

Western District of Virginia  
United States District Court  
Office of the Clerk

Julia C. Dudley  
Clerk of Court



210 Franklin Road  
Suite 540  
Roanoke, VA 24011

**eJUROR SUMMONS FOR PETIT JURY SERVICE**

You are receiving this document because you have been summoned to appear for jury service in the Roanoke Division of the United States District Court for the Western District of Virginia.

**Jurors play a vital role in the American System of Justice**

You have been summoned for a period of six months, January 1, 2016 to July 1, 2016. During this time you will be “on call”, which means that you will only be required to appear a few times during your service and the number of times will vary depending on how many trials have been scheduled.

Each time your name is drawn for jury service, you will receive a NOTICE FOR JURY SERVICE to give you a specific date to report to the Roanoke Division of this court. On the NOTICE FOR JURY SERVICE, there will be a telephone number for you to call to find out if your trial will begin as scheduled or has been cancelled for that specific date. You are instructed to always call this number after 6:00 p.m. in the evening before you are scheduled to appear.

Please go on-line and update your personal information using our electronic jury system known as eJuror within ten (10) days. Completion of the on-line form should only take a short period of time and the court appreciates your cooperation.

**eJUROR INSTRUCTIONS**

**Step 1** At <http://www.vawd.uscourts.gov> click on the eJUROR logo on our home page.

**Step 2** Click on the eJUROR link on the top left of the screen.

**Step 3** On the eJUROR login page, enter your **participant number, first three letters of your last name and your date of birth**. Your 9-digit participant number is located below your name and address on the front of this form.

**Step 4** Once you log in to eJUROR, **DO NOT USE the BACK or FORWARD arrows on your browser**. The use of either of these buttons, or 20 minutes of inactivity, will eject you from the eJUROR screens, and you will be unable to return to the login screen for 20 minutes. **Please use only the “<Back” or “Next>” buttons offered on the bottom of the screen you are completing.**

**Step 5** Once you complete the summons, you will have one final opportunity to **review your answers** and make any necessary **edits**. When finished, scroll all the way to the bottom of the page and click the **Confirm** button to successfully submit your answers to the summons. Once you submit this page, you will receive verification that you have successfully completed the eJuror process. **If you do not receive this message, please attempt to answer the questions in eJUROR until you have successfully completed the form.**

## FREQUENTLY ASKED QUESTIONS

**What if I don't have a computer?** The court understands that not all prospective jurors have access to a computer. You may wish to use your local library's public computer terminals to access the **eJUROR** system. However, if this option is not available to you, and **you require a paper copy of the summons and information form**, please call AJIS Summons Request Line at **540-857-5176** and enter your nine-digit participant number which is located below your name and address. You do not need to do anything further. If you require a paper summons or if you fail to complete the form online, the jury staff will send you a paper form within 30 days. After you receive the paper form, please complete, sign, and return the form to the Court within 10 days.

**What if I don't have a printer and cannot print the Medical Release Form so that I can submit proof of a mental or physical disability?** One of the questions asked is do you have any physical or mental disability that would interfere with or prevent you from serving as a juror? If you cannot print the Medical Release Form, you may:

1. Fax a document from your physician to 540-857-5110,
2. Email the statement to [Roanoke-jury@vawd.uscourts.gov](mailto:Roanoke-jury@vawd.uscourts.gov), or
3. Mail the statement to U. S. District Court, Jury Department, 210 Franklin Road, SW, Roanoke, VA 24011-2208.

Note: Please include your nine-digit number on these documents.

**Do I need to complete the form if I have moved out of your jurisdiction?** Yes, please correct your address. If you do not see your current county of residence in the drop down menu, please select "**Other**" and continue to answer the questions until you have successfully completed the form.

**How do I know that eJUROR is secure?** The court follows best practices for database and server security, maintained by highly-skilled Information Technology court staff, and supported by a dedicated national network security group.

**Who will see the information I provide to the court?** The information you are completing is used by court staff to update your information in our Jury Management System. Except by judicial order for extraordinary circumstances, only court staff will be able to review the information you provide to the federal court.

Please read the attached tri-fold brochure carefully. You should find the information self-explanatory. However, if after reading the brochure completely, you have any questions, please call the Deputy Clerk at (833) 297-5285.