



UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH CAROLINA

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COLUMBIA SC 29201



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CHARLENE JUROR
ANY STREET
ANYTOWN SC 29001-9567



July 14, 2024

Participant Number: 102185844

Your name has been drawn by random selection for consideration to serve as a federal juror in the United States District Court for the District of South Carolina. Trial by jury is a keystone of our justice system, and jury service is both an opportunity and a responsibility of every American citizen. Therefore, your participation is important and greatly appreciated. Completion of the Qualification Questionnaire is required by federal law to determine your eligibility to serve on a jury in the future and should only take a few minutes of your time.

To complete your Qualification Questionnaire online easily and quickly, follow the instructions printed below. The questionnaire is required to obtain information regarding your eligibility for possible federal jury service at a later date.

The Qualification Questionnaire must be completed and submitted regardless of age, citizenship status, criminal history, occupation, physical health, availability to serve, or place of residence. Some persons may be excused from future service based on the answers provided. You must complete the questionnaire within ten days of receiving this letter.

This is not a notice to serve as a juror at this time. Please do not call, e-mail, or send letters to the Court requesting to be excused in lieu of completing the Qualification Questionnaire, as these requests will not be processed.

STEPS TO COMPLETE THE ONLINE QUALIFICATION QUESTIONNAIRE

Step 1: Visit the Court's secure website at www.scd.uscourts.gov and select **Jurors**.

Step 2: Under **Jurors**, select **Qualification Questionnaire**.

Step 3: Enter your **participant number 102185844** and other required information, and select the **Login** button.

Note: If you require a paper copy of the Qualification Questionnaire, please call 803-310-2382.

Frequently Asked Questions

How do I know that the website is secure?

The Court follows best practices for database and server security. The jury website is maintained by information technology professionals and supported by the court's national network security group.

Who will see the information I provide to the Court?

Only authorized court personnel will review the information you provide.

Is this a summons to report for jury service?

No. The purpose of the qualification questionnaire is to determine if you are qualified to serve as a juror. If qualified to serve, you may be randomly selected to serve in the future. If you are selected to serve, a separate *Summons for Federal Jury Service* will be mailed to your home address at a later date.

How will I know if my Qualification Questionnaire was received by the Court?

At the conclusion of the online qualification questionnaire, you will be prompted to select the **Confirm** button. Please review all your answers carefully on the *Review Your Answers* page. After confirming that your information is correct, a confirmation message will appear indicating that you have successfully processed the questionnaire. If you do not receive this confirmation, please logout and login again, as the submission was unsuccessful and the Court has not received your Qualification Questionnaire. If you provided your e-mail address, a confirmation message will also be sent via e-mail.

What if I do not have Internet access?

The Court understands that not all prospective jurors have Internet access. If you require a paper copy of the Qualification Questionnaire, please call 803-310-2382 and enter your 9-digit participant number (located above your name and address at the top of this letter). A paper Qualification Questionnaire will be mailed to you. The paper Questionnaire must be completed and returned within ten days of receipt.

If I have other questions, who do I contact?

Contact Jury Administration at the United States District Court for the District of South Carolina, by phone at 803-253-3997, by e-mail at Jury@scd.uscourts.gov, or by fax at 803-765-5283.

More information about federal jury service is available on the Court's website at: www.scd.uscourts.gov.