

The quick reference guide below is a step-by-step process for New Jersey Jurors.

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Process

How to Login to My Jury Service (MJS) Portal:

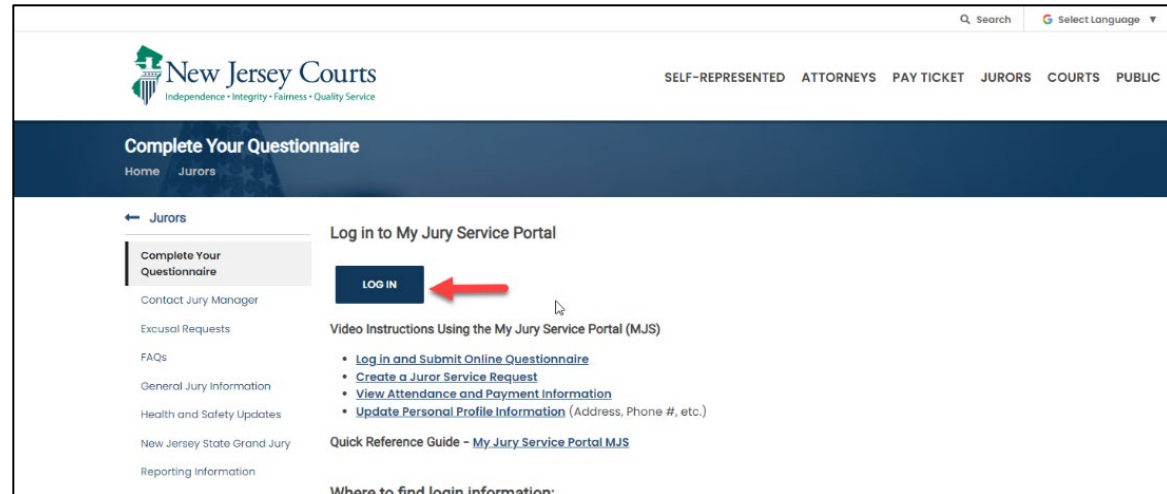
To access My Jury Service, go to

www.njcourts.gov/mjs

1. Click the 'Login' button at the top of the page.

The Login home page will display.

Screenshot

This screenshot shows the login form for the My Jury Service Portal. The form is titled "My Jury Service" and has a "How to login" section with five steps: 1. Enter the Participant ID located on your Summons Postcard. 2. Enter your five-digit zip code. 3. Enter your last name as it appears on your summons. 4. Check the "I'm not a robot" checkbox. 5. Click Login. Below the "How to login" section, there is a "Refer to the Quick Reference Guide - My Jury Service (MJS) for login and system instructions to complete your online questionnaire." and an "Issues logging in" section with a link to "Judiciary Assistance and Technical Support" and a phone number "609-421-6100". The form itself has three input fields: "Participant ID (as listed on Summons) *", "Zip code (first five digits) *", and "Last name *". Below these fields is a checkbox labeled "I'm not a robot" and a CAPTCHA image. At the bottom of the form is a green "Login" button.

1. **User ID:** Enter your 10-digit Participant ID (including zeroes) located under the barcode on your summons postcard.

**You are summoned to serve as a Petit Juror on
March 31, 2024.
Your term of service 5 business days or 1 trial.**


Step 1: Complete a brief juror qualification questionnaire within 7 days at: njcourts.gov/mjs

Step 2: If qualified, check reporting instructions the night before your summons date by calling (609) 571-4036 or visiting njcourts.gov/jurors/reporting. Your Juror Order No. is **00111**.

Step 3: Follow the Court's instructions for virtual or in-person reporting. Please do not report in-person until instructed by the court.

The New Jersey Judiciary will, with advanced notice, provide accommodations consistent with the Americans with Disabilities Act.

If instructed to report in-person:

User ID — 

Participant ID: **0001234567**

Juror Order No: 00123

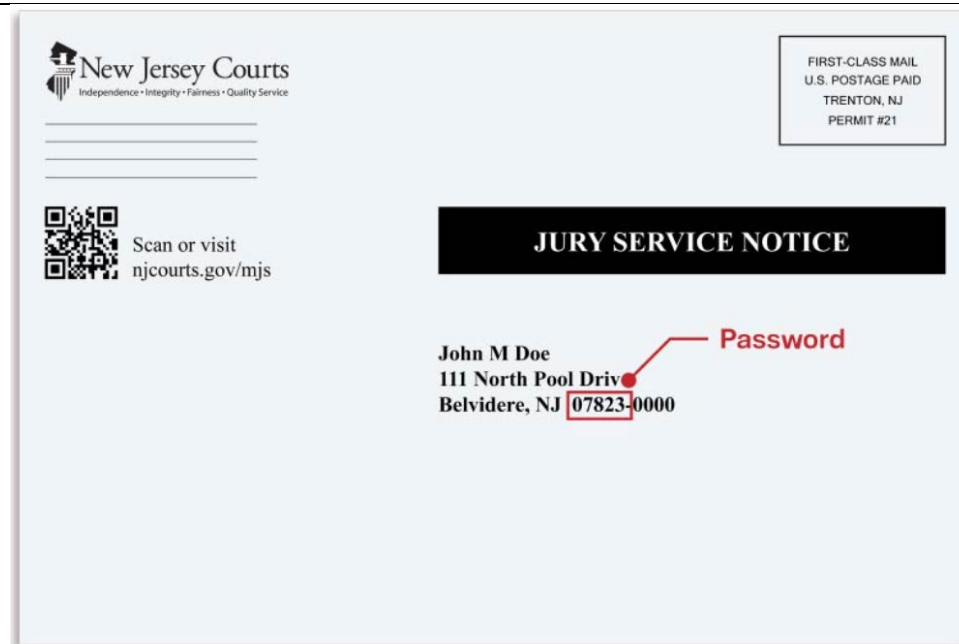
John M. Doe

2. **Password:** Enter your mailing address 5-digit zip code as written on your summons (ex. 01234).
3. **Last name:** Enter your last name as it is printed on your summons.

Note: If you do not have your summons with your Participant ID, please contact the [jury management office](#) in your county for assistance.

4. Hit Enter or click **Login**.

Note: If you are experiencing any issues while logging in, please email JurySupport.MBX@njcourts.gov for assistance.




My Jury Service

Participant ID (as listed on Summons) *

Zip code (first five digits) *

Last name *

☐ I'm not a robot
 

Login

How to login

1. Enter the Participant ID located on your Summons Postcard.
2. Enter your five-digit zip code.
3. Enter your last name as it appears on your summons.
4. Check the 'I'm not a robot' checkbox.
5. Click Login.

Refer to the Quick Reference Guide - My Jury Service (MJS) for login and system instructions to complete your online questionnaire.

Issues logging in

If you are having issues logging in, please visit [Judiciary Assistance](#) and [Technical Support](#) to create a support ticket or call the Help Desk at 609-421-6100 for assistance

Resources/Quick Links:

Quick Access links to Jury Service resources will be available within the Resources tab on the left navigation panel.

[back to top](#)

The screenshot displays the 'Resources' tab in a web application. A dropdown menu is open, listing the following links: 'ADA Information', 'Juror Orientation Video', 'Jury Management Office Contact List', 'Jury Reporting Message', 'Jury Service FAQ', and 'New Jersey Jurors'. Below the dropdown, a form titled 'Questionnaire' is visible, featuring input fields for 'Phone number' and 'Address'. A message above the form states: 'You must complete the questionnaire below prior to making any requests.' The 'Questionnaire' title is also displayed in a separate box below the form.

View/Answer Questionnaire:

1. Select 'Questionnaire'

Note: 'Contact us' section has the email, phone number and address of the County Jury Office.

Note: You must complete the questionnaire prior to making any requests.

2. Provide all information with a * (e.g., Email address, Date of birth and Mobile Phone) on the 'Required information' screen.
3. Click 'OPT OUT' if you wish to **NOT** receive text messages.
4. Click 'Next' to save all information provided and go to the next page.

My Jury Service

My Jury Service

Contact us

Email Phone number Address

You must complete the questionnaire below prior to making any requests.

Questionnaire

Home Resources My Jury Service

Required information > Questionnaire part 1 Questionnaire part 2 Review and submit

Required information

Email address *

Date of birth *

Mobile phone *

The New Jersey Courts will send text messages with important instructions relating to your jury service. Standard message and data rates may apply. The New Jersey Courts will never sell juror information.

☐ If you wish to OPT OUT of text messages, select this box. Please visit our [Terms and Conditions](#) and [Privacy Policy](#) for more information.

Cancel Next

5. Answer Questions 1 through 6 on the "Questionnaire part 1" screen.

6. Click 'Next' to save information provided.

Note: Questions with * are required.

The screenshot shows a web interface for a questionnaire. At the top, there is a navigation bar with links: [Required information](#), [Questionnaire part 1](#), [Questionnaire part 2](#), and [Review and submit](#). Below this, the title 'Questionnaire part 1' is displayed. A red arrow points to this title. The main content area contains six questions, each with a 'Yes' and 'No' button. Questions 1 through 5 are marked with a red asterisk (*), indicating they are required. Question 6 is not marked with an asterisk. A red arrow points to the 'Next' button at the bottom right of the form. The 'Next' button is highlighted in green.

Required information > Questionnaire part 1 > Questionnaire part 2 > Review and submit

Questionnaire part 1

1. Are you a resident of Hunterdon County? *

Yes No

2. Are you a citizen of the United States? *

Yes No

3. Can you read and understand English? *

Yes No

4. Are you 18 years of age or older? *

Yes No

5. Are you 75 years of age or older? *

Yes No

6. Have you been convicted of or pleaded guilty to an indictable criminal offense? Do not include traffic or disorderly person offenses. *

Yes No

Back Cancel Next

7. Please provide answers to Questions 7 through 13 on the "Questionnaire part 2" screen.
8. Click 'Next' to save information provided.

Note: Questions with * are required.

The screenshot displays the 'My Jury Service' web application interface. At the top, there is a navigation bar with 'Home' and a tab labeled 'JMS-SMN-24215'. Below this, the title 'My Jury Service' is shown. A breadcrumb trail indicates the current location: 'Required information > Questionnaire part 1 > Questionnaire part 2 > Review and submit'. A red arrow points to the 'Questionnaire part 2' section header. The questionnaire contains several questions, with required ones marked with an asterisk (*). Questions 7, 8, 9, and 10 are required. Question 7 asks about the ability to perform juror functions. Questions 8 and 9 ask for employer and occupation details. Question 10 asks about full-time employment by the State of NJ or its entities. Below these are optional demographic questions (11, 12, 13) regarding race, ethnicity, and gender. At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Next'. A red arrow points to the 'Next' button.

Home JMS-SMN-24215 x

My Jury Service

Required information > Questionnaire part 1 > Questionnaire part 2 > Review and submit

Questionnaire part 2

7. Are you mentally and physically able to perform the functions of a juror? The Judiciary will, with advanced notice, provide accommodations consistent with the Americans with Disabilities Act. *

8. What is the name of your employer? *

9. What is your occupation? *

10. Are you employed full-time by the State of NJ, or any county, municipality, public school or college or any NJ government agency, commission, entity, etc.? *

Demographic information

This information helps the judiciary understand the diversity and representativeness of Jury pools. Your responses to these questions are optional and will not affect your selection.

11. Selecting from the race categories used by the U.S. census, please select the response that most closely aligns with your racial identity.

☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ More than one race ☐ White

12. Selecting from the ethnicity categories used by the U.S. census, please also select the response that most closely aligns with your ethnic identity.

☐ Hispanic or Latino ☐ Not Hispanic or Latino

13. Selecting from the gender categories used by the State of New Jersey, please select the response that most closely aligns with your gender.

☐ Female ☐ Male ☐ Non-Binary or Undesignated

9. Please review your answers to 'Questions 1 through 13' on the "Review and submit" screen.

Note: If any changes are needed, select 'Back' to provide updates.

10. Click 'Submit' to save all information provided.

Your questionnaire has not been submitted. Review your answers and click the Submit button.

[Required information](#) > [Questionnaire part 1](#) > [Questionnaire part 2](#) > [Review and submit](#)

Review and submit

1. Are you a resident of Hunterdon County?
Yes

2. Are you a citizen of the United States?
Yes

3. Can you read and understand English?
Yes

4. Are you 18 years of age or older?
Yes

5. Are you 75 years of age or older?
No

6. Have you been convicted of or pleaded guilty to an indictable criminal offense? Do not include traffic or disorderly person offenses.
No

7. Are you mentally and physically able to perform the functions of a juror? The Judiciary will, with advanced notice, provide accommodations consistent with the Americans with Disabilities Act.
Yes

8. What is the name of your employer?
Starbucks

9. What is your occupation?
Food Service

11. Click 'Certify and submit' at the "Certification to submit questionnaire" dialog box.

12. Click 'Accept' to certify you have reviewed ALL information before submitting.

After submitting, the following confirmation message will display, "Thank you, your questionnaire has been successfully submitted."

You will be prompted to complete a Mandatory Juror Orientation Video and certification which will be discussed in the next section.

Please refer to the following video for more information.
<https://youtu.be/ZlINgFT-4d8>

[back to top](#)

Certification to submit questionnaire [X]

☐ **Certify and submit**

- I hereby certify that the answers on this form are true and correct.
- I understand that if I submit a knowingly false answer I can be subject to punishment for contempt of court.
- By clicking the Accept button, I certify that I have reviewed ALL information to make sure everything is correct before submitting.

Cancel **Accept**

My Jury Service

Thank you. Your questionnaire has been successfully submitted.

Mandatory Juror Orientation Instructions [X]

As a next step, you are required to complete a mandatory 25-minute juror orientation video and certification. Please follow the below steps to complete the task.

Step 1: Click this [link](#) or the 'Watch the Video' button below to view the orientation video.
Step 2: Once complete, click the 'Close' button to navigate to the My Jury Service homepage.
Step 3: Click on the 'Mandatory Juror Orientation Video' tile.
Step 4: Click the certification checkbox, then Submit to certify you have watched the entire 25-minute juror orientation video.

This must be completed no later than 5-calendar days prior to your summons date.
Please note: These instructions will also be sent via email.

Close **Watch the Video**

Mandatory Juror Orientation Video:

1. After completing the questionnaire, you will be prompted to complete a Mandatory Juror Orientation video. Click the 'Watch the Video' button.
2. You will be taken to a Zoom link where you must register to watch the orientation video.
3. Enter all required information, check the 'I'm not a robot' checkbox, and click the 'Register' button.
4. After registering, the video will display.

Note: Be sure to watch the entire orientation video.

My Jury Service

Thank you. Your questionnaire has been successfully submitted.

▼ Mandatory Juror Orientation Instructions

As a next step, you are required to complete a mandatory 25-minute juror orientation video and certification. Please follow the below steps to complete the task.

Step 1: Click this [link](#) or the 'Watch the Video' button below to view the orientation video.
Step 2: Once complete, click the 'Close' button to navigate to the My Jury Service homepage.
Step 3: Click on the 'Mandatory Juror Orientation Video' tile.
Step 4: Click the certification checkbox, then Submit to certify you have watched the entire 25-minute juror orientation video.

This must be completed no later than 5-calendar days prior to your summons date.
Please note: These instructions will also be sent via email.

Close

Watch the Video

NJ Courts Jury shared a recording with you

Fill out the form below to watch/download the recording

Topic	Salem On-Demand Jury Orientation
Date	Oct 15, 2023 05:46 PM Eastern Time (US and Canada)
Meeting Duration	24 minutes

* Required information

First Name*

Last Name*

Email Address*

Confirm Email Address*

Phone*

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

☐ I'm not a robot



Register

5. After watching the entire juror orientation video, navigate back to the My Jury Service portal by click on the previous tab.

New Jersey Courts

Salem On-Demand Jury Orientation - Shared screen

Questions?

Your understanding of the orientation materials is very important to you while you serve as a juror.

If you have questions about anything in this orientation presentation, please contact the jury management office at

SlmJury.Mailbox@njcourts.gov

or

856-878-5050, ext. 15760

00:00:04 / 00:24:38

Speed CC

Enterprise Portal x Summon JMS-SMN-181099 x Salem On-Demand Jury Orientation x +

njcourts.zoomgov.com/join/912456789101112131415161718192021222324252627282930313233343536373839404142434445464748495051525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899100101102103104105106107108109110111112113114115116117118119120121122123124125126127128129130131132133134135136137138139140141142143144145146147148149150151152153154155156157158159160161162163164165166167168169170171172173174175176177178179180181182183184185186187188189190191192193194195196197198199200201202203204205206207208209210211212213214215216217218219220221222223224225226227228229230231232233234235236237238239240241242243244245246247248249250251252253254255256257258259260261262263264265266267268269270271272273274275276277278279280281282283284285286287288289290291292293294295296297298299300301302303304305306307308309310311312313314315316317318319320321322323324325326327328329330331332333334335336337338339340341342343344345346347348349350351352353354355356357358359360361362363364365366367368369370371372373374375376377378379380381382383384385386387388389390391392393394395396397398399400401402403404405406407408409410411412413414415416417418419420421422423424425426427428429430431432433434435436437438439440441442443444445446447448449450451452453454455456457458459460461462463464465466467468469470471472473474475476477478479480481482483484485486487488489490491492493494495496497498499500501502503504505506507508509510511512513514515516517518519520521522523524525526527528529530531532533534535536537538539540541542543544545546547548549550551552553554555556557558559560561562563564565566567568569570571572573574575576577578579580581582583584585586587588589590591592593594595596597598599600601602603604605606607608609610611612613614615616617618619620621622623624625626627628629630631632633634635636637638639640641642643644645646647648649650651652653654655656657658659660661662663664665666667668669670671672673674675676677678679680681682683684685686687688689690691692693694695696697698699700701702703704705706707708709710711712713714715716717718719720721722723724725726727728729730731732733734735736737738739740741742743744745746747748749750751752753754755756757758759760761762763764765766767768769770771772773774775776777778779780781782783784785786787788789790791792793794795796797798799800801802803804805806807808809810811812813814815816817818819820821822823824825826827828829830831832833834835836837838839840841842843844845846847848849850851852853854855856857858859860861862863864865866867868869870871872873874875876877878879880881882883884885886887888889890891892893894895896897898899900901902903904905906907908909910911912913914915916917918919920921922923924925926927928929930931932933934935936937938939940941942943944945946947948949950951952953954955956957958959960961962963964965966967968969970971972973974975976977978979980981982983984985986987988989990991992993994995996997998999100010011002100310041005100610071008100910101011101210131014101510161017101810191020102110221023102410251026102710281029103010311032103310341035103610371038103910401041104210431044104510461047104810491050105110521053105410551056105710581059106010611062106310641065106610671068106910701071107210731074107510761077107810791080108110821083108410851086108710881089109010911092109310941095109610971098109911001101110211031104110511061107110811091110111111121113111411151116111711181119112011211122112311241125112611271128112911301131113211331134113511361137113811391140114111421143114411451146114711481149115011511152115311541155115611571158115911601161116211631164116511661167116811691170117111721173117411751176117711781179118011811182118311841185118611871188118911901191119211931194119511961197119811991200120112021203120412051206120712081209121012111212121312141215121612171218121912201221122212231224122512261227122812291230123112321233123412351236123712381239124012411242124312441245124612471248124912501251125212531254125512561257125812591260126112621263126412651266126712681269127012711272127312741275127612771278127912801281128212831284128512861287128812891290129112921293129412951296129712981299130013011302130313041305130613071308130913101311131213131314131513161317131813191320132113221323132413251326132713281329133013311332133313341335133613371338133913401341134213431344134513461347134813491350135113521353135413551356135713581359136013611362136313641365136613671368136913701371137213731374137513761377137813791380138113821383138413851386138713881389139013911392139313941395139613971398139914001401140214031404140514061407140814091410141114121413141414151416141714181419142014211422142314241425142614271428142914301431143214331434143514361437143814391440144114421443144414451446144714481449145014511452145314541455145614571458145914601461146214631464146514661467146814691470147114721473147414751476147714781479148014811482148314841485148614871488148914901491149214931494149514961497149814991500150115021503150415051506150715081509151015111512151315141515151615171518151915201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6. Click the 'Close' button to navigate to the My Jury Service home screen.

Note: A warning message will display, reminding you that you must complete the juror orientation video and certification.

7. Once the video has been watched, click on the 'Mandatory Juror Orientation Video' tile.

Note: The tile will display 'Not completed' when video and certification has not yet been completed.

My Jury Service

Thank you. Your questionnaire has been successfully submitted.

Mandatory Juror Orientation Instructions

As a next step, you are required to complete a mandatory 25-minute juror orientation video and certification. Please follow the below steps to complete the task.
Step 1: Click this link or the 'Watch the Video' button below to view the orientation video.
Step 2: Once complete, click the 'Close' button to navigate to the My Jury Service homepage.
Step 3: Click on the 'Mandatory Juror Orientation Video' tile.
Step 4: Click the certification checkbox, then Submit to certify you have watched the entire 25-minute juror orientation video.

This must be completed no later than 5-calendar days prior to your summons date.
Please note: These instructions will also be sent via email.

Close

Watch the Video

You have not yet completed the mandatory 25-minute juror orientation video. Please click this link and watch the video no later than 5 calendar days prior to your summons date. Once complete, click the Mandatory Juror Orientation Video tile to certify completion of the video

Contact us

Email

hnjury@njjudlab.njcourts.gov

Phone number

(908) 824-9750 EXT 13989

Address

65 Park Avenue, Flemington, NJ 08822

Mandatory Juror Orientation Video

Not completed

Questionnaire

Juror Service Request

+

Jury Service, Payment History and Attendance Letter

My Profile

13

1/31/2024

8. The Certification will display. Check the checkbox to certify that you have watched the entire juror orientation video. Click the 'Submit' button to submit your certification.

9. A success message will display stating, 'You have successfully certified the Juror Orientation Video.'

10. Click the 'Close' button to go back to the My Jury Service home screen.

11. The Mandatory Juror Orientation Video tile will now show 'Completed,' and the warning message will no longer display.

[back to top](#)

My Jury Service

If you have not yet completed the mandatory 25-minute juror orientation video, please click this [link](#) and watch the video no later than 5 calendar days prior to your summons date. Once you have watched the entire video, certify you have completed orientation by checking the box below and clicking Submit.

Certification

☐ I hereby certify that I have completed the 25-minute jury orientation video. *

[Cancel](#) [Watch the Video](#) [Submit](#)

My Jury Service

If you have not yet completed the mandatory 25-minute juror orientation video, please click this [link](#) and watch the video no later than 5 calendar days prior to your summons date. Once you have watched the entire video, certify you have completed orientation by checking the box below and clicking Submit.

Certification

☒ I hereby certify that I have completed the 25-minute jury orientation video. *

[Cancel](#) [Watch the Video](#) [Submit](#)

My Jury Service

You have successfully certified the Juror Orientation Video.

Certification

☒ I hereby certify that I have completed the 25-minute jury orientation video.

[Watch the Video](#) [Close](#)

My Jury Service

Contact us

Email: hnjury@njjudlab.njcourts.gov Phone number: (908) 824-9750 EXT 13989 Address: 65 Park Avenue, Flemington, NJ 08822

Mandatory Juror Orientation Video [Completed](#)

Questionnaire

Juror Service Request

Jury Service, Payment History and Attendance Letter

My Profile

Review/Modify Juror Questionnaire:

1. Select 'Questionnaire' to review or modify your answers to the questionnaire.

My Jury Service

✕

▼ Contact us

Email hnjury@njjudlab.njcourts.gov	Phone number (908) 824-9750 EXT 13989	Address 65 Park Avenue, Flemington, NJ 08822
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Mandatory Juror Orientation Video

Completed

Questionnaire


Juror Service Request

Jury Service, Payment History and Attendance Letter

My Profile

2. Click 'Modify' to make changes to the answers provided.

Note:

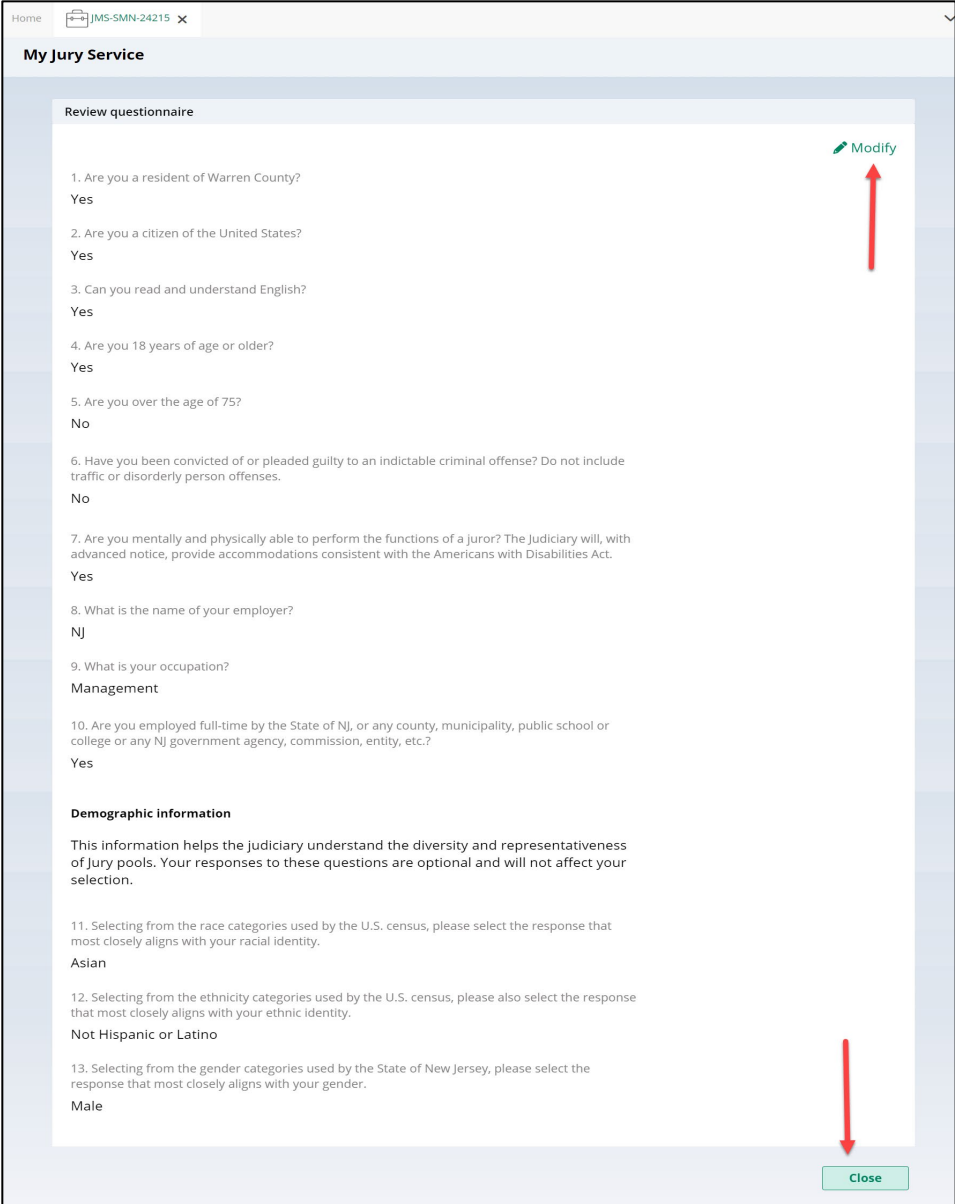
To update, select  Save

To cancel changes, select

 Undo |

3. Click 'Close' to exit.


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Home JMS-SMN-24215 x

My Jury Service

Review questionnaire

 Modify

1. Are you a resident of Warren County?
Yes

2. Are you a citizen of the United States?
Yes

3. Can you read and understand English?
Yes

4. Are you 18 years of age or older?
Yes

5. Are you over the age of 75?
No

6. Have you been convicted of or pleaded guilty to an indictable criminal offense? Do not include traffic or disorderly person offenses.
No

7. Are you mentally and physically able to perform the functions of a juror? The Judiciary will, with advanced notice, provide accommodations consistent with the Americans with Disabilities Act.
Yes

8. What is the name of your employer?
NJ

9. What is your occupation?
Management

10. Are you employed full-time by the State of NJ, or any county, municipality, public school or college or any NJ government agency, commission, entity, etc.?
Yes

Demographic information

This information helps the judiciary understand the diversity and representativeness of jury pools. Your responses to these questions are optional and will not affect your selection.

11. Selecting from the race categories used by the U.S. census, please select the response that most closely aligns with your racial identity.
Asian

12. Selecting from the ethnicity categories used by the U.S. census, please also select the response that most closely aligns with your ethnic identity.
Not Hispanic or Latino

13. Selecting from the gender categories used by the State of New Jersey, please select the response that most closely aligns with your gender.
Male

Close

How to Submit an Excusal Request:

1. Select 'Juror Service Request' to request an excusal or deferral and select 'Create Juror Service Request.'

The screenshot shows the 'My Jury Service' dashboard. At the top, there is a 'Contact us' section with fields for Email (hunjury@njjudlab.njcourts.gov), Phone number ((908) 824-9750 EXT 13989), and Address (65 Park Avenue, Flemington, NJ 08822). Below this, there are five buttons: 'Mandatory Juror Orientation Video' (with a video icon and 'Completed' status), 'Questionnaire' (with a clipboard icon), 'Juror Service Request' (with a plus icon, highlighted by a red arrow), 'Jury Service, Payment History and Attendance Letter' (with a document icon), and 'My Profile' (with a person icon).

The screenshot shows the 'Juror request' modal. It has a title bar with 'Home' and 'Juror Service...' tabs. The main content area says 'Juror request' and 'No requests have been submitted.' Below this, there is a green button labeled '+ Create Juror Service Request' with a red arrow pointing to it. A 'Close' button is in the bottom right corner.

2. Select 'Excuse' as the 'Request type'.

The screenshot shows the 'Juror request' modal with the 'Request type' section expanded. It shows two radio buttons: 'Excuse' (selected, highlighted by a red arrow) and 'Deferral'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

3. Select a reason from the "Excuse reason" drop-down.
4. Follow the document submission instructions.
5. Click 'Submit' to send the request to the jury management office.
6. Email the required documents for the excusal reason after submitting your request.

OR

7. Click 'Cancel' to exit without submitting request.

Home Juror Service... X New Request-0... X

My Jury Service Active

Juror request

⚠ Attention document required! Follow the document submission instructions.

Request type *

☒ Excuse

☐ Deferral

Select excuse reason *

Select...

Select...

Caregiver for Sick, Aged or Infirm Dependent

Volunteer EMT/Firefighter

Served as a Juror in the Same County Within the Last 3 Years

Essential Teacher

Financial Hardship

Healthcare Provider

Medical Inability

Military Service

Caregiver for Minor Child

Cancel Submit

Home Juror Service... X New Request-0... X

My Jury Service Active

Juror request

⚠ Attention document required! Follow the document submission instructions.

Request type *

☒ Excuse

☐ Deferral

Select excuse reason *

Volunteer EMT/Firefighter

Required documents.

Letter on letterhead from Fire Captain or EMT Squad Captain or ID showing active (not expired) volunteer status

Document submission instructions

Email the completed form to hntjury.mbx@njjudlab.njcourts.gov - Add the subject line as "Excuse Request - 0011221201 - "

Cancel Submit

After submitting, the following confirmation message will display, "Excuse request JMS-SVR-### has been received successfully and under review".

8. Click 'Close' to exit.

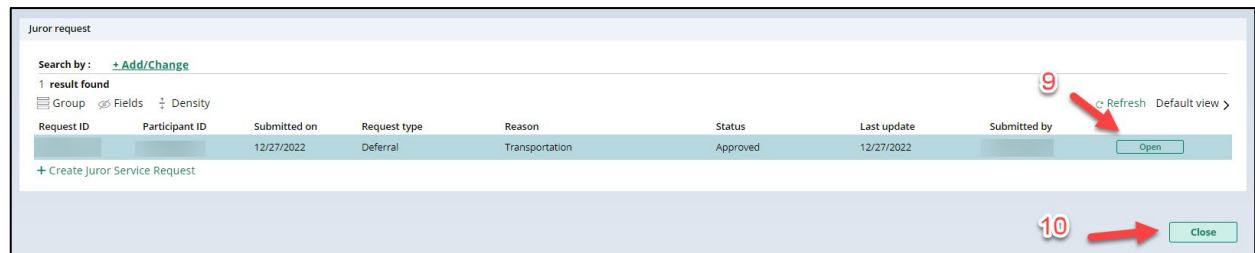
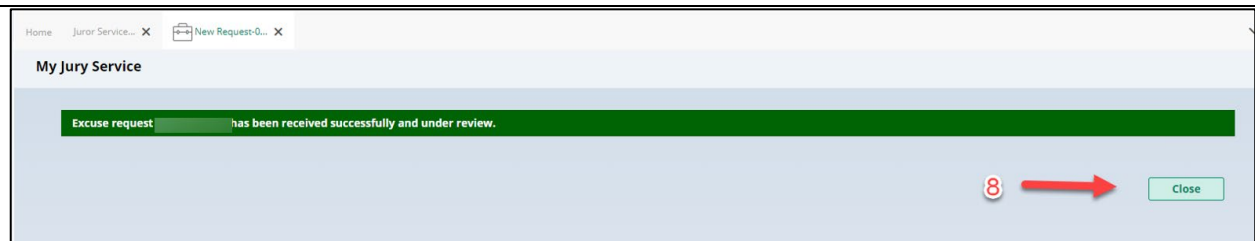
9. Click 'Open' to review your request.

OR

10. Click 'Close' to exit.

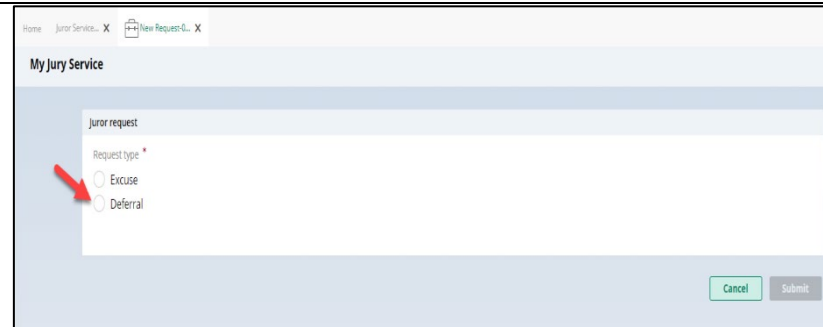
Please refer to the following video for more information.
<https://youtu.be/WRfAJK7d2cl>

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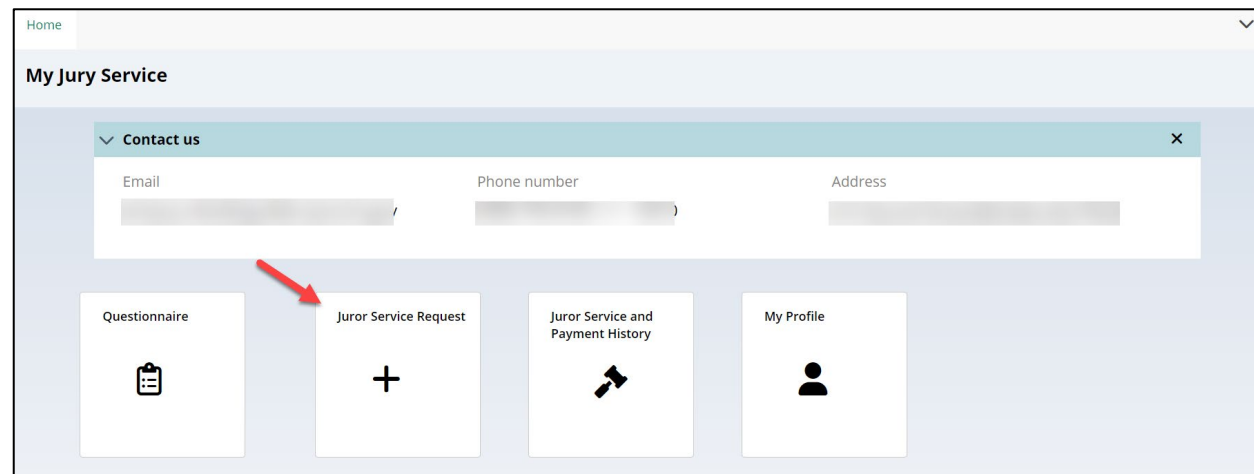


How to Submit a Reschedule Request:

1. Select 'Juror Service Request' to request an excusal or deferral.
 - a. Select 'Create Juror Service Request'



This screenshot shows a web browser window with tabs for 'Home', 'Juror Service...', and 'New Request...'. The main content area is titled 'My Jury Service'. Below this, there is a 'Juror request' section with a 'Request type' label and two radio button options: 'Excuse' and 'Deferral'. A red arrow points to the 'Request type' label. At the bottom right of the form, there are 'Cancel' and 'Submit' buttons.



This screenshot shows the 'My Jury Service' dashboard. At the top, there is a 'Contact us' section with input fields for 'Email', 'Phone number', and 'Address'. Below this, there are four service tiles: 'Questionnaire' (with a clipboard icon), 'Juror Service Request' (with a plus icon and a red arrow pointing to it), 'Juror Service and Payment History' (with a gavel icon), and 'My Profile' (with a person icon).

2. Select 'Deferral' as the 'Request type'.

3. Select 'Deferral month' drop-down.

4. Select from 'available deferred dates' listed.

5. Select a reason from the "Deferral reason" drop-down.

6. Provide any optional notes in the 'Additional Notes' section.

7. Click 'Submit' to send request to the jury management office.

OR

8. Click 'Cancel' to exit without submitting a request.

The screenshot shows the 'My Jury Service' web application interface. The 'Juror request' form is displayed with the following elements:

- Request type:** Radio buttons for 'Excuse' and 'Deferral' (selected).
- Request information:**
 - Deferral Month:** A dropdown menu showing 'April'.
 - Select from available deferral dates:** Radio buttons for 'Monday - 04/03/2023' (selected), 'Monday - 04/10/2023', 'Monday - 04/17/2023', and 'Monday - 04/24/2023'.
 - Need a different date?** A link to 'Contact the jury management office'.
- Deferral reason:** A dropdown menu showing 'Medical - Temporary'.
- Additional Notes:** A text area with a 'Remaining: 250 characters' indicator.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right.

Red arrows and numbers 3 through 8 indicate the steps for submitting a request:

- 3: Points to the 'Deferral' radio button.
- 4: Points to the 'Deferral Month' dropdown.
- 5: Points to the 'Monday - 04/03/2023' radio button.
- 6: Points to the 'Additional Notes' text area.
- 7: Points to the 'Submit' button.
- 8: Points to the 'Cancel' button.

After clicking Submit, the following confirmation message will display, "Deferral request successfully completed."

9. Click 'Close' to exit.

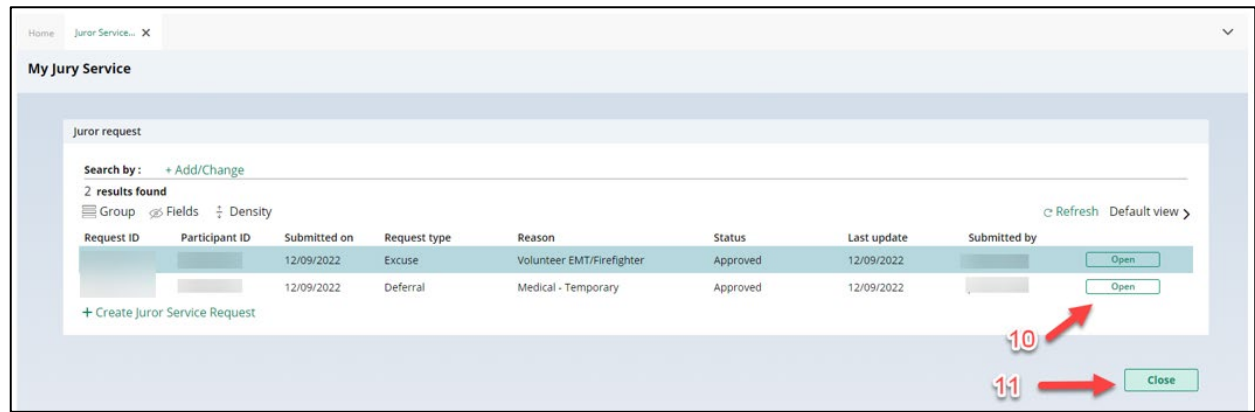
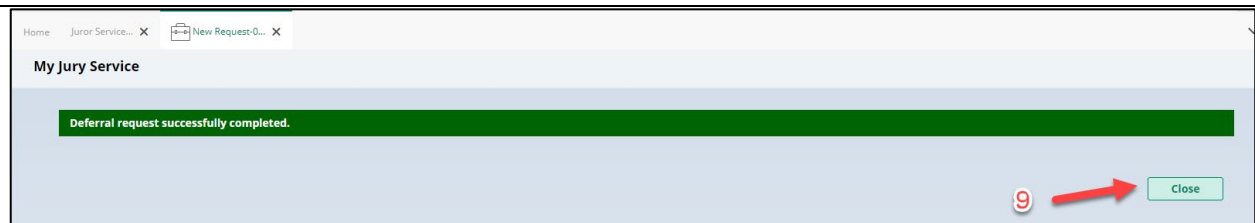
10. Click 'Open' to review your request.

OR

11. Click 'Close' to exit.

Please refer to the following video for more information.
<https://youtu.be/WRfAJK7d2cl>

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View Juror Service and Payment History

1. Select 'Juror Service and Payment History' to view updates for Attendance, Payment, and Service history.

My Jury Service

▼ Contact us

Email hnjury@njjudlab.njcourts.gov	Phone number (908) 824-9750 EXT 13989	Address 65 Park Avenue, Flemington, NJ 08822
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Mandatory Juror Orientation Video
Completed

Questionnaire

Juror Service Request

Jury Service, Payment History and Attendance Letter

My Profile

2. Click 'Close' to exit

Please refer to the following video for more information.

<https://youtu.be/bDIcsQa0H4>

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Home Jury Service ... x

My Jury Service

Payment history

0 results found

Refresh

Attendance date Total amount

No items

Government employee
Yes

Service history

12 results found

Refresh

Group Fields Density

Date	User name	Description	Notes
11/22/2022	Participant	Excusal Requested	
11/22/2022	Participant	Deferral Approved	
11/22/2022	Participant	Deferral Approved	
11/22/2022	Participant	Modified Question...	
11/22/2022	Participant	Date of birth updat...	
11/22/2022	Participant	Status has been up...	Status has been updated FROM Disqualified TO Confirmed
11/22/2022	Participant	Questionnaire Submi...	
11/22/2022	Participant	Email updated	
11/22/2022	Participant	Phone updated	
11/22/2022	Participant	Status has been up...	Status has been updated FROM Summoned TO Disqualified

1 2 Next

Close

Update Profile/Contact information

1. Select 'My Profile' to view Personal and Service Information.
2. Click 'Modify' to update personal Information.
3. After making updates, select 'Save.'
4. If changes were made in error, select "Undo."

Note: Opting out of text messages can be done anytime during the jury process using the checkbox or calling the jury office. If you opt-out for a second time, you will not be allowed to opt-in for 30 days.

My Jury Service

▼ Contact us

Email: hnjury@njjudlab.njcourts.gov Phone number: (908) 824-9750 EXT 13989 Address: 65 Park Avenue, Flemington, NJ 08822

Mandatory Juror Orientation Video (Completed) Questionnaire Juror Service Request Jury Service, Payment History and Attendance Letter My Profile

Home Juror Profile X

My Jury Service

Personal Information

Name: [Redacted] Date of Birth: [Redacted] Address: [Redacted]

Mobile: [Redacted] Home phone: [Redacted] Work phone: [Redacted] Email address: [Redacted]

Gender: [Redacted] Ethnicity: [Redacted] Race: [Redacted] Opt-out: ☐

Service Information

Participant ID: [Redacted] Pool order number: 00015 Pool type: Petit Summons date: 12/19/2022

Status: Confirmed Court: Hunterdon

Modify

Close

5. After selecting Save, the following confirmation message will display, "Changes has been successfully saved."

Home Juror Profile X

My Jury Service

Personal Information

Undo Save

Name Date of Birth *

Address * City * State * Zip *

Mobile * Home phone Work phone Email address *

Gender Ethnicity Race Opt-out

Service Information

Participant ID	Pool order number	Pool type	Summons date
	00014	Petit	01/30/2023
Status	Court		
Excused	Warren		

Close

6. Click 'Close' to exit.

Please refer to the following video for more information.
<https://youtu.be/7FfQL83BGjs>

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The screenshot shows a web application interface for 'My Jury Service'. At the top, there is a navigation bar with 'Home' and 'Juror Profile' (with a close icon). Below the navigation bar, the title 'My Jury Service' is displayed. A green success message banner reads '✓ Changes has been successfully saved.' Below this, the 'Personal Information' section is shown, containing various input fields for personal details. A 'Modify' button with a pencil icon is located in the top right corner of the form area.

Personal Information			
Name	Date of Birth	Address	
Mobile	Home phone	Work phone	Email address
Gender	Ethnicity	Race	<input type="checkbox"/> Opt-out