



## 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](http://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 for the Central Division of Utah. Pursuant to federal law you are required to complete a Qualification Questionnaire **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](http://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. You will receive a NOTICE TO APPEAR via email or mail, 10-12 days prior to your reporting date.** 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, you are summoned for the Central Division. The Courthouse is 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 75 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 request 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.**

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



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

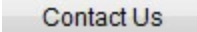
## **eJUROR INSTRUCTIONS**

**Step 1.** Please visit our homepage at: [www.utd.uscourts.gov](http://www.utd.uscourts.gov). From the **Jurors** drop down tab in the blue menu bar select “eJUROR Online Questionnaire”. This will take you to the eJUROR login page.

**Step 2.** On the eJUROR login page, enter your **Participant Number**, your 9-digit participant number is located to the right of your name and address on the front of this summons. **The first three LETTERS of your last name and your Date of Birth (4-digit year).**

**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 only use the   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: **“You have successfully submitted your Questionnaire! You do not need to do anything more at this time.”** **If you do not receive this message, we did not receive your questionnaire.** If you would like to submit any temporary Excuse Dates, you may do so by clicking on the  button or sending an email to: [utah\\_jury@utd.uscourts.gov](mailto:utah_jury@utd.uscourts.gov)

**If you do not fill out the Juror Questionnaire you may be ordered to appear before a Judge to explain why you failed to fulfill your legal obligation, penalties include \$1,000 fine, imprisonment up to 3 days, community service or any combination thereof.**

### **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. **However, if that option is not available to you, and you require a paper copy of the questionnaire, please call 801-524-6874.** 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. If you are age 75 or over and would like to be excused, you can do so by calling the number above and following the prompts.

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 visit our website at [www.utd.uscourts.gov](http://www.utd.uscourts.gov) click the “Jurors” drop down tab in the blue menu bar. You may also contact the jury administrator by email at [utah\\_jury@utd.uscourts.gov](mailto:utah_jury@utd.uscourts.gov) or by phone at 801-524-6874. 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\*\***