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CLERK OF COURT

**UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH CAROLINA**

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**QUALIFICATION QUESTIONNAIRE INFORMATION**

This sheet is to assist you in completing the qualification form. The District Court mails over 150,000 questionnaires. Do not call this office. You may fill out the form provided or you may visit our website at [www.scd.uscourts.gov](http://www.scd.uscourts.gov) to complete the questionnaire. At the website select **Jurors>Qualification Questionnaire**. You may click on the **FAQs and General Information** link for answers to questions to complete the form. 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.

The enclosed form is **not** a summons for **immediate** jury service. **The national form is to determine your eligibility to serve as a juror at a future date at the United States District Court for the District of South Carolina.** Your name was randomly chosen from the list of eligible voters maintained by the S. C. Election Commission. **You must complete and return this form within 10 days or you may be directed to appear before a U.S. District Judge.** The form is processed in Columbia but that does not mean you will be summonsed for jury service in Columbia as it is not the only place of holding court in South Carolina.

**Fill in the circles completely using a No. 2 pencil. Do not mark X's in any circles. Erase any changes completely. If you are requesting an excuse for any reason, you must explain in the Remarks area on the back of the questionnaire.**

- ★ For name and/or address changes please strike through and print corrections clearly.
- ★ You must include your telephone number(s) in the space provided.
- ★ Do not fold the form.

**Question #2 -** Be sure to write in your **birth date**. If you want to be excused because you are **age 70 or over**, **fill in circle #1 in section 14 titled Grounds for Requesting Excuse, sign and return.**

**Question #3 -** If you have not lived in S.C. for a full year, provide month and year you moved to SC.

**Questions #5 -** If yes, please read and follow instructions on the back of the form. Be sure to provide the exact name of the criminal offense and maximum possible sentence you could receive.  
**& #6**

**Question #7 -** If yes, state if you have received a pardon and from whom, or completed pretrial diversion, or had your record expunged in remarks on back. Leave blank if you answered **no** to question 6.

**Question #8 -** If yes, you must explain in detail on the back of the form. We do not require a doctor's statement, but if you choose to enclose one, it must list your specific medical condition(s). We must be able to determine if your medical problem is temporary or long term.

**Question #14 -** Excuse numbers **2,3,4, and 5** require an explanation on the back of the form or it will be returned to you. Do not mark in circles 6-10. South Carolina has only 5 excuses.

- ★ You must sign and date the form or it will be returned.
- ★ If you are completing the form for the person to whom it is addressed please sign and explain on the back of the form.