



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF PENNSYLVANIA  
[www.paed.uscourts.gov](http://www.paed.uscourts.gov)

**COMPLETING THE JUROR QUALIFICATION QUESTIONNAIRE**

**PLEASE READ CAREFULLY**

Your name has been drawn by random selection from a list of registered voters to complete a Juror Qualification Questionnaire for potential jury service in the United States District Court for the Eastern District of Pennsylvania. This is not a summons for jury service and you are not being called to report at this time. You are only completing a questionnaire to determine your eligibility to serve as a juror in federal court at a later date.

Completion of the questionnaire is **REQUIRED** by federal law and should only take a few minutes of your time. In an effort to reduce costs and qualify jurors in a timely and efficient manner, please complete the Juror Qualification Questionnaire through the Court's electronic jury system known as *eJUROR* **WITHIN 10 DAYS** from receipt of this letter.

**FOLLOW THESE EASY STEPS TO ACCESS *eJUROR***

- STEP 1: Visit the Court's secure website at [www.paed.uscourts.gov](http://www.paed.uscourts.gov), or scan the QR Code at the top of the questionnaire from a mobile device.
- STEP 2: Click the *eJUROR* link to the left of the screen
- STEP 3: Enter your 9-digit participant number, located to the right of your name and address on the enclosed questionnaire
- STEP 4: Enter the first three letters of your last name (exactly as shown on the questionnaire) and your date of birth into the appropriate fields
- STEP 5: Click the "Login" button and follow the screen prompts for each question

Do not click the back button on your web browser. If necessary, please use the back button at the bottom of each screen. You will have an opportunity to review your answers before submitting the questionnaire. Once your questionnaire has been submitted electronically, you will receive verification that you have successfully completed the *eJUROR* process. It is not necessary for you to send in the paper copy.

Thank you for your cooperation and participation in this important process.

Sincerely,

A handwritten signature in blue ink that reads "Kate Barkman".

Kate Barkman, Clerk of Court



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**PAPER QUESTIONNAIRE INSTRUCTIONS**

The United States District Court for the Eastern District of Pennsylvania is a federal court which includes the following nine (9) counties: Berks, Bucks, Chester, Delaware, Lancaster, Lehigh, Montgomery, Northampton and Philadelphia. Your name has been drawn by random selection from the voter registration lists of the counties within this district. We are separate from the state courts located in each of the counties.

- Please review the name and address information. Line through any incorrect information and print any corrections in the same area. If you permanently reside outside of the Eastern District of Pennsylvania, you must submit proof of your permanent residence - by copy of your current valid driver's license or other state or federal photo ID.
- You are required to answer every question, including **BOTH PARTS OF QUESTION #3** pertaining to your primary residence. If you answered "NO" to either part, please show under "Remarks" the names of other states or counties of primary residence during the past year and show dates. **THE COURT WILL RETURN THE QUESTIONNAIRE TO YOU FOR COMPLETION IF BOTH PARTS OF QUESTION #3 ARE NOT ANSWERED.**
- If you are requesting an excuse from jury service, you must provide all requested information for that category in the "Remarks" section on the front of the questionnaire. **Your request to be excused will not be considered without providing the information requested.** Under Question #14, please do not mark ovals 9 and 10 as they do not apply to this Court. Please do not ask to be excused by telephone.
- If you are requesting an excuse due to a medical condition, the court requires a current letter from your doctor advising that jury service would pose a medical threat to your health and well-being. If you are employed, your doctor must explain why it would be more detrimental to serve as a juror than your normal employment. **ANY DOCTOR'S LETTER MUST BE SENT TO THE COURT WITH THE QUESTIONNAIRE, NOT SEPARATELY. WITHOUT AN ATTACHED DOCTOR'S LETTER, YOUR REQUEST TO BE EXCUSED FOR MEDICAL REASONS WILL NOT BE CONSIDERED.**
- If you are requesting an excuse due to being over the age of 70, the court requires the completion of the entire questionnaire. Please mark the *Over 70 Years of Age* oval under Question #14 and explain that you do not wish to serve. **A DOCTOR'S LETTER IS NOT NECESSARY IF YOU ARE REQUESTING TO BE EXCUSED DUE TO BEING OVER 70 YEARS OF AGE.**
- If another person helps complete the form for you, the person filling out the form must provide his/her name, address and the reason(s) why the recipient is not able to complete the form.
- If the questionnaire recipient has died, please write "deceased" and the date of passing on the front of the questionnaire. Please also include your name, date and relationship and return the questionnaire in the enclosed envelope.

Should you have any questions, please call the Jury Selection Office at 267.299.7299