

FEDERAL JUROR QUALIFICATION QUESTIONNAIRES GENERAL INFORMATION & MOST FREQUENTLY ASKED QUESTIONS

The qualification questionnaire that you have received is the Federal Court's way of determining your qualification to serve on a federal jury in the future. Completion of the form is mandatory and required by federal statute, regardless of where you reside, your age, health or medical reasons, etc. Below are some of the more frequently asked questions and concerns that potential jurors have upon receipt of the questionnaire. More information about this Court can be found on the website, and by calling the toll-free number listed on the questionnaire.

Q. How did you get my name and why did I receive this form to complete?

A. Residents and former residents of any of the 24 counties of the Middle Judicial District of North Carolina, who are registered to vote or licensed to drive a motor vehicle are randomly pulled from those lists to fill the jury wheel for this court. Therefore, by a totally random selection process, your name has been added to the list. After the list is compiled, questionnaires are mailed on a regular basis to those individuals to complete for the court to determine if you are qualified to serve on a federal petit or grand jury.

Q. Is this form a summons and if so, when will I have to report?

A. The form is only a qualification questionnaire for the exclusive purpose of determining your qualification as a potential federal juror. It is NOT a summons. If it is determined that you meet the required qualifications, you most likely receive a summons in approximately 6 to 12 months. If it is determined that you are **dis**qualified, you will **not** be notified and will **not** receive a summons.

Q. Where will I have to report if I am determined to be a qualified potential juror?

A. The U.S. District Court for the Middle District of North Carolina has three (3) court locations. They are Durham, Greensboro, and Winston-Salem. Most court is held in either the Greensboro or the Winston-Salem locations and rarely in the Durham location. Since there are 24 counties of the Middle District, it is necessary for most jurors to report to a location/county/town other than the one in which they reside. In fact, individuals who reside in Greensboro may be summoned to appear in Winston-Salem and vice versa. Due to the fact that most jurors will be traveling more than a few miles, jurors receive a mileage stipend in addition to the \$40 per day attendance that is allotted for each day's attendance.

Q. What area does the Middle District cover?

A. The Middle District of North Carolina covers the center of the state, from the Virginia line down to the South Carolina line. It includes the following 24 counties: Alamance, Cabarrus, Caswell, Chatham, Davidson, Davie, Durham, Forsyth, Guilford, Hoke, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Rockingham, Rowan, Scotland, Stanly, Stokes, Surry, Yadkin.

Q. Do I need to fill out the form even if I don't live within the boundaries of the Middle District of North Carolina, or even if I have moved to another state or out of the country?

A. Yes. Completion of the form is mandatory and required by Federal Statute 28 U.S.C. ¶ 1864. Failure to complete the form may result in your being summoned at your own expense to appear before the Clerk to complete the form at this office.

Q. What will happen if I do not complete the form accurately or leave questions unanswered?

A. The form will be mailed back to you for correction or completion.

Q. What should I do if I have received the form for someone who is deceased?

A. Write 'DECEASED' across the page in a highly visible location. Attach a copy (not an original) of the death certificate to the form. Sign your name and date. Return the form in the enclosed envelope.

Q. What should I do if I have received the form for a child who is away at school/college or a spouse or other family member who is expected to be out of the state or out of the country for an extended period of time?

A. Complete the form for the individual, completely and accurately, sign the individual's name in the appropriate location and then sign your own name below. Then in the remarks section on the back of the form, explain why it was necessary for you to complete the form.

Q. What should I do if I have receive the form for a relative who is physically or mentally unable to complete the form at this time?

A. Complete the form for the individual, completely and accurately, sign the individual's name in the appropriate location and then sign your own name below. Then in the remarks section on the back of the form, explain why it was necessary for you to complete the form.

Q. Can I ask to be excused at this time?

A. There are only three categories of excuse which will be **considered** during the qualifying process - AGE, HEALTH, of the prospective juror, and VOLUNTEER PERSONNEL STATUS.

(1) HEALTH of the prospective juror only which should be properly addressed in **question #8**. Do NOT use question #14 to request excuse due to health. If you wish to be considered for **permanent** excuse, do NOT ask the court to contact your physician, instead, include written documentation in the form of a letter signed by your personal physician- not a prescription slip, etc. Handwritten letters that cannot be read or that are signed by a Nurse, Nurse Practitioner, Physician's Assistant or **anyone other than a Medical doctor will not** be considered. The letter should state specifically why you should be permanently excused from serving on jury duty. If your medical condition is of a temporary nature, you may wait until such time as you receive a summons to make such a request if it is still necessary.

The following categories are the only two categories provided for under question #14 (2) AGE – Individuals who are at least 70 years of age at the time of receipt of the questionnaire, may request consideration of excuse – but must still complete the form completely and accurately, providing information such as date of birth and age where requested on the form.

(3) VOLUNTEER EMERGENCY PERSONNEL who are CURRENTLY serving in that capacity must provide documentation as to the agency name and location which is being serviced.

No other categories are considered under question #14, therefor bubbles #3-10 under this question should NOT be filled in. All other requests, (i.e. hardship, family illness, distance or transportation, employment, etc.) should be made at the time you receive a summons in the future. Excused will not be considered by telephone and questionnaires and any accompanying documentation are archived for space, therefore will not be readily available to review when summons are issued.

Q. What should I do if my employer does not want me to leave work to serve as a juror?

A. You are protected by Federal Statute, Title 28 U.S.C. Section 1875, from being discharged, intimidated or coerced by your permanent employer because of your Federal Court jury service. Please refer your employer to the [Information for Employers](#) or contact the Jury Office for further assistance.