

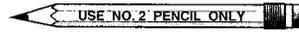


# United States District Court

JUROR ID \_\_\_\_\_

## Important Directions for Marking Answers & Signing This Form

Use A No. 2 Pencil



- Do not use ink or ballpoint
- Fill out form on hard surface
- Make heavy black marks that fill in the circle completely
- Erase any changes completely
- Make no stray marks
- Do not write in margins nor in official use only areas

Right  Wrong

FOR OFFICIAL USE

Jurors Please Do Not Write In This Space

Q

X

E

D

**TO:** If your name and permanent address are not correct, please make corrections here.

Provide Your Phone Number(s)				County You Now Live In	
Home		Work (Incl. extension)			
Area Code	Number	Area Code	Number & Ext.		

## JUROR QUALIFICATION QUESTIONNAIRE

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.

Fill In Completely Your Response To Each Question.

1. Are you a citizen of the United States? Yes  No

2. Are you 18 years of age or older? Yes  No   
Date of Birth: \_\_\_\_\_ Give your age \_\_\_\_\_  
Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

3. Has your primary residence for the past year been in this state? Yes  No

If "No", show under Remarks on reverse the names of other counties or states of primary residence during the past year and show dates. \_\_\_\_\_ in the same county? Yes  No

4. Do you read, write, speak and understand the English language? Yes  No

5. Are any charges now pending against you for a violation of state or federal law punishable by imprisonment for more than one year? Yes  No

6. Have you ever been convicted, either by your guilty or nolo contendere plea or by a court or jury trial, of a state or federal crime for which punishment could have been more than one year in prison? Yes  No

7. (If "Yes"), Were your civil rights restored? (If "Yes", explain on the reverse side) Yes  No

8. Do you have any physical or mental disability that would interfere with or prevent you from serving as a juror? (If "Yes", please see notes to Question 8 on reverse side.) Yes  No

### 9. EXEMPTIONS

Are you employed on a full time basis as a:  
Public official of the United States, state, or local government who is elected to public office or directly appointed by one elected to office Yes  No

Member of any governmental police or regular fire dept. (not including volunteer or non-governmental departments) Yes  No

Member in active service of the armed forces of the United States. Yes  No

### 10. RACE/ETHNICITY

a. To assist in ensuring that all people are represented on juries, please fill in completely one or more circles which describe you. (See note on reverse side.) Nothing disclosed will affect your selection for jury service.

Black/African American  Asian  American Indian/Alaska Native  White  Native Hawaiian/Pacific Islander  Other (specify) \_\_\_\_\_

11. SEX  
Male  Female

b. Are you Hispanic or Latino? Yes  No

12. OCCUPATION (See reverse side)  
Are you now employed? Yes  No

Are you a salaried employee of the U.S. gov't? Yes  No   
Your Usual Occupation, Trade, Or Business \_\_\_\_\_

Your Employer's Name \_\_\_\_\_

Business Or Employer's Address \_\_\_\_\_

13. EDUCATION — Show the extent of your education above grade school Yes No

High school/ GED equivalent

Trade/Vocational school

Above high school

14. Grounds For Requesting Excuse (see Notes to Question 14 on other side)

This section describes certain categories of persons who may be excused from service as a juror. If you are a person in one of these categories listed below and you wish to be excused, fill in completely the circle for the number of your category listed below here:

- 1  2
- 3  4
- 5  6
- 7  8
- 9  10

Or, if you wish to serve, do not show anything here. Persons showing a category of excuse which requires more information must give it on the other side under "Remarks".

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.

Social Security Number \_\_\_\_\_

Date \_\_\_\_\_

SIGN HERE

Signature line

FOR OFFICIAL USE

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

# 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 **must** answer every question, with a number 2 pencil, sign, date and **return the form in the enclosed postage-free envelope within ten days.**

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.

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

**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

\* Privacy Act Statement. Your social security number is requested on a voluntary basis under authority of sections 6041 and 6109 of the Internal Revenue Code. If you earn more than \$600 in compensation as a juror, the court must inform the Internal Revenue Service using your social security number, and it is helpful to get your number now. Failure to provide your social security number at this time will not disqualify you from serving as a juror, but it may delay jury service payments to which you become entitled.

## Remarks

Use the space below to complete any answers to the questionnaire which require more information or more space. Show the number(s) of questions to which you are further responding.

SAMPLE

## 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.

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

**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.

**Question 12 - OCCUPATION.** 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.

**Box Number 16 - YOUR SIGNATURE.** 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".



## **JUROR QUALIFICATION QUESTIONNAIRE INSTRUCTIONS**

Prior to being summoned, all prospective jurors are sent a "Juror Qualification Questionnaire". Please complete the Juror Qualification Questionnaire and return it to the Court within ten (10) days. A prepaid envelope has been provided for your convenience.

The Qualification Questionnaire forms are scanned electronically. If a form is not completely filled out the scanner is unable to "read" it and therefore rejects it. Every question must be answered using a number 2 pencil and the Questionnaire must be signed and dated. If you are requesting an excuse, please write a brief note on the back of the Questionnaire. Please do not attach anything to the form.

The following are instructions for answering each question on the Questionnaire form.

### Name & address

Fill in the "yes" circle if your name and address are correctly printed on the qualification form. If not correct, fill in "no" and make corrections in the same area on the form.

### Home, work telephone numbers

Occasionally, we may have questions about information you have provided on your Questionnaire. Without a telephone number, the form must be returned to you for completion.

### County you now live in

It is helpful to know which county you live in so that you can be placed in the appropriate jury "wheel".

### Question 1

You must be a natural born citizen or be a naturalized citizen of the United States of America to serve as a juror in federal court.

### Question 2

Please give the month, day, and year of your birth. You may be excused if you are over 70 years old and you **request** to be excused. If you are asking to be excused because you are over 70 years old, please indicate your age and the year of your birth and then fill in the number 1 circle under Question 15.

### Question 3

If you answered "no", that your primary residence was not in Florida for the last year, name the other states and counties of primary residence and give dates.

### Question 4

Are you able to read and write with enough proficiency to fill out this form? Can you speak and understand the English language?

### Questions 5 & 6

Are there pending charges against you at this time? Have you ever been convicted of a crime where you could have

been sentenced to one (1) year in jail? If you answer “yes” to either of these questions, please give more specific information regarding the offense and under “Remarks” on the back of the Questionnaire.

#### Question 7

Were your civil rights restored? That is, can you vote and hold public office? If you are unsure, please write that in the “Remarks” section on the back of the Questionnaire.

#### Question 8 (Health)

If you claim a mental or physical disability, please check “yes” and please explain under “Remarks” on the reverse side. Please make it clear that you are asking to be excused because of your health concern. 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 check “no” to this question.

#### Question 9 (Exemptions)

Are you employed on a full time basis as a public official, police officer, firefighter or are you a member of the armed forces of the United States of America?

#### Questions 10 & 11 (Race and gender)

Federal law requires you as a prospective juror to indicate your race. This answer is required solely to avoid discrimination in jury selection and has absolutely no bearing on qualifications for jury service. By answering these questions 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 have been randomly selected from a fair cross section of the community.

#### Question 12 (Occupation)

Federal law requires that you answer questions about your occupation so that the federal courts may determine whether you fall within an excuse or exemption category (see Questions 9 & 14).

#### Question 14 (Grounds for requesting excuse)

Although there are circles numbered 1 through 10, this court allows only four (4) possible categories of people who may be excused. These categories are: (1) Persons 70 years of age or older (2) Volunteer safety personnel (non compensated) (3) Persons who have served on a **federal** petit or grand jury within the last two (2) years (4) persons having responsibility for providing in-home care and custody of a child or children under the age of 10; or persons who are essential to the care of a aged or infirm persons. Serving in your county court is NOT a category of excuse. If you fall under one of these categories and wish to be excused you must fill in circles numbered 1, 2, or 3. If you fall under one of these categories and do not want to be excused, do not fill in any of the circles.

#### Question 16 (Signature, social security number, date)

Be sure you have signed the form. If you fail to sign the form, it will be returned to you for signature. If another person had to fill out the Questionnaire for you, that person must indicate his or her name, address, and reason why under “Remarks”.