

UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF TEXAS  
OFFICE OF THE CLERK

U. S. DISTRICT COURT - DALLAS  
NORTHERN DISTRICT OF TEXAS  
1100 COMMERCE ST, ROOM 1452  
DALLAS, TX 75242



123456789

JANE DOE  
1212 MOCKINGBIRD LN, #5555  
DALLAS, TX 75223

**JUROR PARTICIPANT NUMBER:**

**104123456**

**Questionnaire for Federal Jury Service**

**ACTION REQUIRED**

This notice is provided by the United States District Court for the Northern District of Texas to inform you that you are required to complete a Federal Juror Qualification Questionnaire within ten (10) days of the date you receive the notice, regardless of your age, occupation, availability, physical health, or any other status. You may be ordered to appear in person at your own personal expense if you fail to timely complete a questionnaire.

- You are not being asked to report for jury service at this time; you are only required to complete a qualification questionnaire to determine your eligibility to serve.
- The information you provide in your questionnaire is never shared or distributed outside the guidelines of the Jury Selection and Service Act, 28 U.S.C. § 1867(f).

**FASTEST OPTION FOR COMPLETION:**

**Complete your questionnaire online using the instructions below.**

**IF YOU DO NOT HAVE INTERNET ACCESS:**

Call 844-707-3817 to request a paper questionnaire (press Option 6).

**QUESTIONS?**

Call the

**Qualification Questionnaire Helpline:**

**844-707-3817**

or

DallasJury@txnd.uscourts.gov

Fax: 214-753-2279

**Instructions for Using eJuror to Complete the Questionnaire Online**

1. From a computer or mobile device, visit the court's website: <http://www.txnd.uscourts.gov>.
  2. Select the **Jurors** tab in the main menu, then click on **Juror Qualification Questionnaire** link at the top of the page.
  3. Enter your juror participant number: **104123456** and other required information.
- Use the navigation buttons at the bottom of the eJuror screens; do NOT use your Internet browser "Back" and "Forward" buttons.
  - If you experience a problem, close your web browser, then open a new web browser and log in again.
  - Provide your email address so the court may send confirmation of your submission. Ensure your email settings will not direct the email messages from DallasJury@txnd.uscourts.gov to a spam or junk mail folder.

**See reverse side for Frequently Asked Questions.**

## FREQUENTLY ASKED QUESTIONS

**NOTE: You are not required to report at this time for jury service.**

### 1. How was I selected to receive this notice?

Your name was randomly selected from a combined database of voter registration, driver license, and state identification card records that the court obtained from the State of Texas for citizens who live in the 100 counties served by the U.S. District Court for the Northern District of Texas.

### 2. What if the questionnaire was received in error?

If you received this form on behalf of someone who is deceased or who no longer resides at this address, please call 844-707-3817 and use the automated helpline to help us update our records and refrain from sending follow up correspondence.

### 3. What should I do if I believe I am unable to serve due to mental or physical disability?

Provide an explanation to the court when completing your questionnaire at question #8. If you wish to submit supporting documentation, you may email or fax the information to the court.

### 4. What should I do if I wish to be excused from serving as a juror?

The only categories of persons who may be excused during this qualification phase are those who:

- are over 70 years of age;
- have served as a grand or petit juror in Federal Court within the past two years; or
- serve without compensation as a volunteer firefighter or member of a rescue squad or ambulance crew for a federal, state, or local government agency.

If one of these categories applies to you, indicate your desire to be excused at question #14.

### 5. What happens next?

The court will review your responses to the qualification questionnaire. If the court determines you are qualified, your name will be subject to random selection to receive a juror summons for approximately two years. If you are randomly selected to receive a summons, it will come by mail, approximately three to four weeks prior to your appearance date. The summons will include complete instructions, including directions about how to request to be excused due to a hardship or to postpone your jury service until a more convenient time. **Do not request to be excused or to postpone your service until and unless you receive a summons.**

If, however, the court determines you are disqualified, or if you are granted an excuse for one of the limited reasons bulleted above, no further action is required. You will not receive a summons during the two-year period that the current jury wheel is in use.

### 6. I have a permanent exemption from jury service. Why am I receiving another notice?

The court must create a new jury wheel every two years using the approved source list of voter and driver records. Your name was selected randomly in compliance with federal law without regard to any exemptions that may apply to you. We appreciate your cooperation in completing the questionnaire again and returning it as directed in this notice.

### 7. Someone called me and said that I owe money because I did not report for jury duty. What should I do?

Do not ever pay someone who calls you and says they represent the court or the marshals service. The court never collects money from citizens over the telephone. Report any suspicious activity to the district clerk's office immediately. Although you could be fined for failure to comply with jury instructions, this would never occur without proper notice and an opportunity to be heard by the court.

**Trial by jury is a keystone of our system of justice.  
Jury service is both a privilege and responsibility of every American.**

Court personnel will be happy to assist you as you fulfill your responsibility.  
We look forward to serving you, and we welcome your feedback and questions.