



**UNITED STATES DISTRICT COURT**  
**District of Minnesota**

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Dear Sir or Madam,

On behalf of the United States District Court for the District of Minnesota, I am writing to inform you that your name was placed on our 2009-2010 Master Jury Wheels. Each year the Court creates new Master Jury Wheels from which we determine who may be qualified to serve as one of our jurors. Only a portion of the persons whose names are placed on a Master Jury Wheel will be asked to report to the courthouse to serve as jurors between September 1, 2009 and August 31, 2010.

All persons identified on a Master Jury Wheel are required by federal law to complete and sign the enclosed Juror Qualification Questionnaire and return it within five days of receipt. Please remember to sign the questionnaire – your signature is your certification that your responses are both truthful and complete. I encourage you to give the questionnaire the due consideration it deserves.

Also enclosed with this letter is a Jury Qualification Questionnaire Frequently Asked Questions form, which should answer most of your questions at this time. For additional information, you may also visit our court's website at [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov) or call the jury clerks at the numbers listed above.

Thank you in advance for filling out the Jury Qualification Questionnaire. The judicial system in our country relies on the willingness of its citizens to serve as jurors. We understand that serving as a juror may be disruptive to your everyday activities and livelihood. Should you be asked to serve as a juror, we pledge our best efforts to treat you and your time with respect and dignity.

We look forward to receiving your questionnaire and possibly having you serve as a juror in our Court.

Sincerely,

Richard D. Sletten  
Clerk of United States District Court

Enclosures



## Jury Qualification Questionnaire Frequently Asked Questions

### **How was I selected?**

Each year, the United States District Court for the District of Minnesota creates Master Jury Wheels. To create the Master Jury Wheels, potential juror names are selected at random using an electronic data processing system. The names are randomly selected from a non-repeating list of registered voters, driver's license holders and state identification card holders obtained from the State of Minnesota and are proportionally selected from each county.

### **Will I be on call for an entire year? What if I have vacation plans?**

You will not be on call for the entire year. You can live your life and make plans as you normally would. You will be part of our qualified jury wheel for the year. We summon jurors, by means of random selection, to be on call for a two month period of time. If you are summoned, you will receive paperwork from us approximately one month before your on call period begins. At that time, you can let us know about any vacations/appointments you may have.

### **What if I have an excuse other than the four listed under question number 14?**

At this point in the process, you can only be excused for the four reasons listed under question number 14. No other excuses are taken into account. If you feel you need to be excused for any other reason you can notify us if you are summoned. Please note that there are 10 boxes under question number 14, but we only have 4 excuse options. Please do not mark boxes 5-10.

### **What if I am only available during a certain part of the year?**

At this point in the process it is not possible to specify what time works best for you. If you are sent a summons you can notify us if you have circumstances that make it difficult for you to serve during certain parts of the year.

### **How will I know the status of my request for excuse?**

Unfortunately, we are unable to individually contact each person to inform them whether he or she has been excused from jury service at this stage of the process. However, if you returned the questionnaire and met the exempted from service categories under question nine or met one of the four grounds for requesting excuse under question 14, then, generally, you may assume you are excused from jury service at this time.

**\*\*Please note that in order to be excused under question 14, you must provide all requested information in the "Remarks" section of the questionnaire. If you have questions as to whether your specific situation would qualify as an excuse under question fourteen, you may contact a jury clerk.**

### **Can I request an excuse over the phone or by e-mail?**

The only way to request an excuse is by marking the appropriate circle under number 14 on the questionnaire and explaining your excuse in the remarks section on the back of the questionnaire. Requests for excuse will not be taken over the phone or by e-mail.

### **What if the questionnaire recipient has died?**

Please write "deceased" on the front of the questionnaire and return the questionnaire in the enclosed envelope.



**What if I have previously served on a jury?**

If you have served on a jury, in either state or federal court, in the past two years and would like to be excused please fill in circle number 2 under question 14. Write the name of the court and exact dates that you served in the remarks section on the back of the questionnaire. If you do not know the exact dates, it is your responsibility to call the court you served with and ask them for the information. You will not be excused unless this information is provided.

**What if the questionnaire recipient is not able to fill out the form?**

Someone other than the recipient may fill out the form. Please follow the specific instructions noted in the top right hand corner on the back of the questionnaire.

**What if I have moved?**

Please cross off your old address on the top left hand corner of the questionnaire and write in your new address. If you have moved out of the state of Minnesota, you will be disqualified because you are no longer a resident of the District of Minnesota.

**What if I move after I have returned my questionnaire?**

It is noted on the bottom of the questionnaire that you are to notify the court in writing. Address changes can also be made over the phone. Please be sure to notify the court promptly if you have a change of address.

**Which courthouse will I have to report to?**

The District of Minnesota calls two different kinds of juries each year – grand juries and petit juries. To select grand juries, names are selected from the entire state of Minnesota. Grand jurors will report to the courthouses located in Minneapolis and St. Paul. To select petit juries, names are generally selected from the geographic location in which the jury trial will be held. This typically means that if a jury trial will be held in St. Paul or Minneapolis, petit jurors from the entire southern half of the state will be asked to report to either St. Paul or Minneapolis. Petit jurors in the northern half of the state will report to either the Fergus Falls or the Duluth courthouses.

**Why am I being asked to report to a county that I do not live in?**

The United States District Court for the District of Minnesota is a federal court. We are completely separate from state courts located in each county. We are required to have a fair representation of our entire district; therefore, we call jurors from the entire state of Minnesota.

**What if I accidentally used ink to fill out the questionnaire?**

We prefer to have the questionnaires filled out in a #2 pencil; however, we can accept and process forms filled out in ink.

**What if I have a prior conviction and I do not know if my civil rights have been restored?**

It is your responsibility to determine whether your civil rights have been restored. If your civil rights have been restored, please enclose documentation to prove your status. Unfortunately, without documentation showing that your civil rights have been restored, we will be unable to call you for jury service.