United States District Court, Northern District of Florida
Jessica J. Lyublanovits, Clerk of Court

Participant # 100123456

US DISTRICT COURT
000001 111 N. ADAMS ST. STE 322
TALLAHASSEE, FL 32301

RESPONSE DEADLINE:
10 days from receipt of this letter

Dear US DISTRICT COURT,

Your name has been randomly selected from the State of Florida Registered Voters, to complete a Qualification Questionnaire for potential federal jury service in the U.S. District Court for the Northern District of Florida. 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 at a later date.

Completion of the questionnaire is REQUIRED by federal law. In an effort to reduce costs and qualify jurors in a timely manner, we ask that you complete the Juror Qualification Questionnaire online within 10 days from receipt of this letter. The questionnaire can be accessed on our secure website at www.FLND.uscourts.gov
(see the box to the right for instructions).

If you do not 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 is available, it is not necessary to contact the court. A paper form may/may **NOT** be mailed at a later date. **Please note: Using a mobile device to complete the questionnaire is discouraged. eJUROR may not function properly, which could result in a failure to submit the entire questionnaire.**

The Qualification Questionnaire must be completed and submitted regardless of age, citizenship status, criminal history, occupation, physical health, availability to serve, or place of residence. Some persons may be excused from future service based on the answers provided.

Trial by jury is a keystone of our system of justice and is therefore both an opportunity and an obligation of every American citizen. Please refer to the list of frequently asked questions on the back prior to calling the court. Thank you for your cooperation and participation in this important process.

Sincerely,
Jessica J. Lyublanovits, Clerk of Court
By: Joan Kurtz, Jury Specialist

Easy online steps to access

STEP 1: *Visit the website www.FLND.uscourts.gov*

STEP 2: *Click the eJUROR link on the right side of the screen.*

eJuror CLICK HERE

STEP 3: *Enter your 9-digit participant number (located below your name and address), along with your date of birth and the first three letters of your last name.*

STEP 4: *Follow the screen prompts and answer each question.*

STEP 5: *Review and submit your answers by clicking "Confirm" at the end of the questionnaire.*

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 court staff and supported by a dedicated national network security group.

eJUROR tips:

- Do not use the back button
- If you time-out, the system refreshes after 45 minutes
- Multiple attempts to log-in will lock the system it will refresh after 45 minutes

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 is available to you, the court will send a paper form if needed at a later date. **DO NOT contact the court to request a paper form.**

What if the recipient of this letter is deceased?

Please log into eJUROR using the deceased's name, participant number, and date of birth. On the second screen, indicate that you are filling out the form on behalf of the deceased. On the third screen, enter your name, address, and reason in the response box. Mark that the addressee is deceased. Enter the date of death and click "Confirm". You may now log out of eJUROR.

What counties are included in the Northern District of Florida? What if I've moved?

The Northern District of Florida is comprised of the following 23 counties: Escambia, Santa Rosa, Okaloosa, Walton, Jackson, Holmes, Washington, Bay, Calhoun, Gulf, Leon, Gadsden, Liberty, Franklin, Wakulla, Jefferson, Taylor, Madison, Alachua, Lafayette, Dixie, Gilchrist, and Levy.

The four jury divisions for the Northern District of Florida are: Pensacola Division, Panama City Division, Tallahassee Division, and Gainesville Division.

If your address has changed you can use eJUROR to update your information. If you have permanently moved outside of the Northern District of Florida, please update your address and select **"County Not Listed"** in the county drop-down menu.

What if the recipient of this letter is away at college or on active military duty?

You can log into eJUROR and complete the questionnaire on your family member's behalf, or provide them with their participant number so that they can log in and complete it.

What if I have a hardship that isn't covered by the online questionnaire?

If you are qualified and receive a summons in the future, you will have an opportunity to request to be excused, partially excused or postponed from jury service at that time. Keep in mind that completing the questionnaire only determines your eligibility for federal jury service. It does not necessarily mean that you will be required to serve as a juror.

There are two people at this address with the same name. How do I tell who is supposed to complete the Questionnaire? Try logging into eJUROR with each person's information. Only the intended recipient's date of birth will provide access.

Additional ***information can be found under the Jury Information section of our website at www.FLND.uscourts.gov. Any additional questions can be emailed to jury_FLND@FLND.uscourts.gov or you may call the Jury Office at (850) 521-3705.***