UNITED STATES DISTRICT COURT, DISTRICT OF UTAH
D. Mark Jones, Clerk of Court

JURY SUMMONS

TO:

You are hereby summoned for jury service to:

Your service is a two (2) month term from:

Participant #

Please fill out your eJUROR Qualification Questionnaire Online go to www.utd.uscourts.gov click on the eJuror link

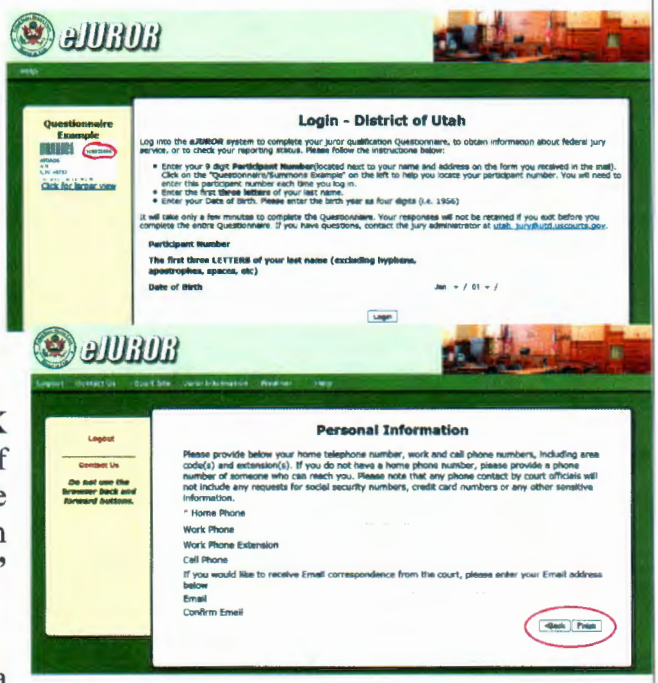
Welcome to jury service. You are being summoned by the United States District Court for the District of Utah as an on-call juror. Pursuant to federal law you are required to complete your Qualification Questionnaire form **within 10 days** of receipt of this letter. Please submit your answers on-line using eJuror (instructions provided on the backside of this summons). Our eJuror application can be found at our website **www.utd.uscourts.gov.** Please include an email address and phone number so that we may reach you regarding your jury service. Your term of service is an "on-call" term of two (2) months. **This does not mean that you will be reporting every day for two months, however; you may be called at any time during that period.** Your name was selected randomly from the registered voters in Utah. The jurisdiction for the United States District Court includes **every** county in the state of Utah. The Courthouse is located in Salt Lake City; travel may be required for your jury service. You will receive compensation for your service as a juror, as well as mileage and subsistence where applicable.

At this time, persons may only request to be excused from jury service if you are: (1) A person who is over 70 years of age; (2) A person who has served as a state or federal juror in the past two years; (3) A person who is caring full time for either (I) children under 10 years of age, or (ii) aged or infirm persons, whose health and/or safety may be jeopardized by the absence of such person for jury service; (4) A person so essential to the operation of a business that it must close or cease to function if such person is required to perform jury service; (5) A person serving as a volunteer in a public safety agency (6) A person residing in an area where private or public transportation to the place of holding court is not readily available. Even if you are eligible to request an excuse, you must still complete the **eJUROR** Qualification Questionnaire, which will allow you to indicate that you are eligible to be excused from 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.**

1. **IMPORTANT! Do not search eJUROR** on your computer.
   Instead visit our website. Type in the address: www.utd.uscourts.gov

2. Click the Access **eJUROR** link on our home page, and follow the on-screen directions.

eJUROR INSTRUCTIONS



Step 1. At www.utd.uscourts.gov, select "Access eJUROR Online Qualification Questionnaire" under the "Court News and Announcements" header

Step 2. On the eJUROR login page, enter your **Participant Number**, **First three Letters of Your Last Name** and **your Date of Birth**. Your 9-digit participant number is located to the right of your name and address on the front of this summons.

Step 3. Once you login to eJUROR, **DO NOT USE the BACK or FORWARD arrows 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 30 minutes. Please use only the **"<Back" or "Next>"** buttons offered on the bottom of the screen you are completing.

Step 4. Once you complete the questionnaire, you will have a final opportunity to **Review Your Answers** and make any necessary **Edits**. When finished, scroll all the way to the bottom of the page and click the **Confirm** button to submit your questionnaire. You will receive a message that states: "Thank you very much for completing your questionnaire. Your questionnaire has been successfully processed." **If you do not receive this message, we did not receive your questionnaire.**

NO COMPUTER ACCESS? NEED A PAPER QUESTIONNAIRE? PLEASE CALL 801-524-6940

The court understands that not all prospective jurors have access to a computer. You may wish to use your local library's public computers to access the **eJUROR** system. The court also has computers available to the public if it is convenient for you to come to our location at 351 S West Temple St. SLC UT 84101. Public computers are available in the clerk's office on the first floor. **However, if none of these options are available to you, and you require a paper copy of the questionnaire, please call 801-524-6940.** You will need to enter your **9-digit participant number** located to the right of your name and address on the front of this summons. A paper Qualification Questionnaire will be sent to you as soon as possible.

Serving as a federal juror requires no special knowledge or skill. You should, however, be willing to listen carefully, follow the judge's instructions, and use common sense. Our jurors typically enjoy the opportunity to serve and appreciate being able to participate in the administration of justice

If you need help filling out your eJUROR form or if you have further questions and would like additional information regarding jury service, please contact the jury administrator at 801-524-6285, or email us at utah_jury@utd.uscourts.gov. You may also visit us at our website at **www.utd.uscourts.gov**. We look forward to welcoming you as a juror in the United States District Court for the District of Utah.

PLEASE RETAIN THIS SUMMONS FOR YOUR RECORDS FOR THE DURATION OF YOUR TERM