



United States District Court, District of Kansas  
Timothy M. O'Brien, Clerk of Court

**RESPONSE DEADLINE:**  
**10 days from receipt of this letter**

Dear Prospective Juror:

You are receiving the enclosed questionnaire because we did not receive an electronic submission of your juror questionnaire via eJUROR. **You are not being summoned** for jury duty at this time. This notice is to obtain information in accordance with 28 U.S.C. §1864 which will determine your eligibility to serve on a federal jury at a later date. Completion of the questionnaire is required by federal law either by regular postal mail or online at [www.ksd.uscourts.gov/eJUROR](http://www.ksd.uscourts.gov/eJUROR) (see the box below).

**If you have already submitted your questionnaire online, please disregard this mailing.** If this is your first notice or you have not yet submitted an online juror questionnaire, please do so either electronically (see the box to the right) or complete the enclosed paper questionnaire and return it to the court.

To complete the paper questionnaire, please use pen (black or blue ink only) or pencil. You must answer each question and sign and date the bottom of the questionnaire. The court will return incomplete and unsigned questionnaires to you for completion.

Please refer to the enclosed list of *Frequently Asked Questions* for assistance. Note that it is not necessary to inform the court of any scheduling conflicts at this time.

Trial by jury is a keystone of our system of justice and is therefore both an opportunity and an obligation of every American citizen. While the completion of the qualification questionnaire is required by law, it should only take a few minutes of your time. Thank you for your cooperation and participation in this important process.

Sincerely,

Timothy M. O'Brien, Clerk of Court

*Easy on-line steps  
to access* **eJUROR**

**STEP 1:** Visit the website  
[www.ksd.uscourts.gov/eJuror](http://www.ksd.uscourts.gov/eJuror).

**STEP 2:** Enter your 9-digit participant number (located below your name and address on the questionnaire), your date of birth, and the first three letters of your last name.

**STEP 3:** Follow the screen prompts and answer each question.

**STEP 4:** Review and submit your answers by clicking "confirm" at the end of the questionnaire.