

## **Jury Questionnaire Frequently Asked Questions**

Complete and return questionnaire within 10 days of receipt. You may fill it out online to avoid postage fees. If you do not have a computer or internet, it is available at all the local libraries free of charge or you may mail it in. Please **DO NOT** call the Court, at this time, with a request to be excused from jury service. The Questionnaire you received is **NOT** a Summons for Jury Duty. After the Court reviews your Questionnaire response, you may be selected for jury service during the next calendar year. If selected to serve, the Court will mail you a summons approximately 20 days prior to your month of service. Please read this in its entirety to see if it answers your question before calling the court.

### **Is the information supplied on the Questionnaire really confidential?**

The Court emphasizes that the information compiled from jury questionnaire responses is CONFIDENTIAL. It is used strictly for jury selection; and is not disseminated to any other agencies or parties unless specifically authorized by Federal or State law or by Court order.

### **I received a Questionnaire last year and responded that I was either not qualified or I asked to be exempt from service. Why did I receive another Questionnaire?**

Prior years' Questionnaire records are deleted to ensure impartiality and random selection.

### **I have already served jury duty. Can I be called to serve again?**

Yes, unless you "reported" for jury service in a "State Court" within the last three years or you do not meet one of the other qualification. "Reported" means you appeared in the jury room on an assigned date as instructed by the Court. If you received a summons and your number was never selected to come in, then you did not "report". "State Court" does not include the Federal Court which is the United States District Court. You may actually serve in both the Federal Court and the Virginia Beach Circuit Court in the same year, if summoned by both courts.

### **I am unable to complete the Questionnaire because of ill health or any other physical or mental limitation. What should I do?**

The Questionnaire may be completed by an individual you authorize to act on your behalf. This may be noted in the "Remarks" section.

### **The Questionnaire is addressed to your son or daughter who is away at college. What should I do?**

Give them the website address and have them fill it out online or forward it to them to be filled out. This is not a summons and if chosen and they are still at college then we will work with them on a postponement.

**The Questionnaire was sent to a family member who is Deceased. What should I do?** Mark “Deceased” on the Questionnaire and return it to the Court. We try to avoid this situation. Please accept our apology.

**The party whose name is on the Questionnaire doesn’t live at this address. What should I do?** Mark through the address printed on the Questionnaire; write “Addressee does not live at this address” and put back in the mail. You do not need to put a stamp on it to return to post office.

**My Questionnaire has been lost or damaged. How do I request a replacement?**

Contact the Jury Administrator at: 385-4589 and we will provide the information needed so that you may fill out your Questionnaire online.

**Question Regarding - Physical or Mental Impairments:**

You must be personally responsible for the care of individuals with physical or mental impairments between the hours of 9:00 a.m. and 5:00 p.m.

If you have a physical or mental impairment that would affect your ability to serve jury duty, briefly explain in the “Remarks” box.

**Is DUI (driving under the influence) considered a felony?**

A first conviction for DUI is not considered a felony nor are other traffic-related offenses. If you answer “Yes” include the description of the felony in the “Remarks” box.

**Question Regarding - Care of Children**

You must have **legal** custody of the child or children 16 years of age or younger who require **your continuous** care during the hours of 9:00 a.m. and 5:00 p.m.

**I am in the military on active duty. Do I have to serve jury duty?**

The first step is to determine whether you are qualified to serve. If you have been a resident of Virginia for 12 months and a resident of Virginia Beach for 6 months and you meet all other eligibility requirements, you may be selected by the jury commissioners to serve jury duty. Please note that United States Army, Air Force, or Navy personnel or their spouses are not considered residents of Virginia by reason of being stationed here. You must have declared Virginia as your state of residency in the "SC" block on your military Leave and Earnings Statement (LES) for a least one year to be eligible to serve jury duty. If you are asking to be excused from jury service, submit to the Jury Administrator a letter from your commanding officer that states the basis for the request, which basis is that such service would unreasonably interfere with the performance of the member's military duties; or would adversely affect the readiness of the unit, command, or activity to which the member is assigned; or you will be serving outside of the United States.

**I am a spouse, parent or significant other retrieving mail for military on active duty deployed, what do I do?**

Please mark deployed in the remarks and return to us. If you are able to communicate with the military person please let them know they can complete the questionnaire online by going to [www.vbgov.com/courts](http://www.vbgov.com/courts) and following the instructions.

If you have any further questions, please contact the Jury Administration Office at 385-4589 or email [juryadm@vbgov.com](mailto:juryadm@vbgov.com) Due to the large volume of calls, expect delays in response time.