are you a citizen of the United States? Your Usual Occupation, Trade, Or Business GED equivalent 2. Are you 18 years of age or older? No Trade/Vocational Date of Birth: Give your age Your Employer's Name school  $\bigcirc$ Month Day Year Above high Business Or Employer's Address 3. Has your primary residence for the past year been in this No school If "No", show under Remarks on reverse the Yes No in the same names of other counties or states of primary **Grounds For Requesting Excuse** county? residence during the past year and show dates. (see Notes to Question 14 on other side). No This section describes certain categories of persons who may 4. Do you read, write, speak and understand the English language? be excused from service as a juror. If you are a person in one 3 5. Are any charges now pending against you for of these categories listed below and you wish to be excused, Yes No If your a violation of state or federal law punishable by fill in completely the circle for the number of your category answer to 6 🔾 imprisonment for more than one year? listed below here: No. 5 or 6 is "Yes" Have you ever been convicted, either by your 7 8 🔾 Or, if you wish to serve, do not show anything here. guilty or nolo contendere plea or by a court or please see No Persons showing a category of excuse which requires more jury trial, of a state or federal crime for which notes to 9 🔾 10 🔾 information must give it on the other side under "Remarks". punishment could have been more than one Ouestions 5 and 6 on year in prison? No Yes reverse 7. (If "Yes"), Were your civil rights restored? (If "Yes", explain on the reverse side) 8. Do you have any physical or mental disability that would No interfere with or prevent you from serving as a juror? (If "Yes", please see notes to Question 8 on reverse side). **EXEMPTIONS** Are you employed on a full time basis as a: Public official of the United States, state, or local government Yes No who is elected to public office or directly appointed by one elected to office Member of any governmental police or regular fire dept. No (not including volunteer or non-governmental departments) Member in active service of the armed forces of the Yes No United States. RACE/ETHNICITY White Native Hawaiian/Pacific Islander 11.—— SEX-Other (specify) Male b. Are you Hispanic or Latino? Yes  $\bigcirc$ Female 15. MARITAL STATUS: Single Married Widowed Separated or Divorced 16. I declare under penalty of perjury that all answers are true to the best of my knowledge and belief.

Date

## **United States District Court**

Dear Prospective Juror:

Your name has been drawn by random selection, and you are being considered for jury service in the United States District Court. Trial by jury is a keystone of our system of justice. Jury service is, therefore, both an opportunity and an obligation of every American. Jurors will receive mileage and, unless they are federal government employees, an attendance fee for each day of service.

In order for us to obtain some information about you from which we can objectively determine whether you are qualified to serve pursuant to federal law, please complete the questionnaire on the reverse side of this form. You <u>must</u> answer every question, with a number 2 pencil, sign, date and <u>return the form in the enclosed postage-free envelope within ten days.</u>

If you are unable to fill out this form, someone else may do it for you provided that person indicates in the "Remarks" section why it was necessary for him or her to do so instead of you.

If you do not return this questionnaire form, fully completed, within ten days you are liable to be summoned to report at your expense for completion of the questionnaire at this office.

**<u>Do not attach anything to this form.</u>** Please write your comments on the "Remarks" section. **<u>Do not ask to be excused by telephone.</u>** 

If your address changes after you have returned this questionnaire, please notify us promptly by letter or post card, addressing it to "Attention: Jury Administrator".

Clerk, United States District Court

## Remarks

responding	pace below to complete any answers to the questionnaire which require mean or more space. Show the number(s) of questions to which you are furthg.	
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## NOTES REGARDING THE QUALIFICATION FORM

Question 3 - RESIDENCE. If you answered "No", that your primary residence was not in the same state or county for the past year, name the other states and counties of primary residence, and give dates.

Question 5 and 6 - CRIMINAL RECORD. If your answer to either question 5 or 6 is "Yes", please show under "Remarks": (a) date of the offense, (b) date of the conviction (or date of pending charge), (c) nature of the offense, (d) the sentence imposed (if a conviction), and (e) the name of the court. One is disqualified from jury service only for criminal offenses punishable by imprisonment for more than one year, but it is the maximum penalty, and not the actual sentence, which controls.

NOTE - Answer Question 7 only if your answer to Question 6 is "Yes."  $\,$ 

<u>Question 8 - YOUR HEALTH.</u> If you claim a mental or physical disability, please explain and/or enclose proof of it in a separate document. <u>Do not attach anything to the form.</u>

NOTE - Do not ask the court to call your doctor. Any doctor's statement you obtain regarding your physical condition must be sent to the court by you rather than by the doctor.

If you have a physical handicap or disability that would affect, but not prevent, your serving as a juror, and you are willing to serve if reasonable accommodation can be provided, please advise and explain under "Remarks" or by enclosing a separate unattached letter.

Question 10 - RACE/ETHNICITY. Federal law requires you as a prospective juror to indicate your race. This answer is required solely to avoid discrimination in juror selection and has absolutely no bearing on qualifications for jury service. By answering this question you help the federal court check and observe the juror selection process so that discrimination cannot occur. In this way, the federal court can fulfill the policy of the United States, which is to provide jurors who are randomly selected from a fair cross section of the community.

<u>Question 12 - OCCUPATION.</u> Federal law requires that you answer the questions about your occupation so that the Federal Courts may determine promptly whether you fall within an excuse or exemption category (See Questions 9 and 14).

Question 14 - GROUNDS FOR EXCUSE. If one of the categories listed in Question 14 applies to you and you wish to be excused for that reason, fill in completely the circle for your category at Question 14. Please make sure you also give, under "Remarks", such information as may be requested within the excuse category. You may still be qualified to serve if the court determines upon review that you appear to be eligible for service. Other persons may be excused only by showing jury service would cause them undue hardship or extreme inconvenience.

<u>Box Number 16 - YOUR SIGNATURE.</u> Be sure you have signed the form. If another person had to fill out this questionnaire for you, that person must indicate his or her name, address and reason why under "Remarks".