



UNITED STATES  
DISTRICT COURT  
DISTRICT OF MINNESOTA

Chief Judge Patrick J. Schiltz  
Kate M. Fogarty, Clerk

Date

**You have been Summoned to Jury Service for the United States District Court for a period of two months in the city of [City]. You are only on-call at this time but must complete the summons now as instructed below.**

**Your on-call jury service is [Month] & [Month], 2023.**

**Do I need to report or call every day for two months?**

You do **NOT** need to report for jury duty or call until you receive either a **Notice to Report** in the mail or notification from the Jury Office.

**How will I know when to report for jury service?**

If you are selected, you will receive a **Notice to Report** in the mail approximately two weeks prior to your reporting date. The **Notice to Report** provides you with specific instructions regarding the date, time, and location of your service. The notice will also include directions, payment, parking, and hotel information.

**How do I complete my summons?**

Complete the summons the same method as when completing the Juror Qualification Questionnaire either online using eJuror or completing the **Jury Information Form** at the bottom of your summons. **You do not need to do both.**

**EASY ONLINE STEPS TO ACCESS eJUROR**

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

**STEP 2:** Click the Jurors link on 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.

**Please read the following information completely and carefully.  
We encourage you to keep this correspondence for future reference.**

## Jury Service Information

### How can I be excused or postpone my jury service?

Requests for excusal, partial excuse, or postponement:

1. May only be submitted by the person summoned (*not an employer, friend, or family member*).
2. Will **NOT** be reviewed until the Summons is complete.
3. Must be submitted in writing by email or mail AFTER you complete the summons
4. Must be submitted **before** you receive a Notice to Report.
5. All requests are reviewed on a case-by-case basis.

You will receive notification on the status of your request.

**Online requests:** Complete your summons using eJuror. Once your summons is complete, the “request” options will be made available.

**Paper requests:** Complete the paper summons and include a detailed letter or use the enclosed “Request Form” to explain your request.

### Why are jurors excused from service?

The Jury Clerk may excuse jury service for the following 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.

**IMPORTANT:** If you feel you need to be excused for a reason other than those listed above, you must report for service on your reporting date and ask the judge to be excused during jury selection.

### Why are jurors postponed from service?

Upon request, the Jury Clerk may grant postponement of jury service for the following reasons:

- Persons with temporary medical condition that prevents them from serving (*must submit a letter from your doctor*)
- Persons who are enrolled as a full-time student (*must submit an unofficial copy of your transcript*)
- Business Essential
- People living out of state for part of the year
- Expecting or New Parents
- Farmers
- Persons with other extenuating circumstances

### Why are jurors partially excused from service?

Upon request, the Jury Clerk may grant a partial excuse of jury service for the following reasons:

- Dates that cannot be rescheduled during your on-call service term
- Vacations/Trips
- Appointments

**IMPORTANT: Please keep the Jury Clerk informed of any changes in your availability.**

**How do I contact the Jury Office?**

United States Courthouse

(612) 664-5100 or 1-800-569-7653