

Juror Qualification Questionnaire FAQs

Can I complete this form online?

Yes, questionnaires received after January 1, 2011 may be completed online via [e-JUROR](#)

Please note: If you complete the form online, you do not need to complete and return the paper copy.

What if I refuse to return the questionnaire?

Pursuant to 28 U.S. Code Section 1864, the questionnaire will be returned to you once with further instructions to complete and return the form. If you still refuse to complete the form, you may be summoned to appear in person and at your own expense to complete the form. If you refuse the summons, an order to show cause as to why you should not be held in contempt may be issued. Any person who fails to appear pursuant to such order or who fails to show good cause for not completing the questionnaire may be fined not more than \$100.00 and/or held in jail for three (3) days. Any person who willfully makes false statements to avoid or secure service may also be fined or jailed in likewise terms.

How will my personal information be safeguarded?

All paper questionnaires are maintained in a secured location.

Electronic records created by the court in relation to jury functions are used only by the court and are not shared with any other agency or government entity. Access to such records is restricted to the Clerk of Court, the Chief Deputy, and the Jury Clerk. These electronic records are password protected along with other computer security measures.

Who sees my personal information?

Only the jury clerk and the judge(s). On rare occasion, after a special showing of need to the presiding judge, the attorneys in a particular case may be allowed to review the questionnaires of jurors appearing for that trial. In that event, the attorneys are required to review the questionnaires in the presence of either the presiding judge or the jury clerk. No one can copy any information and the questionnaires are not allowed to leave the room.

What if my name or address is different from what is shown on the printed questionnaire?

Write in your correct address next to the old address. Updates will be made upon receipt of your returned questionnaire.

If you complete the questionnaire online, you may make any name or address changes during the online process.

Why do I need to answer the questions about race and gender?

This question is required solely to avoid discrimination in juror selection and has no influence on qualification for jury service. By answering these questions, you help the federal court check and observe the juror selection

process so that discrimination cannot occur.

What if I have received the questionnaire or summons for someone who is deceased or otherwise unable to complete the form themselves?

If you receive this questionnaire on behalf of someone who is deceased, simply make a note on the reverse side stating the date of death, your name, and your relationship to the deceased. You may enclose a copy of the death certificate if you have one. Since we only take names from voter registration lists, you may wish to contact the voter registration office in the last county of residence for the decedent to make sure that their name is removed from the voter registration list.

If you receive this questionnaire on behalf of someone who is, for some other reason, unable to complete the form for themselves, you may make an explanation on the reverse. Again, please state your name and your relationship to the intended recipient.

You may also address these situations online via [e-JUROR](#).

What if I receive the questionnaire for someone who is a student or who is expected to be away from North Carolina for some extended time?

You may return the questionnaire with a statement on the back as to the nature of the absence, your name, and your relation to the intended recipient of the questionnaire.

Either online or in paper form, submit a written explanation of the situation. If the person is a student, give the dates and name of the school where they are enrolled.

Does the questionnaire mean that I must report for jury service now?

No, the questionnaire is simply a screening tool. You will receive a summons stating a specific reporting time, date, and location if you are called for jury duty.

Can I ask to be excused now?

The only excuses that will be considered at the questionnaire stage are those related to questions 8, and 14. Excuses regarding question 14(2) will be handled on an individual basis if and when a person is summoned for jury duty. Regarding question 8, if you are asking for an excuse or postponement of service for less than six months, a doctor's note is not needed. Simply explain your situation in the remarks section in your own words. Give enough detail so that the judge or clerk can make a reasonably informed decision. For example, a simple statement such as "back pain" will not be sufficient. We can accommodate that type of problem by allowing jurors to bring pillows for sitting or by seating such jurors on the back row so that they may stand or stretch as needed.

If you are asking to be excused or postponed for a period longer than six months, a doctor's note will be needed. If your condition is long-term or chronic, the doctor's letter should state this fact. Letters which leave the excuse period non- defined or ill-defined will result in your name being subject to recall after six months.

Do I need to complete the form even if I no longer live in the Western District of North Carolina?

Yes, completion of the form is mandatory pursuant to 28 U.S. Code Section 1864. Failure to complete the form may result in your being summoned to appear (at your own expense) in person to complete the form in the Clerk's office. Completion and return of the form ensure that we can document why we remove someone's name from the database.

What if I am confused by questions 5-7?

If you answer no to question 6, leave question 7 blank. If you answer yes to questions 6, then you will need to answer question 7.

Where do I send the completed questionnaire?

Return the completed questionnaire in the enclosed, postage-paid envelope. If you have lost the reply envelope or did not receive one, mail the questionnaire to:

Office of the Clerk
U.S. District Court
Attn: Jury Administrator
401 West Trade Street
Charlotte, N.C. 28202

What if I have lost my questionnaire?

You may call 704-350-7415 to request another copy. If you do not get an answer, please leave a message with your full name, your mailing address, and a return phone number.