

## HOW TO CORRECTLY COMPLETE THE QUALIFICATION QUESTIONNAIRE FORM

1. Use ONLY Blue or Black Ink pen that does not bleed or smear.
2. Respond to ALL questions – by completely filling in the circle under the correct answer with pencil. Do NOT mark the circle with an ‘x’ or ‘✓’ mark – **regardless of whether the answer is a ‘yes’ or a ‘no’ response.**

CORRECT WAY TO FILL IN THE CIRCLE	●
INCORRECT WAY TO FILL IN THE CIRCLE	x
INCORRECT WAY TO FILL IN THE CIRCLE	✓

3. Review the name and address information. Draw a single line through any incorrect information and print any corrections in the block where the address and name are found. Change only incorrect information.
4. Be sure to indicate your Current County or residence in the appropriate block. **Please Do NOT list the COUNTRY of residence.**
5. Question #7 should ONLY be answered if you answer ‘YES’ to either question #5 or #6. If both questions #5 and #6 are ‘NO’ – do not respond to question #7.
6. When responding to question #14, (*Grounds for Requesting Excuse*), there are only two (2) grounds available. All others will be considered at the time a summons is issued. If either of the two categories listed under the circles apply to you – fill in the appropriate circle. Excuse requests based on health reasons of the prospective juror, should be responded to in Question #8 on the left of this form, with further explanation provided on the back as directed. Do NOT mark circle #8 in **this** section. Do NOT mark circle #3 through #10 in this section – they do not refer back to other questions on the form. Some federal courts have up to 10 categories for requesting excuse. *The Middle District of North Carolina has only 2 categories.*
7. Be sure to sign your name.
8. Indicate the date the form was completed and signed to the right of your signature in the appropriate space.
9. Mail the form back in the enclosed pre-addressed postage-paid envelope. If the business reply mail envelope is not available you should mail the completed form to:  
U.S. District Court  
Office of the Clerk  
324 W. Market Street  
Greensboro, NC 27401-2544  
Attn: JURY SECTION
10. If you currently permanently reside outside of the Middle District – you must submit proof of your permanent residence – by copy of your current valid driver license or other state or federal photo id. Utility bills, rental agreements, tax bills, paycheck stubs, etc. are not considered valid proof of permanent residence. If you not a U.S. Citizen, you must submit a copy of documentation such as your “Green Card” or resident alien status or non-citizen worker paperwork, so that your name can be removed as a potential juror for this federal court.