

United States District Court, District of Minnesota
Chief Judge Patrick J. Schiltz
Kate M. Fogarty, Clerk of Court



Name
Address
City, State Zip
«Participant»
Participant Number:

Dear Name:

Your name was randomly selected from a combined list of registered voters and licensed drivers for potential federal jury service in the United States District Court, District of Minnesota. **You are NOT being summoned for jury duty at this time.** This notice is to obtain information in accordance with 28 U.S.C. §1864 which will determine your eligibility to serve on a federal jury in the future.

Completion of the **Juror Qualification Questionnaire** is **REQUIRED** by federal law. To qualify jurors in a timely manner, we ask that you complete the Juror Qualification Questionnaire electronically through the eJuror tool on our website **within 10 days of receiving this letter.** Follow the instructions below to complete the required form.

If computer access is not available to you, you can choose to complete a paper form. **DO NOT** call the jury office to request a paper form. Paper Questionnaires will be **AUTOMATICALLY** mailed to anyone who does not complete the form electronically within 10 weeks. Please mail the completed questionnaire back **within 10 days of receipt.**

Please refer to the list of frequently asked questions on the reverse side of this letter prior to calling the court. Thank you. Your cooperation and participation in this important process is appreciated.

Sincerely,
Kate M. Fogarty, Clerk of Court

ON-LINE STEPS TO ACCESS eJUROR

STEP 1: Visit the website www.mnd.uscourts.gov or (bit.ly) to skip to step 4.

STEP 2: Click the Jurors tab at the top of the page.

STEP 3: Click the eJuror link from the dropdown menu.

STEP 4: Enter the login information requested.

STEP 5: Follow the screen prompts and answer each question.



FREQUENTLY ASKED QUESTIONS

EVERYONE who receives a Juror Qualification Questionnaire is **REQUIRED** to complete the form. The questionnaire may be completed online or via the mailed paper form. **IF YOU ARE UNABLE TO COMPLETE THE FORM, SOMEONE ELSE CAN COMPLETE IT ON YOUR BEHALF.** If completing on someone's behalf, the person must provide his or her name, address, and the reason why the recipient is unable to complete the form in the "Remarks" section in eJuror or the paper questionnaire.

This is **NOT** a summons to report for jury service. The purpose of the Juror Qualification Questionnaire is to determine if you are qualified to serve as a juror. If qualified, you may be randomly selected and mailed a summons to serve between September 2023 and August 2025.

1. What if I am unable to log into eJuror?

Make sure you have accessed the United States District Court for the District of Minnesota at www.mnd.uscourts.gov, click on the "Jurors" tab at the top of the page and select eJuror. If you have been locked out, close your web browser completely, reopen, and re-enter your login information. Alternatively, you can access eJuror via bit.ly.

If you are still unable to log into eJuror, you will automatically receive a paper copy of the questionnaire within 10 weeks.

2. How can I request to be excused?

At this time, you may **ONLY** be excused for these four reasons:

- Persons over 70 years of age.
- Persons who served as a Grand or Petit Juror in the last two (2) years.
- Persons having primary care and custody of a child or children under 10 years of age whose health and/or safety would be jeopardized by the absence of the prospective juror; or persons who are essential to the care of aged or infirm persons.
- Persons who serve without compensation as a volunteer firefighter, or member of a rescue squad or ambulance crew for a federal, state, or local government agency.

When requesting to be excused for one of the four reasons above, login to eJuror and select the appropriate option under "Grounds for Requesting an Excuse". **EXCUSE REQUESTS ARE NOT ACCEPTED BY PHONE.**

If you feel you need to be excused for any other reason, you may notify us if you are summoned.

3. What if I have a medical excuse request?

A medical excuse request will only be approved for **long-term** and **permanent** medical conditions. If you answer "Yes" to the "Medical" question, please explain your long term or permanent medical condition in the "Remarks" section. **A doctor's note is not required.**

Temporary medical conditions will only be reviewed if you receive a summons to report to the courthouse.

4. What if I am over 70 and requesting to be excused?

You must still complete the questionnaire and ask to be excused. In eJuror, select option "Excused over 70."

5. What if I have previously served on a jury?

If you have served on a jury in either state or federal court in the past two (2) years, you may ask to be excused. In eJuror, please select “Jury Service W/N 2 years” under “Grounds for Requesting an Excuse.”

6. What if I have a name or address change?

In eJuror, update your name or address on the appropriate screen. If you have moved to another state, please select “None of the above” for your county, which is located under the letter “N.”

You must wait for the Jury Administrators to process your changes before you will be able to complete the questionnaire. Once your address change has been accepted, you will be able to log back into eJuror and complete the questionnaire. Please note that it may take up to **5 business days** to process a name or address change

7. What if I receive a questionnaire for someone who does not live at this address?

Draw a line through the address printed on the envelope, write “Undeliverable” and put it back in the mail.

8. What if the recipient is not a United States Citizen?

The recipient must complete the questionnaire. In eJuror, please answer “No” to the question “Are you a citizen of the United States.”

9. What if I have a prior conviction and I do not know if my right to serve on a jury has been restored?

It is your responsibility to determine whether your right to serve on a jury has been restored. If your rights have been restored, please send documentation to prove your status. Unfortunately, without proof of restoration, you will be disqualified from jury service.

We are only considering the four (4) excuse requests at this time. All other requests will be reviewed if you receive a summons to report to the courthouse.

Unfortunately, we are unable to contact each person individually regarding their status at this stage. For additional information regarding the jury service process, please visit our website at www.mnd.uscourts.gov under the “Jurors” tab.