



UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
219 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60604

THOMAS G. BRUTON
CLERK

NOTIFICATION OF POTENTIAL FEDERAL JURY SERVICE
Mandatory Response Required



Participant # 100123456



00001

JOHN SMITH
219 S DEARBORN ST
CHICAGO, IL 60604

The United States District Court for the Northern District of Illinois randomly drew your name for potential service on a federal jury. A trial by jury is one of the most important rights guaranteed by our Constitution and serving as a juror is one of the most significant and satisfying responsibilities of citizenship. You have been randomly selected to complete a questionnaire concerning your qualifications to serve as a juror in federal court. You are required by law to complete the questionnaire promptly.

Every two years, the U.S. District Court generates a pool of qualified individuals drawn from voter registration, Secretary of State, and the Department of Employment Security records. The questionnaire you are required to complete was sent to a random set of potential jurors, representing a cross-section of the community without regard to race, gender, national origin, age or political affiliation. While you may have previously served on jury duty in a local or state court, service on a federal jury is unique. If you have previously served on a federal jury within the last two years, please provide that information on the questionnaire. Serving as a juror in a different court does not exempt you from service as a juror in federal court.

The first step in your service is to complete the Court's electronic qualification questionnaire online, utilizing eJuror. To access the electronic questionnaire online, please visit the United States District Court's website at www.ilnd.uscourts.gov/JuryInfo.aspx, or you can scan the QR code on the back of this letter to complete this questionnaire on your mobile device.

The questionnaire will pre-qualify your eligibility to serve on a future federal jury. You are not being summoned for jury duty at this time. Eligible citizens will be summoned for jury duty at a later date. Federal law requires that you complete the questionnaire within **ten** days of receipt (28 U.S.C. §1864).

If you do not have access to the internet or a mobile device with internet access, it is not necessary to contact the Court. A paper form will automatically be mailed to those who do not respond via eJuror after the 10-day deadline. Please review the list of **Frequently Asked Questions** on the back of this letter or visit our website for additional information. Thank you for your prompt assistance.

Sincerely,

Thomas G. Bruton

Clerk of Court

*Easy online steps
to access*

eJUROR

STEP 1: Visit the website:
www.ilnd.uscourts.gov/JuryInfo.aspx

STEP 2: Click the "eJUROR"
box in the middle of the page.

STEP 3: Enter your 9-digit
participant number (located
above your name and
address), first three letters of
your last name, and date of
birth.

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 Court follows current best practices for database and server security, maintained by highly-skilled court staff and supported by a dedicated national network security group.

What if I don't have a computer?

The Court understands that not all prospective jurors have access to a computer. You can also complete this questionnaire on your mobile device. If neither of these options are available to you, the Court will send a paper questionnaire for you to complete and mail back after the 10-day deadline has expired. Please do not contact the Court to request a paper questionnaire.

What if the recipient of this letter is deceased?

Please log into 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, address, and reason in the response box. Mark that the addressee is deceased. Enter the date of death and click "Confirm". You may now log out of eJUROR.

What counties are included in the Northern District of Illinois?

The Northern District of Illinois has two divisions. Each division is comprised of the 18 following counties:

- **Eastern Division:** Cook, DuPage, Grundy, Kane, Kendall, Lake, LaSalle, and Will
- **Western Division:** Boone, Carroll, DeKalb, Jo Daviess, Lee, McHenry, Ogle, Stephenson, Whiteside, and Winnebago

What if I have moved?

If your address has changed, you can use eJUROR to update your information. If you have permanently moved outside of the Northern District of Illinois, please update your address, and select "Other" 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 into 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.

What if I have a hardship that is not covered by the online questionnaire?

If you are qualified and receive a summons in the future, you will have an opportunity to ask to be excused, partially excused or postponed/deferred from jury service at that time. Keep in mind that completing the questionnaire only determines your eligibility for federal jury service. It does not necessarily mean that you will be required to serve as a juror.

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

Log into eJUROR with each person's information. Only the intended recipient's date of birth will provide access.

For additional information, please contact the Jury Office for the Division you reside in.

Eastern Division (Chicago): 312-435-5684

Western Division (Rockford): 815-987-4354