



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN

*Save time, respond online! www.miwd.uscourts.gov

Tips for completing your juror qualification questionnaire:

In order for the Court to objectively determine whether or not you are qualified to serve as a juror under federal law, all questions on the juror qualification questionnaire must be answered and the form must be signed. Instructions for answering specific questions are on the back of the form, however the following additional tips may be helpful:

Name and/or Permanent Address Change: If completing in paper, cross out your name and/or address on the form and write the correct information to the right. If you are completing via eJuror, the system will allow you to revise this information.

Unable to Complete the Form: If you are unable to complete this form, someone else may do it for you. This person must explain the reason for doing so and sign their name in the Remarks section on the back of the form.

Addressee is Deceased: Please write "Deceased" next to the name and address. Under the Remarks section, give the approximate date of death, your relationship to the deceased and sign your name.

Addressee has Moved: If you have received a form for someone who no longer lives at your address, please cross out the address on the form, write the correct information to the right and return the form. If you do not know the new address please indicate and return.

Telephone Number / Email Address: You must complete the telephone number field. It is important that we have a way to contact you for additional information or to notify you of schedule changes.

Question 3 – Residency: Answer both parts of this question. If you have not lived in your current county of residence for at least one year, it is important that you list the other counties or state of your primary residence on the back of the form. Students should list permanent residence, not temporary student housing.

Question 4 – English Language Difficulty: If somebody must help you complete the form due to difficulty understanding English, that person must give his/her name and the reason why on the back of the form.

Questions 5, 6 and 7 – Criminal Charges/Convictions: If you answer "yes" to either question 5 or 6, you must explain the charges on the back of the form. Answer question 7 only if the answer to 5 or 6 is "yes." This Court cannot contact another court for this information.

Question 8 – Physical or Mental Disability: If "yes," explain how your medical condition prevents you from serving as a juror. You may be required to submit a current statement from your doctor explaining your condition and why you can't serve.

Question 10a and 10b – Race/Ethnicity: This answer is required solely to avoid discrimination in the jury selection process and has absolutely no bearing on your qualifications for jury service. Do not leave this section blank.

Question 14 – Grounds for Requesting Excuse: You may only select from the three options listed. If none apply to you, leave this question blank. DO NOT mark bubbles 4 through 10. If you are over 70 years old and wish to be excused, Answer "yes" to Question 2, enter your age and birth date, then fill in bubble 1 for question 14.

