

**IMPORTANT REVISED INSTRUCTIONS FOR COMPLETING
THE JUROR QUALIFICATION QUESTIONNAIRE
TO BE READ WITH JUROR QUALIFICATION QUESTIONNAIRE**

Please note: The questionnaire **MUST** be filled out in its entirety . You may fill out the questionnaire with a blue or black ink pen. You may also attach a letter from your doctor or any other pertinent information regarding your request to be excused or deferred.

Please make sure to provide your address (if not correct) in the space next to your name. It is important to include your phone number in the section provided below your name.

Please fill in appropriate circle for each question.

QUESTION 1: If you are a U.S. citizen, please advance to question 2. If you are not a U.S. citizen, please provide us with your Alien ID Number in the remarks section on the reverse side of the questionnaire. Advance to question 2.

QUESTION 2: Please provide your date of birth. Advance to question 3.

QUESTION 3: If yes, advance to question 4. If no, please provide your previous address and the date in which you lived there in the remarks section on the reverse side of the questionnaire. Advance to question 4.

QUESTION 4: If yes, advance to question 5. If no, please provide your first language and your country of origin. Advance to question 5.

QUESTIONS 5, 6 and 7: If NO, advance to question 8. If yes, please see the notes section on the reverse side of your questionnaire. Provide the necessary information in the remarks section. Advance to question 8.

QUESTION 8: If NO, advance to question 9. If yes, you **MUST** provide a letter from a doctor, outlining the condition that would prevent you from serving as a juror. The form may be attached to this form and sent in the same business reply envelope which was provided to you. A doctor may send a letter directly to our office. The doctor must provide your name and your nine digit participant number. The letter must be specific, explaining why you should be excluded from jury service. If you have a physical handicap or disability that would affect, but not prevent, your serving as a juror please see the notes section on the reverse side of the questionnaire. Advance to question 9.

QUESTION 9: If NO, advance to question 10. If yes, and are employed on a full time basis, you **MAY** be exempt from serving as a federal juror. Please provide your occupation and place of employment in section 12. Advance to question 10.

QUESTION 10 A and B: Please fill in one or more circles. Advance to question 11.

QUESTION 11: Please fill in appropriate circle. Advance to question 12.

QUESTION 12 and 13: Please complete entire section. Advance to question 14.

QUESTION 14: There are six specific categories that are indicated in the section entitled *Grounds For Requesting Excuse*. There is a circle for each of the six categories listed below. (Boxes 7 thru 10 are for Court use only) Please note: If you have an extreme hardship that is not listed below please explain in the remarks section located on the reverse side of the questionnaire.

- 1) Over 70 - You **MUST** provide your date of birth in question #2.
- 2) Persons having full time care **and** custody of their child or children under ten years of age whose health and/or safety would be jeopardized by their absence for jury service. - You **MUST** provide the age of your children in the remarks section on the reverse side of the questionnaire. Also, if you are working outside of the home, please provide the hours in which you work.
- 3) Persons who are essential to the full time care of aged or infirmed persons in their custody. - You **MUST** provide a doctor's letter stating that you are the full time caregiver of a person in your custody. Also, if you are working outside of the home, please provide the hours in which you work.
- 4) Any person who has SERVED at least **FIVE (5)** days of STATE court jury service in the past three years.- You **MUST** provide a copy of your certificate of STATE COURT jury service. Please attach the copy to the questionnaire.
- 5) Any person having served FEDERAL court jury service in the past three years.- Please provide a copy of your Certificate of Jury Service or a copy of your FEDERAL jury summons. Please attach the copy to the questionnaire.
- 6) Volunteer safety personnel who serve without compensation as firefighters or members of a rescue squad or ambulance crew for a public agency. - Please attach proof of your volunteer status to the jury questionnaire.

SPOUSE'S OCCUPATION: Please provide your spouse's occupation in the box provided on the front of your questionnaire. Advance

to question 15.

QUESTION 15: Please provide your marital status. Advance to question 16.

QUESTION 16: You MUST sign and date the jury questionnaire. We also require your Social Security Number in order to compensate you for your service. Please Note: If another person had to fill out the questionnaire for you, that person must indicate his or her name, address and reason why they are filling this form out for the juror in the remarks section located on the revers side of the questionnaire.

ALL JURORS MUST RETURN THE JURY QUESTIONNAIRE WITHIN TEN DAYS UPON RECEIPT, IN THE ENCLOSED PREPAID ENVELOPE.

PLEASE READ CAREFULLY BEFORE CONTACTING THE JURY OFFICE.

You have been summoned for jury service in the United States District Court. The courthouse is located at 1 Courthouse Way, Boston, MA on Fan Pier in the Seaport District. Please find directions to the courthouse on the reverse side of the Summons for Jury Service. Please visit our web site at: www.mad.uscourts.gov

- Questionnaire:** Please complete the red and white Juror Qualification Questionnaire and return it to this office within **10 days** using the enclosed postage-paid envelope. *You are still obligated to return the questionnaire regardless of a request for disqualification, deferral, or to be excused from jury service.* The Jury Office enters all questionnaire information into the Court database and is severely limited in their ability to assist you without your updated information.
- Automated Phone System:** Please ***do not*** call the automated phone system prior to ten business days before your scheduled reporting date. The Court uses an automated phone system to notify jurors of reporting instructions AND to notify jurors of the outcome of requests to be disqualified, deferred, or excused. Your information is updated in our phone system ten business days prior to your summons date. **To receive information regarding requests to be disqualified, deferred or excused, you need to call 1-800-882-1249 between the hours of 9AM and 4PM approximately ten business days prior to your summons date.** The automated system will prompt you to enter in your *nine digit participant* number located just above your name/address on your summons for jury service. Do not discard your Summons for Jury Service under any circumstances.
- Personal Hardship Request:** If petit jury service will result in undue personal hardship you may request to be excused or deferred. Provide a detailed letter stating the reason(s) for your request and *return it with the qualification questionnaire* using the postage-paid envelope immediately. You are still obligated to call the court automated phone system for inquiries regarding your status as a prospective juror. Requests to be excused for medical reasons ***must be*** accompanied with a letter from your physician specifying the condition that prohibits you from serving. The letter should include the date you were summoned and your nine digit participant number. Students should submit a copy of their Student I.D. and class schedule. **Transportation hardships are not accepted. STATE COURT SERVICE DOES NOT EXCUSE YOU FROM FEDERAL JURY SERVICE UNLESS YOU HAVE SERVED FIVE (5) DAYS OR MORE AND PROVIDE PROOF OF SERVICE.**
- On Call Status:** As a prospective juror, you should expect to remain ON CALL for a period up to 15 business days starting on your summons date. This ***does not*** mean that you appear for all 15 business days. It does mean you are obligated to call the jury automated phone system each Friday after 5PM for reporting instructions. You are required to appear only as needed, *normally for one day of jury selection on the first business day of the week.* You may be required to appear for additional day(s) for jury selection.
- Reporting Information:** On the first day you report for jury service you can expect to be at the court from 8:15 A.M. until, on some occasions, 5:00 P.M. If you are selected to serve on a trial, most Judges at the Federal Court, sit between the hours of 9:00 A.M. and 1:00 P.M.. The average length of a trial at the Federal Court is 4-7 days. **Please Note: The 15 day on-call period is the date range the jury department can call you in for jury selection. This in no way restricts the time you may serve on a specific jury trial.**
- Compensation:** You are compensated at a rate of \$40.00 per day and 58.5 cents per mile for travel expenses. The Court reimburses you for parking fees (with a receipt) and any toll charges incurred. If you are driving in to the Court, we request that you park in either of the two large parking lots adjacent to the court. The parking lots range from \$10.00 to \$12.00. All reimbursements are made by check and mailed to your address within seven days following your juror service. Therefore, please be aware, you will be required to pay transportation and parking expenses out of pocket. YOU WILL NOT BE COMPENSATED FOR TAXI FARE. Please Note: If you appear for jury service without calling the jury information line (1-800-882-1249), you will not be authorized to collect any jury fees.

Frequently asked questions:

Can I be transferred to a Court closer to my home? Why do I have to go to Boston?

No. The Federal Court conducts business in three locations in the state of Massachusetts: Boston, Worcester, and Springfield. Boston is the main office. Therefore, the jury pool for the Boston division is very large. The jury pool includes the following counties: Essex, Middlesex, Suffolk, Norfolk, Bristol, Plymouth, Barnstable, Dukes, and Nantucket.

Do I have to appear each day for jury selection?

No. You are ON-CALL for a period of up to 15 business days. You should only appear when so instructed by the automated telephone system. You should call the jury information line the Friday before your initial reporting date. Follow the instructions on the automated telephone system. Normally, you will only have to appear for one day of jury selection. If you are selected for a trial you will have to serve for the duration of that trial.

How will I know if I have been excused, deferred, or disqualified from jury service?

Approximately ten business days prior to the date printed on your summons, please ***call*** the automated telephone system. If you have

been excused, disqualified, or deferred from jury service, you will be notified when calling the automated phone system. You WILL NOT receive notice by mail.

*****WEATHER POLICY*****

During the Boston Public School Year (September through June): If Boston Public Schools are delayed or canceled due to adverse weather conditions, jury service will be canceled for that day. If you call 1-800-882-1249, information will be available as early as 5:45 AM on the day you are scheduled to report. Thereafter, please call again after 5:00 PM on the day you are scheduled to report for any updated reporting instructions.

During the summer months and when Boston Public Schools are recessed for vacation: Please call 1-800-882-1249 as early as 5:30 AM on the morning you are scheduled to report for jury service for any updated reporting instructions.