



UNITED STATES DISTRICT COURT

District of New Hampshire
Warren B. Rudman US Courthouse
55 Pleasant St., Room 110
Concord, NH 03301-1394



eJUROR QUALIFICATION QUESTIONNAIRE

PLEASE READ CAREFULLY


Your name has been drawn by random selection for consideration to serve as a federal juror in the United States District Court for the District of New Hampshire.

Pursuant to federal law, you are required to complete a Qualification Questionnaire by the date noted on the form. Please submit your answers on-line using our electronic jury system known as **eJUROR** (instructions in box below), which will allow you to complete your Qualification Questionnaire in a user-friendly environment by following individual screen prompts.

Please note that this is not a notice to serve as a juror at this time. You are only completing a Qualification Questionnaire to determine your eligibility to serve as a juror on a future date. At this time, persons may only request to be excused from future potential service if (1) you are age 70 or older; (2) you have served on a grand or petit jury in state or federal court within 2 years of the date you submit your Qualification Questionnaire, or (3) you are volunteer safety personnel who serve without compensation as a firefighter or member of a rescue squad or ambulance crew for a public agency. Even if you are eligible to request an excuse, you must still complete the **eJUROR** Qualification Questionnaire, which includes answer fields that will allow you to indicate that you are eligible to be excused from future jury service. Please do not telephone the court or send letters requesting to be excused in lieu of completing the Qualification Questionnaire as such excuse requests will not be processed.

Trial by jury is a keystone of our system of justice and is therefore both an opportunity and an obligation of every American citizen. While the completion of the Qualification Questionnaire is required by law, it should only take a short period of time and the court appreciates your cooperation.

EASY ON-LINE STEPS TO ACCESS eJUROR

- STEP 1:** Visit the website www.nhd.uscourts.gov.
- STEP 2:** Click the **eJuror** icon on the top left of the screen 
- STEP 3:** Enter your 9-digit participant number located directly below your name and address.
- STEP 4:** Follow the screen prompts and answer each question.

eJUROR TIPS

Navigating through eJUROR

The following are a few tips on how to quickly and successfully navigate **eJUROR**.

1. Please read each screen thoroughly before you start filling in the answer fields, making sure to enter answers into every field that is marked by a **red asterisk (*)**.
2. **Once you complete the Login Page, DO NOT use the browser back and forward buttons.** You will receive this important warning on each screen, but out of habit may be tempted to use the back and forward buttons. The selection of either of these buttons will eject you from the **eJUROR screens**, and you will be unable to return to the login screen for at least twenty (20) minutes. Please use only the buttons offered on the bottom of the screen you are completing.
3. If you wish to contact the court regarding **eJUROR** questions while you are in the process of completing the form, you may use the **Jury Administration Contact Information** located at the bottom of this page or select the **“Contact Us”** option available on each **eJUROR** screen.

FREQUENTLY ASKED QUESTIONS

How do I know that eJUROR is secure?

The court follows current best practices for database and server security, maintained by highly-skilled Information Technology court staff, and supported by a dedicated national network security group.

Who will see the information I provide to the court?

The Qualification Questionnaire you are completing is used only by court staff to determine your eligibility to serve as a juror sometime in the future. Except by judicial order for extraordinary circumstances, only court staff will be able to review the information you provide to the federal court.

How will I know if my Qualification Questionnaire is received by the court?

The last page of the **eJUROR** process is called a confirmation page. Reviewing this page is important for two reasons: (1) it allows you to review your final answers and make edits on those you wish to alter or amend; and (2) once you have submitted this page, you will receive verification that you have successfully completed the **eJUROR** process. **If you do not receive this verification, the court will not receive your Qualification Questionnaire**, which will result in you being summoned to report to the Rudman Courthouse in Concord to complete of the questionnaire.

What if I don't have a computer?

The court understands that not all prospective jurors have access to a computer. You may wish to use your local library's public computer terminals to access the **eJUROR** system. The court also makes computers available to the public if it is convenient for you to visit us at our Concord location listed below. However, if none of these options are available to you, and you require a paper copy of the questionnaire, please call **1-855-333-2052**. Please leave a voice message with your name and your 9-digit participant number located below your name and address above. A paper Qualification Questionnaire will be sent to you as soon as practicable.

OTHER INFORMATION

JURY ADMINISTRATION CONTACT INFORMATION: U.S. District Court Jury Office, 55 Pleasant Street, Room 110, Concord, NH. 03301-9896. **Toll Free Line: 1-855-333-2052** or email ejuror@nhd.uscourts.gov.