

REQUEST FOR A DEFERRAL FROM JURY DUTY - HARDSHIP

Requests to be deferred from Federal Jury Service are considered **only once you have been summoned**. Requests for hardship deferral are only considered until your Qualification Questionnaire form is filled out or processed electronically through E-juror.

FOR JUROR/PROSPECTIVE JUROR: _____

(Required)

9-DIGIT BARCODE PARTICIPANT NUMBER: _____

This request may only be in response to a SUMMONS. Date your service begins: _____

EXPLANATION OF DEFERRAL PROCESS AND CRITERIA

In general, requests for consideration for hardship reasons are treated as requests for deferral and are not a permanent excuse from jury service. We realize that you have busy lives and jury service requires a time commitment. Therefore, we try to accommodate vacation, work, and school conflicts by rescheduling jury service to another date. By requesting a deferral, you are only postponing the date when you will serve. Your name will be placed back in the qualified wheel, and you may be summoned at a later date. Requests for successive deferrals are rarely granted.

To make a deferral request, you may write a letter or use this form to explain the reason why you wish to be deferred. Please provide specific dates that you cannot serve and dates that you can serve. In addition to a letter or this form, you must also submit the summons you received and supporting documentation as indicated below.

CHECK THE CATEGORY WHICH CORRESPONDS TO YOUR REASON:

- Planned Vacation** - a copy of airline or hotel reservations, trip itinerary, or similar proof of a confirmed vacation must be mailed with your summons and written request in a letter or using this form immediately to: **U.S. District Court, 401 W. Trade Street Charlotte, NC 28202 Attn: Jury Clerk**
- School** -(in-district and out-of-district) a current copy of your academic schedule which includes your name, dates and times of classes must be mailed with your summons and a written request in a letter or using this form immediately to: **U.S. District Court, 401 W. Trade Street, Charlotte, NC 28202 Attn: Jury Clerk**
- Work Related** - a written request from you the juror (**not your employer**), using this form or in a letter and mailed with your summons immediately to: **U.S. District Court, 401 W. Trade Street; Charlotte NC 28202 Attn: Jury Clerk**
- Miscellaneous or Other** - (e.g. temporary medical reason, etc.) Note: child care and transportation requests are not often granted, but your request will be considered on a case by case basis. Write your request on the back of this form or in a letter and mail with your summons immediately to: **U.S. District Court, 401 W. Trade Street; Charlotte, NC 28202 Attn: Jury Clerk**

Deferral requests cannot be accepted on the date you are scheduled to appear for jury duty. You should mail this form or a letter with the appropriate documentation as soon as possible.

Explain your request as briefly but as detailed on the reverse side of this form. Be sure to include WHY you need to be deferred,

DAYS/DATES you need to be deferred and WHEN YOU WILL BE ABLE TO SERVE in the future:

Signature

Printed Name
(Signature, Printed Name and Date required.)

Date

