Rev. 12/2019

DISTRICT COURT OF THE VIRGIN ISLANDS CLERK'S OFFICE



Glenda L. Lake, Esquire Clerk of Court www.vid.uscourts.gov

Pursuant to 28 U.S.C. § 1864, any person who fails to return a completed juror qualification form may be summoned to personally appear to complete the questionnaire at his/her own expense.

Instructions for Completing the Qualification Questionnaire

Completing the Questionnaire Online

To complete the questionnaire online, go to www.vid.uscourts.gov/jury-info and click on eJuror Login. Enter your 9-digit participant number, located to the right of your name on the juror questionnaire form. Follow the directions on each screen. Additional information regarding jury service can also be retrieved from the court's website.

IF YOU COMPLETE THE QUESTIONNAIRE ONLINE DO NOT RETURN THE PAPER VERSION

Completing the Enclosed Qualification Questionnaire Form

- Answer all questions.
- Fill in the circles completely. Do not use an "X" or any other marks.
- If you are requesting to be excused for any reason, please explain in the Remarks area on the front of the form.
- You are required to complete and return the form within 10 days.
- This is not a summons to serve as a juror at this time. You are completing a Qualification Questionnaire to determine your eligibility to serve as a juror on a future date.
- 1. When filling out the Juror Qualification Questionnaire, please follow the instructions on the questionnaire and answer all questions by placing your response in the appropriate spaces.
- 2. Please include a valid telephone number and email address if applicable.
- 3. Please make any name and/or address changes to the address section of the form. Strike through and print corrections clearly.
- 4. <u>Item# 5:</u> If you answered "Yes" to Question 5 whether you have charges pending against you please see instructions for "Question 5, 6 and 7 Criminal Record" on the back of the questionnaire.
- 5. <u>Item# 8:</u> If you answered "Yes" to Question 8 whether you have a physical or mental disability please see the instruction for "Question 8 Your Health" on the back of the questionnaire. In order to be excused from jury service for a health reason, you are required to provide a completed "Physician's Statement for Medical Excuse" form located on the court's website or by calling the Clerk's Office.
- 6. <u>Item# 10 11:</u> In order to avoid discrimination in juror selection, federal law requires that you, as a prospective juror, indicate your race. Please answer both Questions 10 and 11.
- 7. Item# 12 13: Federal law requires that you, as a prospective juror, state your occupation so that the Federal Courts may determine your eligibility within an excuse or exemption category.
 - Item# 15: Please sign the form and include the date.

Before Mailing

You are required to **sign and date the bottom of the form** or it will be returned to you. If another person completes the questionnaire for you, that person is required to indicate his or her name, address, and the reason why the form is being completed on your behalf in the Remarks section on the front of the form.

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