

United States District Court

Dear Prospective Juror:

Your name has been drawn by random selection, and you are being considered for jury service in the United States District Court. Trial by jury is a keystone of our system of justice. Jury service is, therefore, both an opportunity and an obligation of every American. Jurors will receive mileage and, unless they are federal government employees, an attendance fee for each day of service.

In order for us to obtain some information about you from which we can objectively determine whether you are qualified to serve pursuant to federal law, please complete the questionnaire on the reverse side of this form. You **must** answer every question, sign, date and **return the form in the enclosed envelope within ten days.**

If you are unable to fill out this form, someone else may do it for you provided that person indicates in the "Remarks" section why it was necessary for him or her to do so instead of you.

If you do not return this questionnaire form, fully completed, within ten days you are liable to be summoned to report at your expense for completion of the questionnaire at this office.

Do not attach anything to this form. Please write your comments on the "Remarks" section. **Do not ask to be excused by telephone.**

If your address changes after you have returned this questionnaire, please notify us promptly by letter or post card, addressing it to "Attention: Jury Administrator".

Clerk, United States District Court

Remarks

Use the space below to complete any answers to the questionnaire which require more information or more space. Show the number(s) of questions to which you are further responding.

NOTES REGARDING THE QUALIFICATION FORM

Question 3 - RESIDENCE. If you answered "No", that your primary residence was not in the same state or county for the past year, name the other states and counties of primary residence, and give dates.

Question 5 and 6 - CRIMINAL RECORD. If your answer to either question 5 or 6 is "Yes", please show under "Remarks": (a) date of the offense, (b) date of the conviction (or date of pending charge), (c) nature of the offense, (d) the sentence imposed (if a conviction), and (e) the name of the court. One is disqualified from jury service only for criminal offenses punishable by imprisonment for more than one year, but it is the maximum penalty, and not the actual sentence, which controls.

NOTE - Answer Question 7 only if your answer to Question 6 is "Yes."

Question 8 - YOUR HEALTH. If you claim a mental or physical disability, please explain and/or enclose proof of it in a separate document. **Do not attach anything to the form.**

NOTE - Do not ask the court to call your doctor. Any doctor's statement you obtain regarding your physical condition must be sent to the court by you rather than by the doctor.

Qualified individuals with disabilities have the same opportunity and obligation to serve as jurors as individuals without disabilities. If you have a disability that would affect, but not prevent, your serving as a juror, please advise and explain under "Remarks" or by enclosing a separate unattached letter.

Question 11 - RACE. Federal law requires you as a prospective juror to indicate your race. This answer is required solely to avoid discrimination in juror selection and has absolutely no bearing on qualifications for jury service. By answering this question you help the federal court check and observe the juror selection process so that discrimination cannot occur. In this way, the federal court can fulfill the policy of the United States, which is to provide jurors who are randomly selected from a fair cross section of the community.

Question 13 - OCCUPATION. Federal law requires that you answer the questions about your occupation so that the Federal Courts may determine promptly whether you fall within an excuse or exemption category (See Questions 9 and 14).

Question 14 - GROUNDS FOR EXCUSE. If one of the categories listed in Question 14 applies to you and you wish to be excused for that reason, fill in completely the circle for your category at Question 14. Please make sure you also give, under "Remarks", such information as may be requested within the excuse category. You may still be qualified to serve if the court determines upon review that you appear to be eligible for service. Other persons may be excused only by showing jury service would cause them undue hardship or extreme inconvenience.

Box Number 15 - YOUR SIGNATURE. Be sure you have signed the form. If another person had to fill out this questionnaire for you, that person must indicate his or her name, address and reason why under "Remarks".



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ALABAMA
113 SAINT JOSEPH STREET
MOBILE, AL 36602



OFFICIAL NOTICE – PLEASE READ CAREFULLY

FEDERAL JURY QUALIFICATION

Important Note: This is *not* a notice to serve as a juror at this time. The purpose of a Juror Qualification Questionnaire is to determine if you are qualified to serve as a federal juror in the United States District Court for the Southern District of Alabama.

Your name has been randomly selected for consideration to serve as a federal juror in the United States District Court for the Southern District of Alabama.

Pursuant to federal law, you are required to complete a Juror Qualification Questionnaire **within ten (10) days of receipt of this notice**. Failure to complete the questionnaire within the designated time frame may result in the issuance of a summons requiring you to report, at your expense, to this court.

Please complete the questionnaire online through our electronic jury system, eJUROR (easy steps to access and navigate eJUROR are provided on the reverse side of this notice). eJUROR provides a safe and secure method to complete the questionnaire by following a series of on-screen prompts. Alternatively, you may complete the enclosed Juror Qualification Questionnaire and return it to the court in the envelope provided. If you complete the questionnaire online, you do not need to return the enclosed paper copy.

Do not telephone the court or send letters requesting to be excused in lieu of completing the questionnaire as such excuse requests will not be processed. However, you may attach a physician's statement regarding any medical condition that would affect your ability to serve as a juror if called to serve. Please return any documents in the provided envelope and be sure to include your full name and Participant Number (found above your name on the front of the enclosed questionnaire) on any attachments.

Trial by jury is guaranteed by the United States Constitution and as such serves as a keystone to our system of justice. Jury service is both a privilege and an obligation of every American citizen. The completion of the questionnaire is required by law and should only take a short period of your time. The court greatly appreciates your cooperation. Please read the reverse side of this notice for detailed instructions on how to complete this questionnaire online.

Charles R. Diard, Jr.
Clerk of Court

EASY STEPS TO ACCESS & NAVIGATE OUR ELECTRONIC JURY SYSTEM

STEP 1: Type www.alsd.uscourts.gov into your web browser address bar or scan the QR code at the bottom of this page.

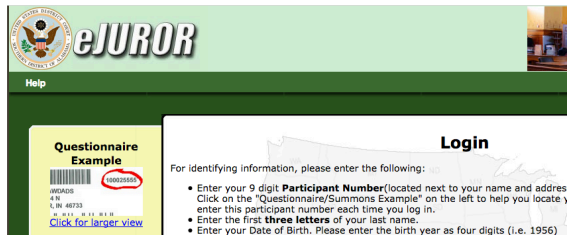


NOTICE: DO NOT type “eJUROR” into your search box. To access the Southern District of Alabama (SDAL) eJUROR webpage, please visit the site listed above.

STEP 2: When you arrive on our website, click eJUROR.

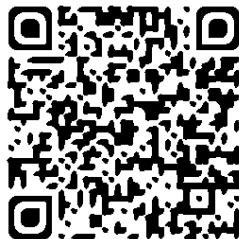


STEP 3: When you arrive at the SDAL eJUROR login page, enter your participant information. Your 9-digit participant number is located above your name and address on the front of the enclosed Juror Qualification Questionnaire. You will also be required to enter part of your last name and your date of birth for authentication.



STEP 4: Once you login to eJUROR, DO NOT use the BACK or FORWARD buttons on your browser. The use of either of these buttons, or 20 minutes of inactivity, will eject you from the eJUROR screens, and you will be unable to return to the login screen for 24 hours. Please use only the “Back” or “Finish” buttons offered on the *bottom* of the screen that you are completing.

STEP 5: Once you complete the questionnaire, you will have one final opportunity to review your answers and make any necessary edits. When finished, click the “Confirm” button to successfully submit your questionnaire.



eJUROR Website

NOTICE

Regarding the Question: Do you read, write, speak and understand the English language?

If you are able to complete the form using your ability to read, write, and understand the English language, you are qualified to serve as a juror.

If you are unable to fill out the form, someone else may do it for you provided that person indicates in the “Remarks” section why it was necessary for him or her to do so instead of you.

Si usted es capaz de llenar el formulario usando su habilidad de leer, escribir y entender el idioma inglés, usted reúne los requisitos para servir como miembro del jurado.

Si usted no es capaz de completar el formulario, alguien más lo puede llenar por usted con tal que esa persona indique en la sección “Remarks” por qué fue necesario que él o ella lo llenara y no usted.

FREQUENTLY ASKED QUESTIONS

What should I do if the person to whom this notice has been addressed is deceased?

If the addressee is deceased, log onto eJUROR on behalf of the addressee and state this fact in the remarks box provided.

What should I do if my name and/or address is not correct?

If your name and/or address is not correct, log onto eJUROR, update your contact information and complete the questionnaire. Please complete the questionnaire even if you have moved to another county or out-of-state.

What if the addressee is away at college, in the military, or is unable to complete the questionnaire?

You can act on their behalf by logging into eJUROR and submitting their questionnaire online. Please indicate who completed the form on behalf of the addressee in the remarks box provided.

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 check with your local library or ask to use the computer of a friend or relative. If none of these options are available, it is not necessary to contact the court. You may simply complete the enclosed paper questionnaire and return it to us within 10 days from the date you receive this notice.