

# QUALIFICATION QUESTIONNAIRE FEDERAL JURY SERVICE



*Pursuant to the Jury Selection and Service Act of 1968,  
citizens of New Hampshire may have their names drawn by random selection  
for jury service in the United States District Court  
for the District of New Hampshire.*

*Jury duty is an obligation, but it is also an opportunity to become a fundamental  
participant in the duty we all share as citizens of the United States.*

Following each presidential election, a pool of about 25,000 is selected for consideration for service at the court. These prospective jurors will remain a part of a master jury wheel of citizens who may be used sometime during the next four years. **Jurors who receive a questionnaire have not been summoned for jury duty.** However, you ARE required by law to complete and return a questionnaire within 10 days should you receive one.

All of the instructions you need to complete the questionnaire are contained on the questionnaire itself. More information regarding the United States District Court and jury duty can be found at the following website:

[www.nhd.uscourts.gov/jp/jp\\_index.asp](http://www.nhd.uscourts.gov/jp/jp_index.asp)

## **What to do if you receive a questionnaire:**

Please fully complete the form. It is helpful if you **read the instructions on BOTH SIDES of the form and read through the entire form BEFORE you begin to fill it out.** Incomplete forms, or forms not properly coded, will be returned to you until this can be accomplished.

Please make time to fill out the questionnaire and return it promptly to the court. Some jurors fail to respond within the required time frame, but inattention to this important matter will only result in your being ordered to report to the court in Concord for completion of this form in person before an officer of the court for which you cannot be compensated. Due to privacy rights and protection of juror information, all communication of any kind must be directly with the juror.

⇒ Please follow the coding instructions indicated on the form *carefully*. Please complete the form with a **# 2 pencil only**.

⇒ Please do ***NOT*** attach anything to this form. Attachments as required may be included in the return envelope, but not clipped or stapled to the form.

⇒ Please be careful to answer ***ALL*** questions.

⇒ Please remember to sign the form.

⇒ Please notify the court with change of address or contact information.

*Since you have NOT been summoned as a juror, requests for personal hardship and/or business matters do not affect your “qualification” as a juror at this time. These matters will be evaluated IF you receive a summons to appear as a grand or petit juror sometime in the future.*

### ***Exemptions and Excuses:***

Only certain exemptions/excuses will be evaluated by the court at this time with a written request as outlined below. The following is information on the qualification questions jurors ask about most frequently.

***Question #1 - CITIZENSHIP:*** If you are ***not*** a citizen, please provide a photocopy of your green card.

***Question #3 - NON-RESIDENT:*** If you have relocated ***outside*** the State of New Hampshire, please provide a copy of your new voter registration form. Your service will not be affected by the county in which you reside or expected relocations within New Hampshire.

***Question #5/6/7 - CONVICTED FELON:*** If you are a felon who has ***not*** had your civil rights restored, please provide a photocopy of your sentencing documents.

***Question #8 - MEDICAL:*** If you are ***permanently*** disabled or ***permanently*** medically incapable of performing jury duty, please provide a copy of your Social Security classification and/or physician’s written narrative defining the nature of your illness that precludes your jury service. **If you are employed, you will generally *NOT* receive a medical excuse absent extreme circumstances clearly outlined by your doctor.**

***Question #9 - EXEMPTIONS:*** If you think you qualify under this category, please provide a statement from your employer as to your current full-time occupation or military status.

**Question #14 - GROUNDS FOR REQUESTING EXCUSE:**

*There are only 3 categories of excuses considered by the court if you wish to be excused under this section of questions. Please do **NOT** add categories to the remaining empty circles 4 - 10 as they will not be considered.*

**Circle #1 - AGE 70.** Although we would still welcome your service, if you are **now** age 70, jury duty is optional. Please fill in circle #1 and provide a *legible* photocopy of your birth certificate or driver's/non-driver's license.

**Circle #2 - PRIOR JURY DUTY.** If you have served as a grand or petit juror in any court within the last 2 years, please fill in circle #2 and contact the court where you served and obtain a copy of your attendance record for this court.

**Circle #3 - VOLUNTEER SAFETY PERSONNEL.** Please fill in circle #3 and provide a copy of your work release authority from your employer who allows you to participate as a member of a volunteer firefighter or rescue/ambulance crew **AND** a confirmation of your volunteer description from your volunteer coordinator.

If after reading the questionnaire, pamphlet and/or visiting our website at [www.nhd.uscourts.gov](http://www.nhd.uscourts.gov) you still have questions, you may contact the jury office any weekday from 2:00 pm - 4:00 pm at 1-800-776-0320, and select **option 5 ONLY**.

**PLEASE DO NOT DELAY COMPLETING AND RETURNING YOUR QUESTIONNAIRE WHILE WAITING FOR A RETURN PHONE CALL.** With over 10,000 potential jurors receiving questionnaires, and only 1 full-time jury contact, return calls will be prioritized and returned as staffing time allows. This may prove frustrating at times, but you are asked to deal with our staff courteously and respectfully at all times.

***Thank You for Your Cooperation!***