

JUROR QUESTIONNAIRE FAQs



PRINCE WILLIAM COUNTY CIRCUIT COURT CLERK'S OFFICE

WHY WAS A QUESTIONNAIRE MAILED TO ME?

Every year, citizens' names are randomly selected by the Virginia Supreme Court, from registered voter lists and DMV information. A questionnaire is then sent to identify citizens who qualify to serve as jurors.

IF I NO LONGER LIVE IN PRINCE WILLIAM COUNTY, WHAT SHOULD I DO?

If completing the questionnaire online, indicate that you have moved out of Prince William County in the Explanation box at the bottom of the online form. If completing by paper, indicate that you have moved out of Prince William County on the front of the form.

I AM OUT OF TOWN AND RECEIVED A QUESTIONNAIRE, WHAT SHOULD I DO?

The questionnaire is for the jury term beginning next year. You can complete the questionnaire online at <https://pwcjury.courts.state.va.us>. If you will still be out of town into next year, you can indicate it in the Explanation box at the bottom of the online form.

WHAT SHOULD I DO IF I AM MORE THAN 73 YEARS OF AGE AND CHOOSE NOT TO BE A JUROR? If you would like to take the Age Exemption, you can check off question #1 under Possible Exemptions found in our online form as well as the paper form. If completing the questionnaire online, indicate your date of birth in the Explanation box at the bottom of the online form. If completing by paper, write in your date of birth on the front of the form.

WHAT SHOULD I DO IF I HAVE MEDICAL REASONS THAT PREVENT ME FROM SERVING?

If completing the questionnaire online, indicate that you have a medical condition that prevents you from serving as a juror in the Explanation box at the bottom of the online form. If completing by paper, attach a doctor's note to the questionnaire and return it to the Jury Department. A doctor's note could be required if you receive a summons for jury duty.

WHAT SHOULD I DO IF A QUESTIONNAIRE WAS SENT TO A FAMILY MEMBER WHO IS DECEASED? Indicate on the paper questionnaire that the family member is deceased and return it to the Jury Department. A death certificate is not necessary.

I RECEIVED A QUESTIONNAIRE; DOES THIS MEAN I WILL GET SUMMONED FOR JURY DUTY? The questionnaire is the beginning of a screening process for prospective jurors. Not everyone who receives a questionnaire will be summoned for jury duty.

WHAT SHOULD I DO IF A QUESTIONNAIRE WAS SENT TO MY SON/DAUGHTER WHO IS AWAY AT SCHOOL? The addressee can complete the questionnaire online and contact the Jury Department to receive his/her barcode number. Please indicate in the Occupation box AND the bottom of the explanation field if he/she will be a full-time student. The addressee can also complete the questionnaire by paper and indicate if he/she will be a full-time student.

I WOULD LIKE TO REQUEST AN EXEMPTION FOR A REASON NOT COVERED UNDER POSSIBLE EXEMPTIONS ON THE QUESTIONNAIRE, WHAT SHOULD I DO? You can indicate your request in the explanation box at the bottom of the online questionnaire. If completing the paper questionnaire, attach a written request to the questionnaire and return it to the Jury Department.

IF I GET SUMMONED FOR JURY DUTY, HOW MUCH NOTICE WILL I GET?

Jury duty summonses are mailed by first class mail approximately one month before your reporting date. There are instructions on the summons on how to postpone.

IF YOU HAVE ADDITIONAL QUESTIONS, CONTACT OUR JURY DEPARTMENT:



PWCJURY@VACOURTS.GOV



703-792-6047



MON. - FRI.
8:30 AM - 5:00 PM