

FAQ and General Information for Qualification Questionnaires

All forms must be signed and dated.

Print name and address change(s) in same box

You may fill out the form provided or complete the questionnaire form online. To view these instructions online, click on the **Qualification Questionnaire Information** link. If the questionnaire is submitted online, please do not return the paper version.

1. I used a pen to complete the form instead of a #2 pencil. Do I need another form?

No, using a pen is fine. Just make sure the bubbles are completely filled in and none are marked with Xs or check marks, sign/date and mail.

2. Have I been summonsed for jury service?

No, not if you received a one-page pink and white form. It is simply a form used by all federal courts to determine if citizens are qualified to serve as a juror.

Please complete the form to the best of your ability, sign/date at the bottom and mail.

If you are qualified, you may receive a summons during the next two years with a date and place to report.

3. What is to be done if the addressee is unable to complete this form?

In state-or out-of-state student - You can complete the form for them with an expected graduation date, sign/date and mail. If summonsed while still a student, write us a letter and they will be deferred. If they have moved their **permanent residence out-of-state**, note this on the form and they will be disqualified.

Deceased - Write deceased and the date on the form. State your relationship to the person, sign/date and mail.

Patient living in a health care facility - Write this information on the back in the Remarks area. If relevant, indicate when they may be able to serve, sign/date and mail.

Moved out of state - Write the new address, if known, on the form, sign/date and mail return in business reply envelope.

Addressee cannot read or write - Answer '**No**' to **question #4**. Write this information on the back in the Remarks area, sign/date and mail. (People must be able to read, write, speak **and** understand the English language, otherwise, they are disqualified.)

4. Do I have to serve if I am 65 years old?

Yes, the age limit for **excuse in Federal Court is 70 years old**. If you meet this requirement and **want to be excused**, simple write your **birth-date in #2**, fill in **bubble 1 of #14** sign/date the front and return in the envelope provided. Not required to complete entire form.

If you are 70 years old and want to serve, indicate this on the back of the form.

5. I have health problems/scheduled for surgery/I can't serve, so what do I do?

List your health problem(s), in detail, on the back of the form under **Remarks**. If having surgery, give date and expected recuperation period. A **doctor's certificate is not required**, however if you are only submitting a certificate, it must explain the exact nature of the health problem(s). The court must be able to determine if your condition is **temporary or permanent** as juror eligibility is for a period of two years.

6. I don't think I should have to complete this form. I don't want to be a juror.

As a citizen and registered voter, you must complete the form or you may be **required to appear before a judge** to show cause why it has not been returned. **Your answers are strictly confidential.**

7. I can't travel all the way to Columbia to serve as a juror. Why can't I serve in my county?

The form is returned to **Columbia only because this is the processing center**. This questionnaire is for Federal jury service which is held in United States Courthouses around the state, one of which may be closer to your residence.

8. Why do I have to give my date of birth in question 2?

So the court can verify that the form reached the correct person AND if you want to be excused because you are age 70 or older your birth date and marking number **14-1** under the Grounds for Requesting Excuse will excuse you. Remember to sign and date the form at the bottom.

9. I just moved here so why did I get this form?

Our names and addresses are provided by the South Carolina Election Commission. Write the **month/day/year you moved to South Carolina** on the back of the form. You will be eligible to serve if you will have been in the state for one year by the time we start randomly selecting names from our new qualified jury wheel.

10. I am a state constable and I think I should be exempt.

State constables are not exempt. Any person who is **not a paid full-time member** of a governmental police or non-volunteer fire department is not exempt.

11. I am member of the S.C. National Guard. Does that exempt me from serving?

You are **not exempt unless you are full-time active duty**. If you are placed on active duty orders you will be exempted if you are summoned for jury duty during the period of your orders.

12. I was convicted of a felony and answered yes on question 6. I think my civil rights were restored in question 7 but am not sure.

Read the back of the form for details regarding questions 6 and 7.

Yes to #6 - Must provide all relevant information including maximum possible sentence

Yes to #7 - You must write on the back of the form whether you received a pardon and by whom or completed pretrial diversion, or had your record expunged.

13. Why do I have to answer question 10?

Read the explanation on the back of the form. Answering this helps the court determine if we have a **fair cross section of the citizens** of the state available for jury service.

14. I am a doctor/teacher/professor/lawyer/member of the clergy and I think I should be excused because of my profession.

The District Court of South Carolina does not excuse anyone by profession. The only job related excuses are under the exemption section, #9, on the questionnaire.

EXCUSES-SECTION 14

1. **Mark bubble 1 and be sure your date of birth is filled in at question 2 or on the back of the form if you want to be excused.** If you are age 70 or over and are willing to serve, please state that on the back of the form.
2. **This excuse applies only to jury service in the United States District Court, not *state* or *local* courts.** You must give name of court, location and date of service.
3. **This is the place to request excuse for volunteer, non paid rescue/ambulance and fire personnel for a government agency.** You must write your agency/department on the back of the form under remarks.
4. **Do not mark yes without explaining on the back of the form. It will be returned to you for explanation. Must provide age of children.** Do not request excuse in this category for children over the age of ten unless they have a mental or physical problem which must be explained in the remarks section on the back. Do not request excuse in this section if the infirm or elderly person resides in a care facility.
5. **To be excused in this category the business must cease to function and close in your absence.** This excuse does not apply if you do not get paid when you do not work, if you work and/or if you work on commission and the business itself is still open.