

UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF TEXAS
OFFICE OF THE CLERK

U. S. DISTRICT COURT - DALLAS
NORTHERN DISTRICT OF TEXAS
1100 COMMERCE ST, ROOM 1452
DALLAS, TX 75242



123456789

JANE BOND
1100 COMMERCE ST, # 1452
DALLAS, TX 75242

Your juror participant number is:

123456789

Questionnaire for Federal Jury Service

ACTION REQUIRED

This notice is provided by the United States District Court for the Northern District of Texas to inform you that you are required to complete a Federal Juror Qualification Questionnaire within ten (10) days of the date you receive the notice, regardless of your age, occupation, availability, physical health, or any other status. You may be ordered to appear in person at your own personal expense if you fail to timely complete a questionnaire.

Please note:

- You are not being asked to report for jury service at this time; you are only required to complete a qualification questionnaire to determine your eligibility to serve. Qualified jurors will be randomly selected as needed and sent a jury summons and instructions at a later date.
- The information you provide in your questionnaire is never shared or distributed outside the guidelines of the Jury Selection and Service Act, 28 U.S.C. § 1867(f).

Options for completion:

To respond to this notice, you may choose one of two options:

1. Complete your questionnaire online at <http://www.txnd.uscourts.gov>, or
2. Request a paper questionnaire by calling: 844-707-3817. At the prompt, press #1, and input your juror participant number: **123456789**.

U.S. District Court for the Northern District of Texas

1100 Commerce Street, Room 1452

Attn: Jury Clerk

Dallas, TX 75242

DallasJury@txnd.uscourts.gov

214-753-2280 or toll free 800-488-0903

Fax: 214-753-2279

To request a paper questionnaire: 844-707-3817

Instructions for Completing the Questionnaire Online

1. From a computer or mobile device, visit the court's website: <http://www.txnd.uscourts.gov>.
2. Select the Jurors tab in the main menu, then click on Juror Qualification Questionnaire link at the top of the page.
3. Enter your juror participant number: **123456789** and other required information.
 - Do not use your Internet browser "Back" and "Forward" buttons. Use the back and forth buttons at the bottom of the screen to navigate between pages.
 - If you experience a problem with the online session, you must close your web browser, then open a new web browser and log in again to restart.
 - Please provide your email address to enable the court to send confirmation of your submission. Check your email settings to ensure that the court's email messages (from DallasJury@txnd.uscourts.gov) are not directed to a spam or junk mail folder.

See reverse side for Frequently Asked Questions.

FREQUENTLY ASKED QUESTIONS

NOTE: You are not required to report at this time for jury service. Please complete the questionnaire. Due to the COVID-19 pandemic, the court will not resume jury trials until it is safe to do so. However, it is very important for you to complete and return this questionnaire promptly. Please visit the court's website for more information.

1. How was I selected to receive this notice?

Your name was randomly selected from a combined database of voter registration, driver license, and state identification card records that the court obtained from the State of Texas for citizens who live in the 100 counties served by the U.S. District Court for the Northern District of Texas.

2. What if the questionnaire was received in error?

If you received this form on behalf of someone who no longer resides at this address or who is deceased, please contact the Jury Office at one of the numbers listed on the reverse side of this page. If you are related to the person, you may also want to contact the Texas Department of Public Safety and/or the election office in your county to obtain information on how to update their records. Jury notices may be sent in error again if these records are not updated.

3. What should I do if I believe I am unable to serve due to mental or physical disability?

Provide an explanation to the court when completing your questionnaire at question #8. If you wish to submit supporting documentation, you may email or fax the information to the court.

4. What should I do if I wish to be excused from serving as a juror?

The only categories of persons who may be excused during this qualification phase are those who:

- are over 70 years of age;
- have served as a grand or petit juror in Federal Court within the past two years; or
- serve without compensation as a volunteer firefighter or member of a rescue squad or ambulance crew for a federal, state, or local government agency.

If one of these categories applies to you, indicate your desire to be excused at question #14.

5. What happens next?

The court will review your responses to the qualification questionnaire. If the court determines you are qualified, your name will be subject to random selection to receive a juror summons for approximately two years. If you are randomly selected to receive a summons, it will come by mail, approximately three to four weeks prior to your appearance date. The summons will include complete instructions, including directions about how to request to be excused due to a hardship or to postpone your jury service until a more convenient time. **You should not attempt to request to be excused or to postpone your service until and unless you receive a summons.** If, however, the court determines you are disqualified, or if you are granted an excuse for one of the limited reasons bulleted above, no further action is required of you. You will not receive a summons during the two year period in which the clerk draws names from the current jury wheel.

6. I remember filling out one of these questionnaires before, and I have a permanent exemption from jury service. Why am I receiving another notice?

The court must create a new jury wheel every two years using the approved source list of voter and driver records. Your name was selected randomly in compliance with federal law without regard to any exemptions that may apply to you. We appreciate your cooperation in completing the questionnaire again and returning it as directed in this notice.

7. Someone called me and said that I owe money because I did not report for jury duty. What should I do?

Do not ever attempt to pay someone who calls you and says they represent the court or the marshals service. The court never collects money from citizens over the telephone. Report any suspicious activity to the district clerk's office immediately. Although you could be fined for failure to comply with jury instructions, this would never occur without proper notice and an opportunity to be heard by the court.

**Trial by jury is a keystone of our system of justice.
Jury service is both a privilege and responsibility of every American.**

Court personnel will be happy to assist you as you fulfill your responsibility. In addition to the contact information provided in this notice, you may reach court personnel via the "Email Us" link found at the top right of the court website home page. We look forward to serving you, and we welcome your feedback and questions.