



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



Participant Number #  
101099999

**RESPONSE DEADLINE:**  
**May 26, 2023**



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



Your name has been randomly selected from a list of registered voters to complete a questionnaire for potential federal jury service in the Northern District Court. **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 in the future.

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 electronically within 10 days from receipt of this letter. The questionnaire can be accessed on our secure website at <https://www.FLND.uscourts.gov> (see the box to the right).

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 are available, it is not necessary to contact the court. A paper form will automatically be mailed to those who do not respond via eJUROR. **Please note: Using a mobile device to complete the questionnaire is discouraged. If a mobile device is used, eJUROR may not function properly which could prevent the questionnaire from being submitted.**

The Juror 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.

If you have questions, please refer to the list of frequently asked questions on the back of this letter before calling the court.

Trial by jury is a keystone of our system of justice and is, therefore, both an opportunity and an obligation of every American citizen. Your cooperation and participation in this important process is appreciated.

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

*Easy online steps to access*

**STEP 1:** Visit the website

<https://www.FLND.uscourts.gov>

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



**STEP 3:** Enter your 9-digit participant number (located above 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 federal court follows best practices for database and server security.

## **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 to you, if necessary, on a later date, the court will send you a paper form.

## **What if the recipient of this letter is deceased?**

Please log in to 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 and address and under the reason heading, mark the box indicating the addressee is deceased. Enter the date of death and click "Confirm".

## **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.

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 in to 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.

## **There are two people at this address with the same name. How do I tell who is supposed to complete the questionnaire?**

Try logging in to eJuror with each person's information. Only the intended recipient's date of birth will provide access.

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

## **What if I have changed my name?**

If you have changed your name, a response is still required. When filling out the questionnaire online, you will have an opportunity to indicate name and address changes. Be sure to log in using the name exactly as it appears on the letter from the court.

## **What if I am experiencing technical difficulties?**

Confirm you are filling out the questionnaire on the Northern District of Florida's eJUROR site. If so, make sure you are entering your date of birth and 9-digit participant number. If this does not resolve the issue, close eJuror and all web browsers, wait 30 minutes and attempt to login again using a different web browser (i.e., Firefox, Google Chrome, Safari, etc.)

## **What if I have previously been called for jury service?**

A response is still required. Prior jury service does not automatically disqualify you as a potential juror. You will have an opportunity to make the court aware of prior federal jury service when you complete the qualification questionnaire.

## **What if I left a voice message and have not received a return call?**

Do not be concerned. Due to high call volume it may take several days to hear back from us. Please do not leave more than one message, as this can cause further delay. We appreciate your patience.

## **Additional information can be found under the Jury Information section of our website at**

<https://www.flnd.uscourts.gov/juror-qualification-information>