

## IMPORTANT INSTRUCTIONS FOR COMPLETING THE JUROR QUALIFICATION QUESTIONNAIRE

Juror Qualification Questionnaires can be completed online!

Please visit our home page at : [www.mad.uscourts.gov](http://www.mad.uscourts.gov). From the Jurors drop down tab please select “**Boston**”. Select the eJuror link. This will bring you to the online questionnaire. Each page has a “Help” feature to answer most questions you may have.

**ALL QUESTIONNAIRES MUST BE COMPLETED AND RETURNED WITHIN TEN DAYS OF RECEIPT, EITHER BY ONLINE SUBMISSION OR BY MAIL IN THE ENCLOSED PREPAID ENVELOPE.** If you complete your questionnaire online you do not have to return the hard copy.

You may log in using your nine digit participant number located above your name on the summons, the first three letters of your last name, and your date of birth. Please follow the online instructions for each question. **DO NOT HIT THE BACK BUTTON ON YOUR WEB BROWSER!** Please use the back button at the bottom of each screen. You will have the opportunity to review your answers before submitting the questionnaire.

If you have an extreme hardship, you are able to request an excuse or postponement of service online. In order to request an excuse or postponement of service **you must first complete and confirm your juror qualification questionnaire online. The option for these requests can be found on the left side of the web page AFTER reviewing and confirming your responses.**

All requests for excuses or postponements from federal jury service are reviewed by the court. Your status will be updated within five to seven business days after submission.

### REQUESTING AN EXCUSE FROM JURY SERVICE:

The questionnaire **MUST** be filled out in its entirety. You must include, or submit separately, a letter from your doctor or any other pertinent information if you are requesting to be excused or postponed from service.

**Grounds for Requesting Excuse:** There are six specific categories that the Federal Court recognizes as means for an excuse of service. There is a circle for each of the six categories listed below (circles 7 through 10 are for Court use only).

**Please note:** If you have an extreme hardship that is not listed among these categories, please explain in the “Remarks” section located on the reverse side of the questionnaire. If completing questionnaire online, and your hardship is not listed, please send an e-mail to [ejury@mad.uscourts.gov](mailto:ejury@mad.uscourts.gov) explaining this hardship.

- 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 of the questionnaire.
- 3) Persons who are essential to the **full time** care of aged or infirmed persons in their custody - You **MUST** provide a specific physicians letter stating that you are the full time care giver of a person in your custody.
- 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.
- 5) Any person having served FEDERAL court jury service in the past three years - You **MUST** provide a copy of your Certificate of Jury Service, a copy of your FEDERAL jury summons or indicate the date(s) served.
- 6) Volunteer safety personnel who serve without compensation as firefighters or members of a rescue squad or ambulance crew for a public agency - You **MUST** provide proof of your volunteer status.

**PLEASE READ THOROUGHLY BEFORE CONTACTING THE JURY OFFICE.**

**FREQUENTLY ASKED QUESTIONS:**

- \* **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 are required to call the automated telephone system on the date indicated to receive reporting instructions. Typically, you will only have to appear for one day of jury selection. If you are selected as a juror for a trial you will have to serve for the duration of that trial.
- \* **Does prior state court jury service excuse me from serving at the U.S. District Court? What if I have upcoming state court jury service?** *No.* Prior state court jury service does NOT excuse you from federal jury service **UNLESS YOU HAVE SERVED FIVE (5) DAYS OR MORE IN THE PAST THREE YEARS AND PROVIDE PROOF OF THIS SERVICE.** Federal court jury service takes precedence over state court jury service. Therefore, you are only required to complete your federal jury service. If you are currently summoned to both courts, please contact the Office of Jury Commissioner at 1-800-THE-JURY to be excused from your state court jury service.
- \* **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 covers all of eastern Massachusetts. The jury pool includes all of the following counties: Essex, Middlesex, Suffolk, Norfolk, Bristol, Plymouth, Barnstable, Dukes, and Nantucket.
- \* **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 upon calling the automated phone system. You WILL NOT receive notice by mail.

\*\*\*\*\*IMPORTANT INFORMATION\*\*\*\*\*

- Questionnaire:** Please complete and return the pink and white Juror Qualification Questionnaire to this office within **10 days by completing the questionnaire on line or by using the enclosed postage-paid envelope.** *You are still obligated to return the juror questionnaire regardless of requesting an excuse, disqualification, or postponement from jury service.*
- Automated Phone System:** To receive information regarding requests to be disqualified, deferred or excused, call 1-800-882-1249 between the hours of 9:00 a.m. and 4:00 p.m. approximately **ten business days prior to your summons date.** The automated system will prompt you to enter in your *nine digit participant* number, which is located on your jury summons. Do not discard your Summons for Jury Service under any circumstances.
- Personal Hardship/ Postponement Request:** If jury service will result in undue personal hardship you may request to be excused or postponed. Submit the Juror Qualification Questionnaire and a detailed letter or e-mail (ejury@mad.uscourts.gov) stating the reason(s) for your request within ten days. You are still obligated to call the court automated phone system for inquiries regarding your status as a prospective juror. Any request to be excused or postponed for a medical reason, requires a Physician's letter specifying the condition that prohibits you from serving. The letter should include your nine digit participant number. Full-time students should submit a copy of their student I.D. and class schedule when requesting a hardship.
- On Call Status:** As a prospective juror, you should expect to remain ON CALL for a period of up to 15 business days starting on your summons date. This **does not** mean that you appear for all 15 business days. You are required to call the jury automated phone system as instructed on your summons for jury service. You are only required to report for jury service if you are directed to do so upon calling the automated phone system. Typically, jury impanelments are completed in one day, however additional days may be necessary.
- Reporting Information:** The first day you report for jury service jurors can expect to be at the court from 8:00 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 \$50.00 per day and .58 cents per mile for travel expenses. You will be required to pay transportation and parking expenses out of pocket. The Court reimburses you for parking fees (with a receipt) and any toll charges incurred. The parking lots range from \$28.00 to \$38.00. **PLEASE TAKE NOTE OF THE NAME AND ADDRESS OF THE PARKING LOT.** All reimbursements are made by check and mailed to your address within seven days following your juror service. **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.

\*\*\*\*\*WEATHER POLICY\*\*\*\*\*

If Boston Public Schools are delayed or canceled due to adverse weather conditions, jury service will be canceled for that day. You would then be required to report the following day for jury service. If school is not in session, call 1-800-882-1249 as early as 5:45 a.m. for updated reporting instructions.