

The quick reference guide below is a step-by-step process on how to navigate My Jury Service (completing the questionnaire, watching the mandatory juror orientation video, submitting excusal and deferral requests, and viewing your service information).

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How to login to My Jury Service (MJS) Portal

1. To access My Jury Service, go to www.njcourts.gov/mjs.
2. Click the Login button at the top of the page.

Complete Your Questionnaire

Home Jurors

← Jurors

Complete Your Questionnaire

Contact Jury Manager

Excusal Requests

FAQs

General Jury Information

Health and Safety Updates

New Jersey State Grand Jury

Reporting Information

Videoconference Instructions

Log in to My Jury Service Portal

LOG IN

Video Instructions Using the My Jury Service Portal (MJS)

- [How to create a Juror Service Request](#)
- [How to view Attendance and Payment Information](#)
- [How to update Personal Profile Information](#) (Address, Phone #, etc.)

Quick Reference Guide - [My Jury Service Portal MJS](#)

Where to find login information:

3. The My Jury Service login page will display.

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 Postcard.
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 to the My Jury Service Portal

If you are having issues logging in, please email JurorTechHelp.mbx@njcourts.gov.

For more information regarding the MJS Portal and your jury service, please visit the [Jury Management Office Contact List](#) to contact your summoning county's jury management office.

Additional login support is available by contacting the Statewide Call Center at (609)-421-6100.

4. Enter your 10-digit Participant ID in the Participant ID box. This is located under the barcode on your summons postcard.

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 Postcard.
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 to the My Jury Service Portal

If you are having issues logging in, please email JurorTechHelp.mbx@njcourts.gov.

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Additional login support is available by contacting the Statewide Call Center at (609)-421-6100.

**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:

Participant ID



Participant ID: **0001234567**

Juror Order No: **00123**

John M. Doe


5. Enter your 5-digit mailing address zip code as displayed on your summons postcard.

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 Postcard.
4. Check the "I'm not a robot" checkbox.
5. Click Login.

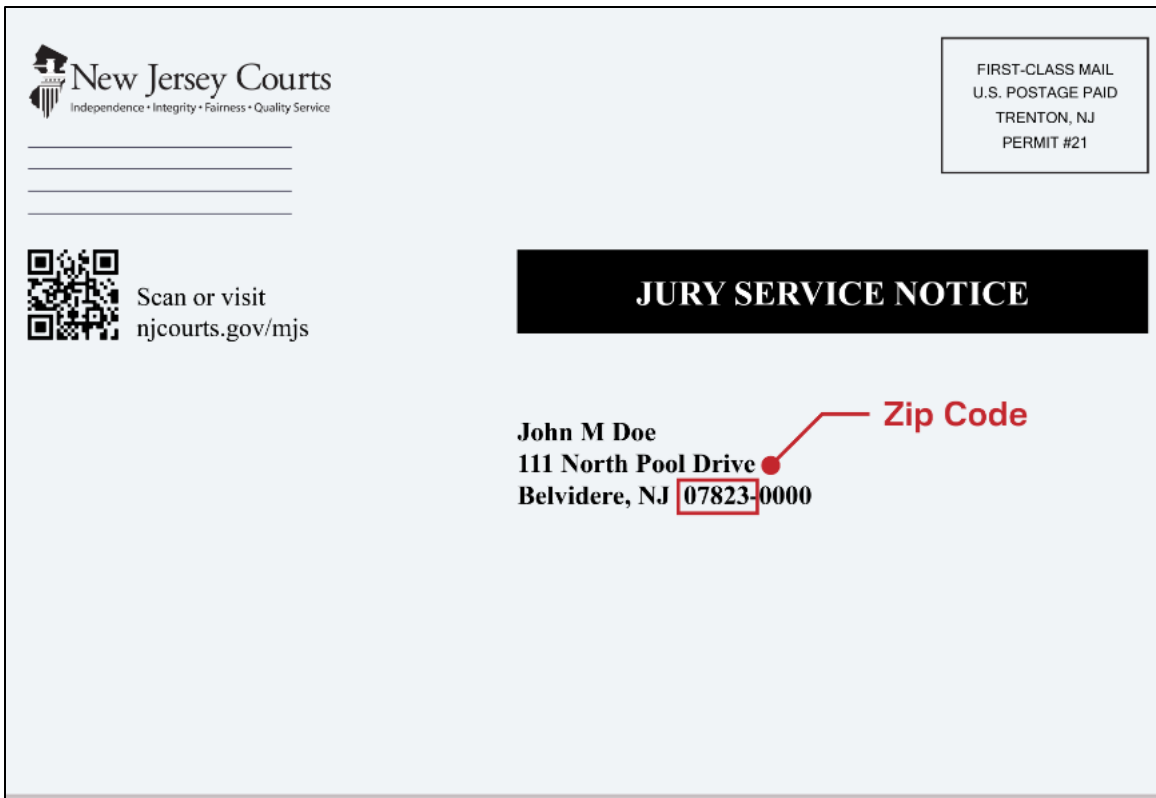
Refer to the [Quick Reference Guide - My Jury Service \(MJS\)](#) for login and system instructions to complete your online questionnaire.

Issues logging in to the My Jury Service Portal

If you are having issues logging in, please email JurorTechHelp.mbx@njcourts.gov.

For more information regarding the MJS Portal and your jury service, please visit the [Jury Management Office Contact List](#) to contact your summoning county's jury management office.

Additional login support is available by contacting the Statewide Call Center at (609)-421-6100.



6. Enter your last name as it appears on your summons postcard.

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 Postcard.
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 to the My Jury Service Portal

If you are having issues logging in, please email JurorTechHelp.mbx@njcourts.gov.

For more information regarding the MJS Portal and your jury service, please visit the [Jury Management Office Contact List](#) to contact your summoning county's jury management office.

Additional login support is available by contacting the Statewide Call Center at (609)-421-6100.

7. Check the I'm not a robot checkbox.

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 Postcard.
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 to the My Jury Service Portal

If you are having issues logging in, please email JurorTechHelp.mbx@njcourts.gov.

For more information regarding the MJS Portal and your jury service, please visit the [Jury Management Office Contact List](#) to contact your summoning county's jury management office.

Additional login support is available by contacting the Statewide Call Center at (609)-421-6100.

8. Click the Login button.

Note: If you are experiencing any issues while logging in, please email JurorTechHelp.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


reCAPTCHA
[Privacy](#) - [Terms](#)

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 Postcard.
4. Check the 'I'm not a robot' checkbox.
5. Click Login.

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Issues logging in to the My Jury Service Portal

If you are having issues logging in, please email JurorTechHelp.mbx@njcourts.gov.

For more information regarding the MJS Portal and your jury service, please visit the [Jury Management Office Contact List](#) to contact your summoning county's jury management office.

Additional login support is available by contacting the Statewide Call Center at (609)-421-6100.

Please refer to the following video for more information: <https://youtu.be/XbJuBPGa8jQ>

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rev. 4/3/2024

Resources

Quick access links to jury service resources will be available within the Resources tab on the left navigation panel.

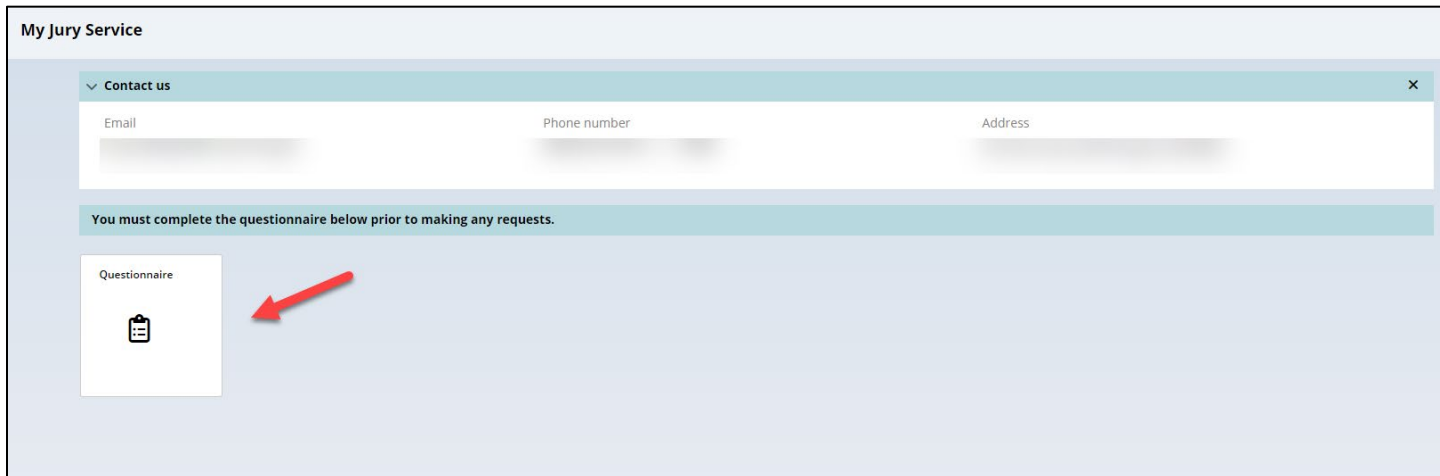
The screenshot shows a web application interface with a left navigation panel and a main content area. The navigation panel has a 'Resources' tab selected, which is highlighted in green. Below the tab, a list of resource links is displayed: 'ADA Information', 'Juror Orientation Video', 'Jury Management Office Contact List', 'Jury Reporting Message', 'Jury Service FAQ', and 'New Jersey Jurors'. The main content area is light blue and contains a form with a light blue header bar. The header bar has a close button (X) on the right. Below the header bar, there are three input fields: 'Phone number' and 'Address' are labeled, and a third field is partially visible. Below the input fields, there is a light blue bar with the text 'You must complete the questionnaire below prior to making any requests.' Below this bar, there is a white box with the title 'Questionnaire' and a clipboard icon.

Complete the questionnaire

1. Click the Questionnaire tile.

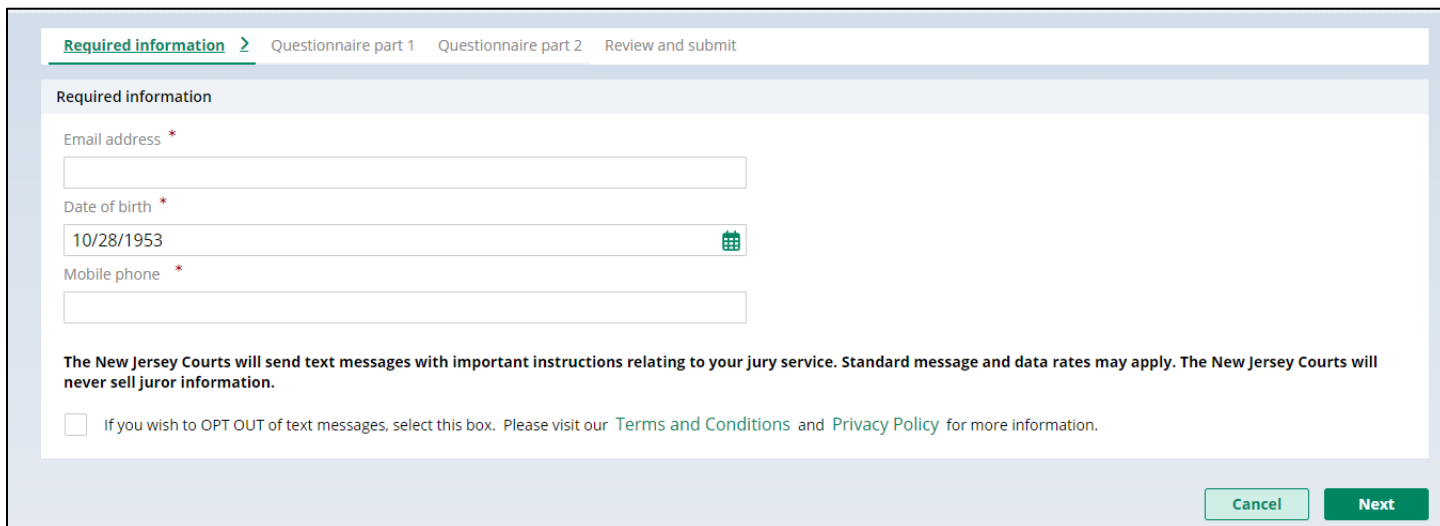
Note: The Contact us section will provide you with the email, phone number, and address of your summoning county's jury office.

Note: Your questionnaire must be completed before doing anything else in My Jury Service.



The screenshot shows the 'My Jury Service' dashboard. At the top, there is a 'Contact us' section with fields for Email, Phone number, and Address. Below this, a message states: 'You must complete the questionnaire below prior to making any requests.' In the center, there is a 'Questionnaire' tile with a clipboard icon. A red arrow points to this tile.

2. Enter your Email address, Date of birth, and Mobile phone number in the spaces provided. If you wish to opt out of text messages, check the checkbox.



The screenshot shows the 'Required information' form. It has a progress bar at the top with four steps: 'Required information' (active), 'Questionnaire part 1', 'Questionnaire part 2', and 'Review and submit'. The form contains three input fields: 'Email address *', 'Date of birth *' (with a calendar icon and the value '10/28/1953'), and 'Mobile phone *'. Below these fields, there is a paragraph of text: '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.' At the bottom, there is a checkbox and the text: 'If you wish to OPT OUT of text messages, select this box. Please visit our [Terms and Conditions](#) and [Privacy Policy](#) for more information.' At the bottom right, there are two buttons: 'Cancel' and 'Next'.

3. Click Next to proceed to the next page of the questionnaire.

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

Required information

Email address *

Date of birth *
10/28/1953

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](#)

4. Answer all questions in Questionnaire part 1. All questions with a red asterisk (*) are required. Depending on how you answer some questions, additional questions may appear.

[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](#)

5. Click Next to proceed to the next page.

[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



6. Answer the questions in Questionnaire part 2. Click Next to proceed to the next page.

[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



7. Review your answers on the Review and submit page. If you need to make any changes, click Back. Click Submit to submit your answers to the questionnaire.

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?
Clerical

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.?
No

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.

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.

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

Back Cancel Submit

8. A pop-up will display. Check the checkbox to certify your questionnaire.

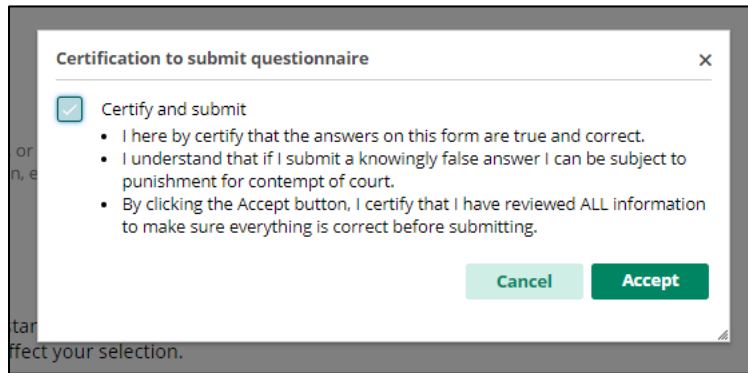
Certification to submit questionnaire

☐ 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.

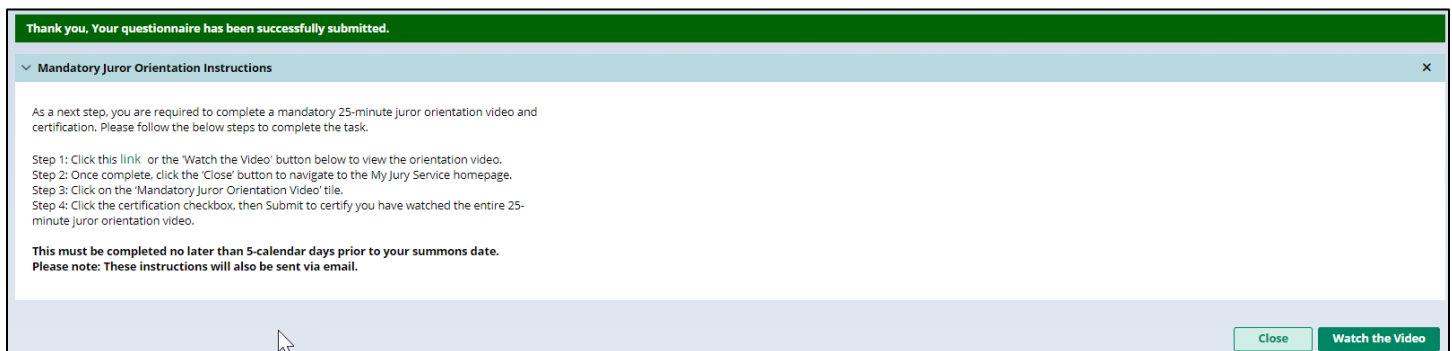
Cancel Accept

9. Click the Accept button.



A screenshot of a web dialog box titled "Certification to submit questionnaire". It contains a checked checkbox labeled "Certify and submit" followed by three bullet points: "I here by 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.", and "By clicking the Accept button, I certify that I have reviewed ALL information to make sure everything is correct before submitting." At the bottom right are "Cancel" and "Accept" buttons.

10. After submitting your questionnaire, a confirmation message will display along with information on how to complete your Mandatory Juror Orientation Video and certification.



A screenshot of a confirmation message and instructions. At the top is a green banner that says "Thank you. Your questionnaire has been successfully submitted." Below it is a light blue box titled "Mandatory Juror Orientation Instructions" with a close button (X). The text inside says: "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." It lists four steps: 1. Click this link or the 'Watch the Video' button below to view the orientation video. 2. Once complete, click the 'Close' button to navigate to the My Jury Service homepage. 3. Click on the 'Mandatory Juror Orientation Video' tile. 4. Click the certification checkbox, then Submit to certify you have watched the entire 25-minute juror orientation video. It also states: "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." At the bottom right are "Close" and "Watch the Video" buttons.

For more information on completing your questionnaire, please refer to the following video:

<https://youtu.be/XbjuBPGa8jQ>

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.

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

2. You will be taken to a Zoom link where you must register to watch the orientation video. Enter all required information, check the I'm not a robot checkbox, and click the Register button.

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.

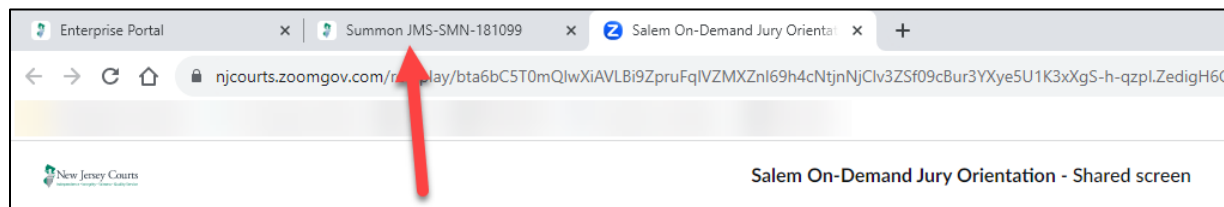
☐ I'm not a robot reCAPTCHA Privacy - Terms

Register

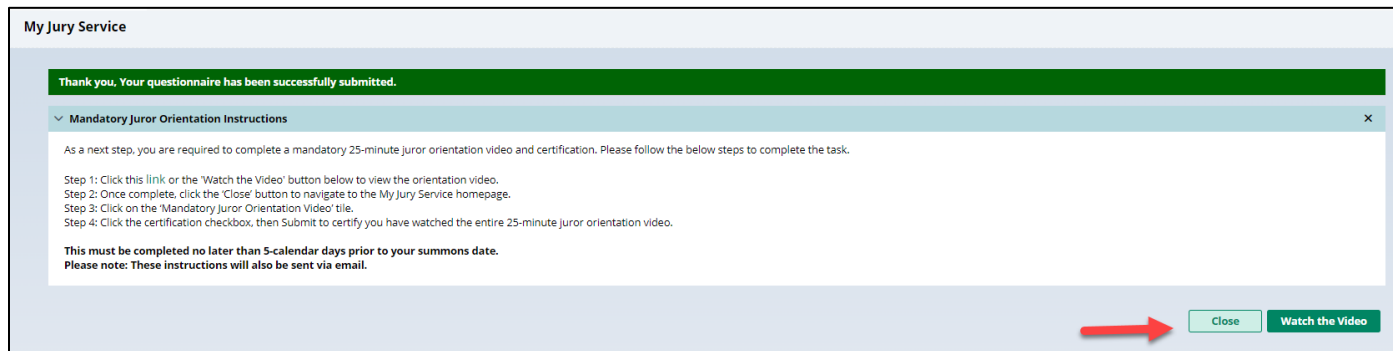
3. After registering, the video will display.



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



5. Click the Close button to navigate to the My Jury Service home screen.



6. Once the video has been watched, click the Mandatory Juror Orientation Video tile.

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

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

This screenshot shows the 'My Jury Service' dashboard. At the top, a yellow banner reads: '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'. Below the banner is a 'Contact us' section with contact information: Email (hnjury@njudlab.njcourts.gov), Phone number ((908) 824-9750 EXT 13989), and Address (65 Park Avenue, Flemington, NJ 08822). The main area contains five tiles: 'Mandatory Juror Orientation Video' (marked 'Not completed' with a red arrow), 'Questionnaire', 'Juror Service Request', 'Jury Service, Payment History and Attendance Letter', and 'My Profile'.

7. 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.

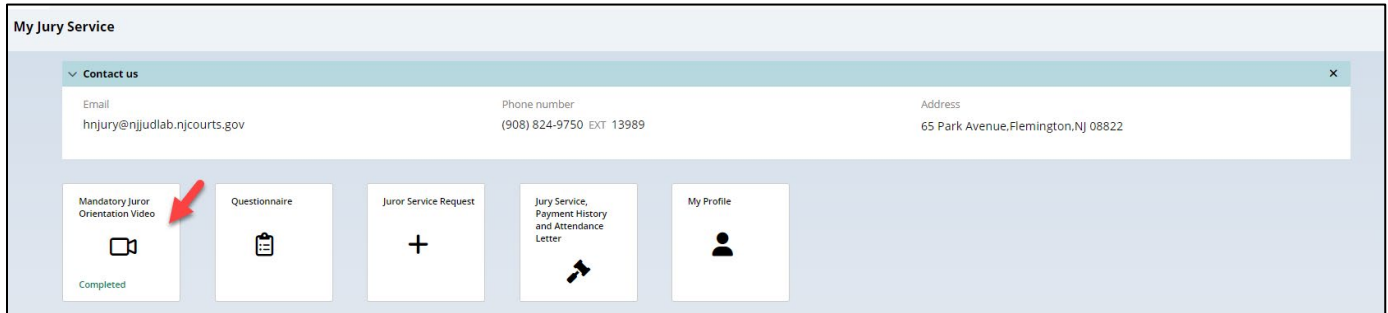
This screenshot shows the 'My Jury Service' certification page. A blue banner at the top reads: 'If you have not yet completed the mandatory 25-minute juror orientation video, please click this link and watch the video no later than 5 calendar days prior to your summons date. Once you have watched the entire video, certify you have completed orientation by checking the box below and clicking Submit.' Below this is a 'Certification' section with a checkbox that is currently unchecked (indicated by a red arrow). The text next to the checkbox is 'I hereby certify that I have completed the 25-minute jury orientation video.' At the bottom right are three buttons: 'Cancel', 'Watch the Video', and 'Submit'.

This screenshot shows the 'My Jury Service' certification page, similar to the previous one, but the checkbox in the 'Certification' section is now checked (indicated by a red arrow). The 'Submit' button at the bottom right is also highlighted with a red arrow.

8. A success message will display. Click the Close button to go back to the My Jury Service home screen.

This screenshot shows the 'My Jury Service' dashboard after successful certification. A green banner at the top reads: 'You have successfully certified the Juror Orientation Video.' Below this is the 'Certification' section, where the checkbox is now checked. At the bottom right are two buttons: 'Watch the Video' and 'Close'.

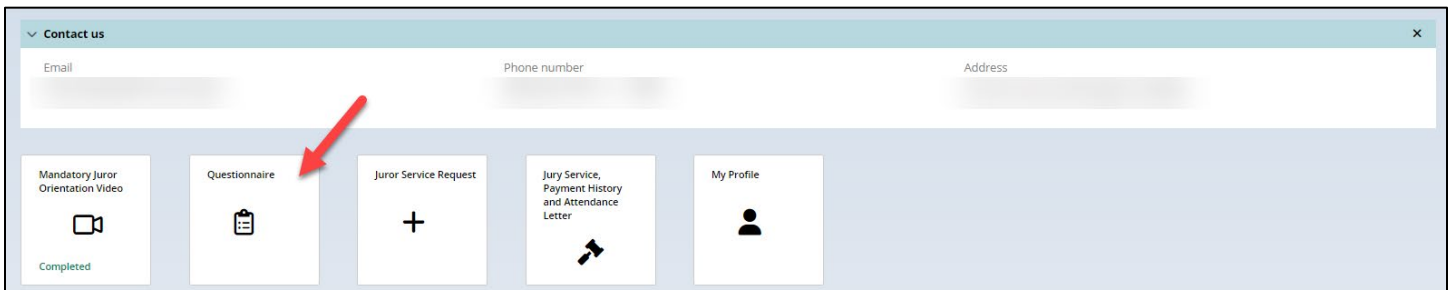
9. The Mandatory Juror Orientation Video tile will now show Completed, and the warning message will no longer display.



For more information on completing the Juror Orientation Video and certification, refer to the following video: <https://youtu.be/YvM9wdiNg98>

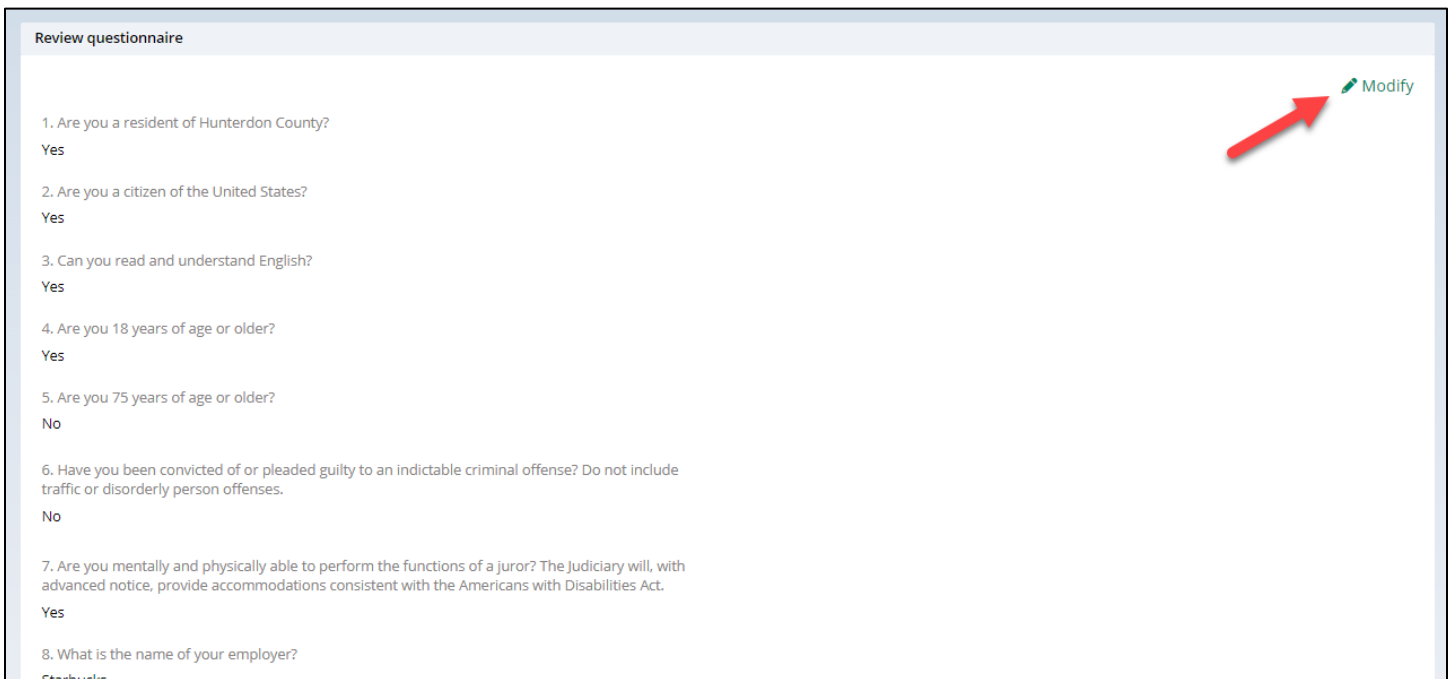
Review/Modify Juror Questionnaire

1. To review or modify your questionnaire, click the Questionnaire tile.



The screenshot shows a 'Contact us' modal window with a light blue header and a white body. At the top, there are three input fields: 'Email', 'Phone number', and 'Address'. Below these fields is a row of five white tiles with blue borders. The first tile is 'Mandatory Juror Orientation Video' with a video icon and the word 'Completed' in green. The second tile is 'Questionnaire' with a clipboard icon and a red arrow pointing to it. The third tile is 'Juror Service Request' with a plus icon. The fourth tile is 'Jury Service, Payment History and Attendance Letter' with a gavel icon. The fifth tile is 'My Profile' with a person icon.

2. Click the Modify button to edit your answers.



The screenshot shows the 'Review questionnaire' page with a light blue header. The page contains a list of eight questions with their corresponding answers. A red arrow points to a green 'Modify' button with a pencil icon in the top right corner.

Review questionnaire

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

Modify

3. Make necessary changes. Click Save to save your changes or Undo to undo any changes made.

Review questionnaire

Undo

 |

Save

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

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. *

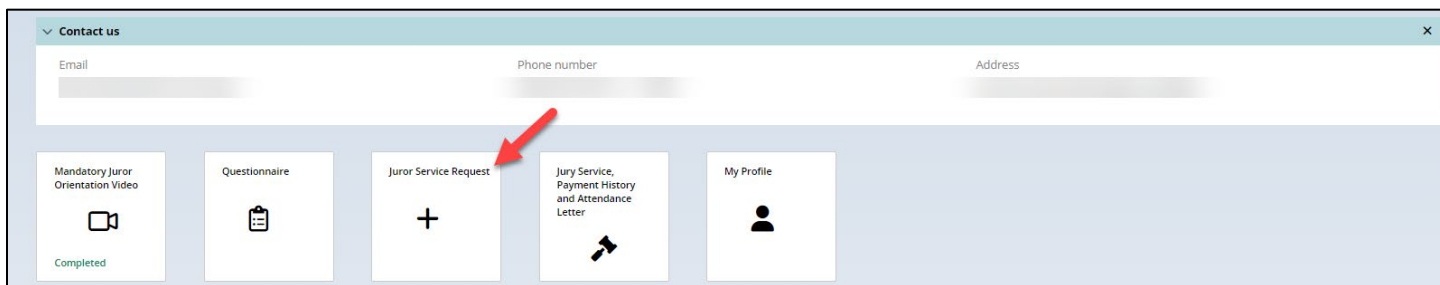
Yes

No

8. What is the name of your employer? *

How to submit an excusal request

1. Select the Juror Service Request tile to request and excusal.



The screenshot shows a 'Contact us' dashboard with a header containing fields for Email, Phone number, and Address. Below the header are five tiles: 'Mandatory Juror Orientation Video' (Completed), 'Questionnaire', 'Juror Service Request' (selected with a red arrow), 'Jury Service, Payment History and Attendance Letter', and 'My Profile'.

2. Click on Create Juror Service Request.



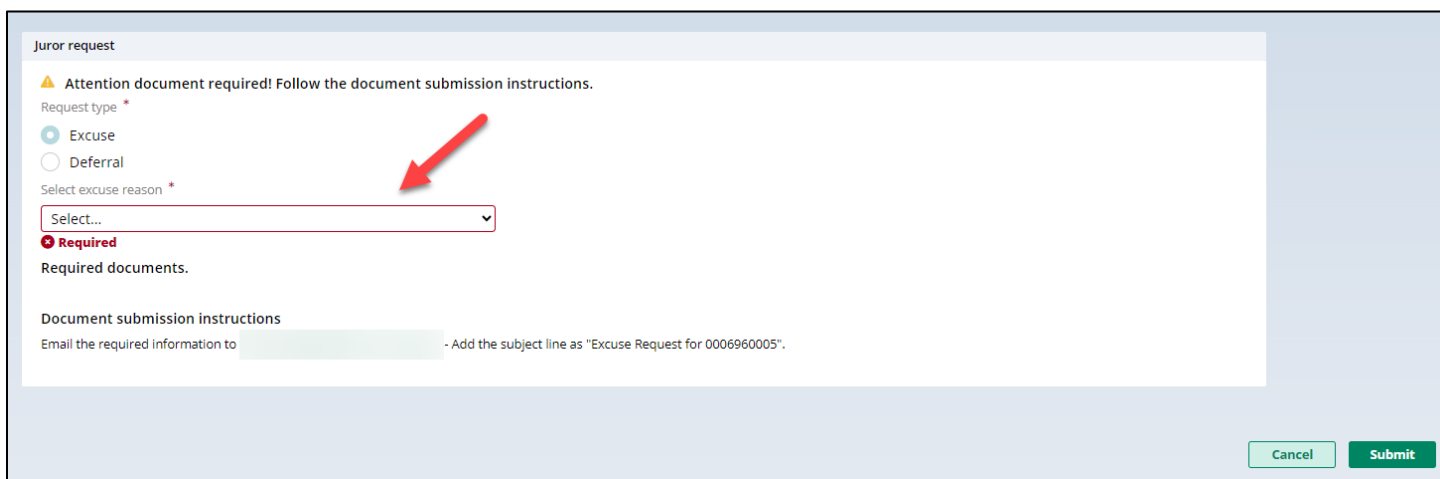
The screenshot shows the 'Juror request' form with a message: 'No requests have been submitted.' Below this message is a link '+ Create Juror Service Request' with a red arrow pointing to it. A 'Close' button is located at the bottom right.

3. Select Excuse.



The screenshot shows the 'Juror request' form with a 'Request type' section. The 'Excuse' radio button is selected, indicated by a red arrow. The 'Deferral' radio button is also visible.

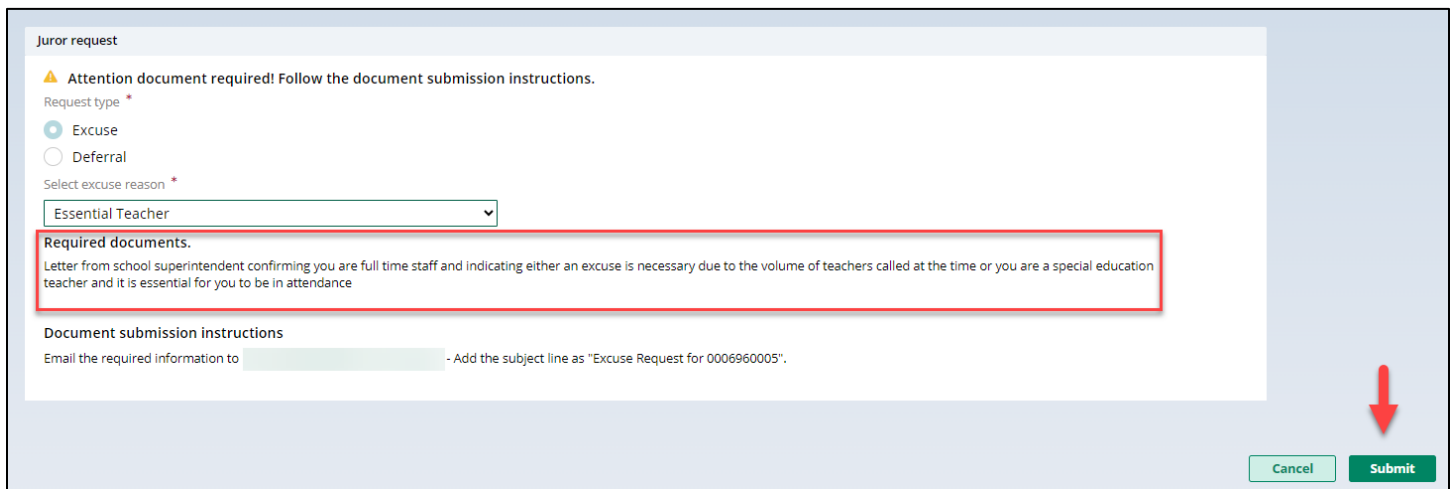
4. Select an excuse reason from the Excuse reason dropdown.



The screenshot shows the 'Juror request' form with a warning message: 'Attention document required! Follow the document submission instructions.' Below this message is the 'Request type' section, where 'Excuse' is selected. Below the 'Request type' section is the 'Select excuse reason' dropdown menu, which is open and shows 'Select...' as the selected option, indicated by a red arrow. Below the dropdown menu is a 'Required documents' section with a 'Document submission instructions' section. The 'Document submission instructions' section contains the text: 'Email the required information to [redacted] - Add the subject line as "Excuse Request for 0006960005".' At the bottom right are 'Cancel' and 'Submit' buttons.

5. Click Submit to submit your excusal request.

Note: Email the required documentation **before** submitting your request.



Juror request

⚠ Attention document required! Follow the document submission instructions.

Request type *

☒ Excuse

☐ Deferral

Select excuse reason *

Essential Teacher

Required documents.

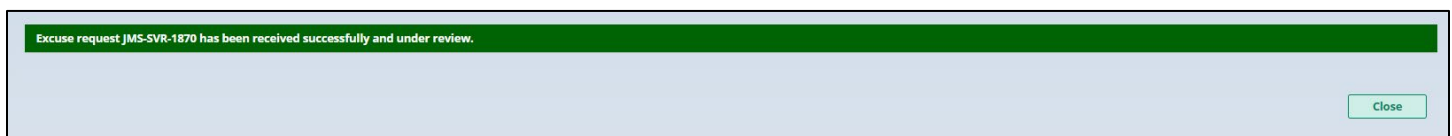
Letter from school superintendent confirming you are full time staff and indicating either an excuse is necessary due to the volume of teachers called at the time or you are a special education teacher and it is essential for you to be in attendance

Document submission instructions

Email the required information to [redacted] - Add the subject line as "Excuse Request for 0006960005".

Cancel Submit

6. After submitting, you will see a success message. Click Close to go back to the My Jury Service home screen.



Excuse request JMS-SVR-1870 has been received successfully and under review.

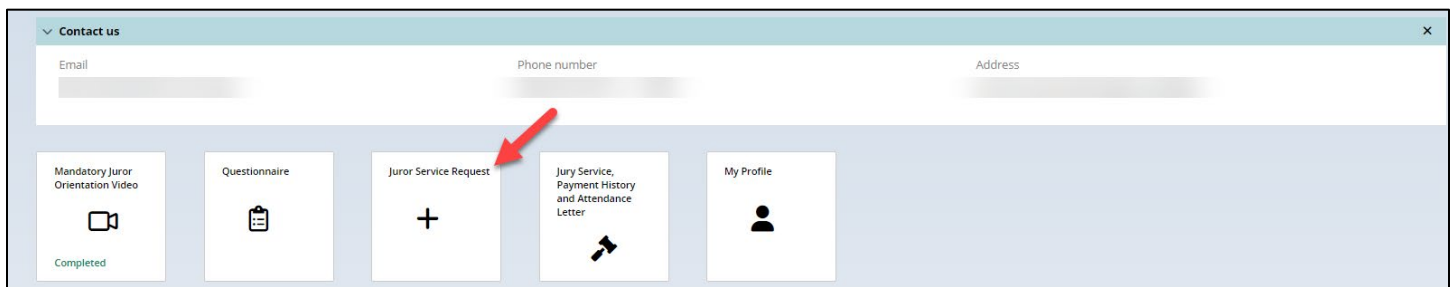
Close

For more information on how to submit an excusal request, please refer to the following video:

<https://youtu.be/WRfAJK7d2cl>

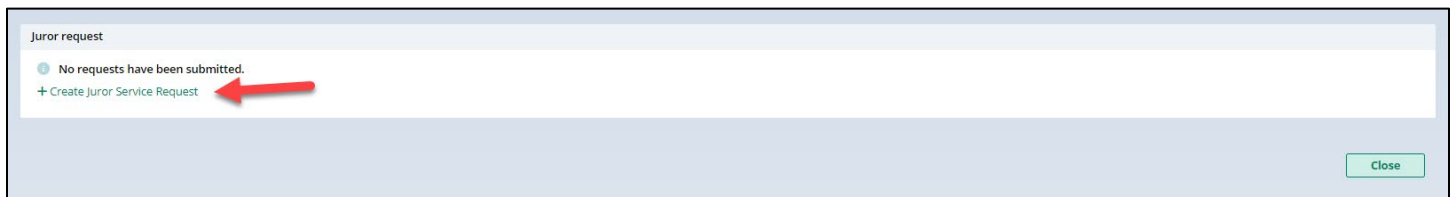
How to submit a reschedule (deferral) request

1. Select the Juror Service Request tile to request and excusal.



The screenshot shows a 'Contact us' window with a header bar containing 'Email', 'Phone number', and 'Address' fields. Below the header is a row of five tiles: 'Mandatory Juror Orientation Video' (with a video icon and 'Completed' status), 'Questionnaire' (with a clipboard icon), 'Juror Service Request' (with a plus icon and highlighted by a red arrow), 'Jury Service, Payment History and Attendance Letter' (with a document icon), and 'My Profile' (with a person icon).

2. Click on Create Juror Service Request.



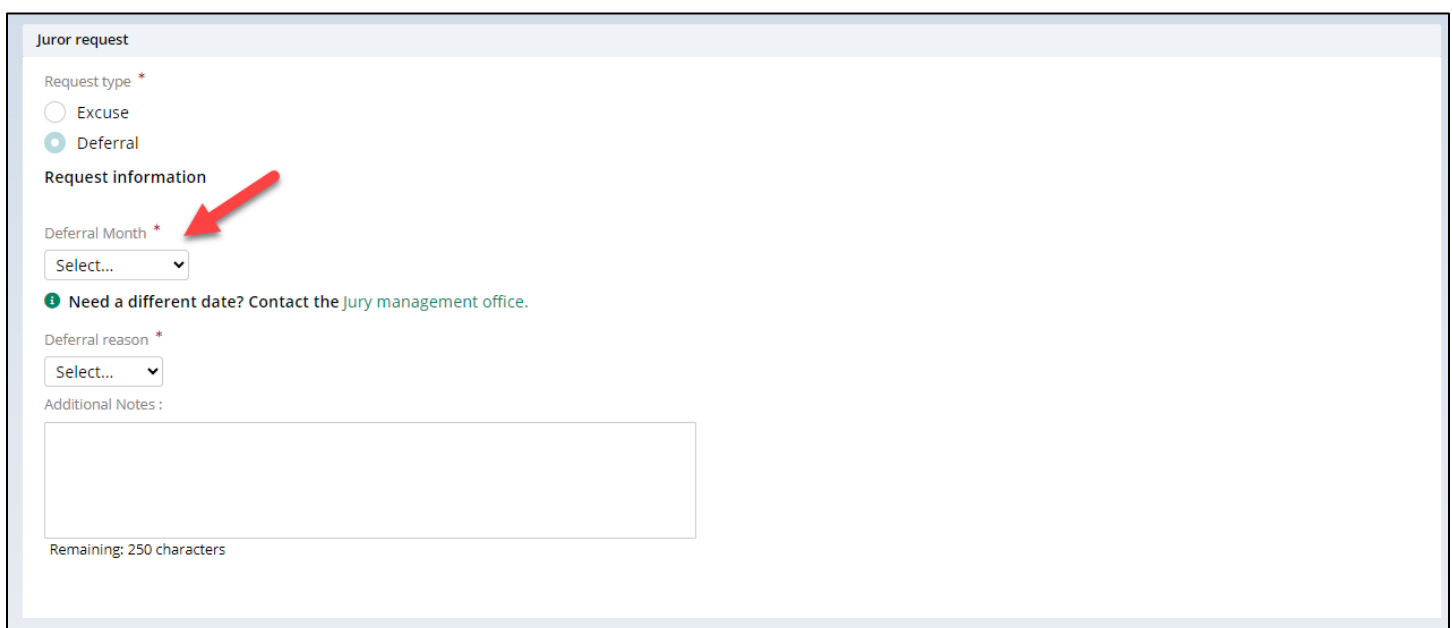
The screenshot shows the 'Juror request' form. It has a header 'Juror request' and a message 'No requests have been submitted.' Below the message is a link '+ Create Juror Service Request' highlighted by a red arrow. A 'Close' button is in the bottom right corner.

3. Select Deferral.



The screenshot shows the 'Juror request' form. The 'Request type' section has two radio buttons: 'Excuse' and 'Deferral'. The 'Deferral' button is selected and highlighted by a red arrow.

4. Select the month you want to be deferred to from the Deferral month dropdown.



The screenshot shows the 'Juror request' form. The 'Request type' section has 'Excuse' and 'Deferral' radio buttons, with 'Deferral' selected. Below this is the 'Request information' section. The 'Deferral Month' field is a dropdown menu with 'Select...' as the current selection, highlighted by a red arrow. Below the dropdown is a message: 'Need a different date? Contact the jury management office.' The 'Deferral reason' field is another dropdown menu with 'Select...' as the current selection. Below this is a text area for 'Additional Notes' with a character count 'Remaining: 250 characters'.

5. Select a date from the list of dates.

Juror request

Request type *

☐ Excuse

☒ Deferral

Request information

Deferral Month *

September ▼


Select from available deferral dates *


☒ Monday - 09/09/2024

☐ Monday - 09/16/2024

☐ Monday - 09/23/2024

☐ Monday - 09/30/2024



 Need a different date? Contact the [jury management office](#).

6. Select a Deferral reason from the dropdown.

Juror request

Request type *

☐ Excuse

☒ Deferral

Request information

Deferral Month *

September ▼

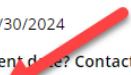
Select from available deferral dates *


☒ Monday - 09/09/2024

☐ Monday - 09/16/2024

☐ Monday - 09/23/2024

☐ Monday - 09/30/2024

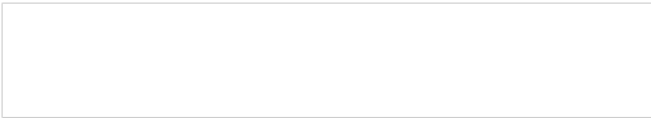


 Need a different date? Contact the [jury management office](#).

Deferral reason *

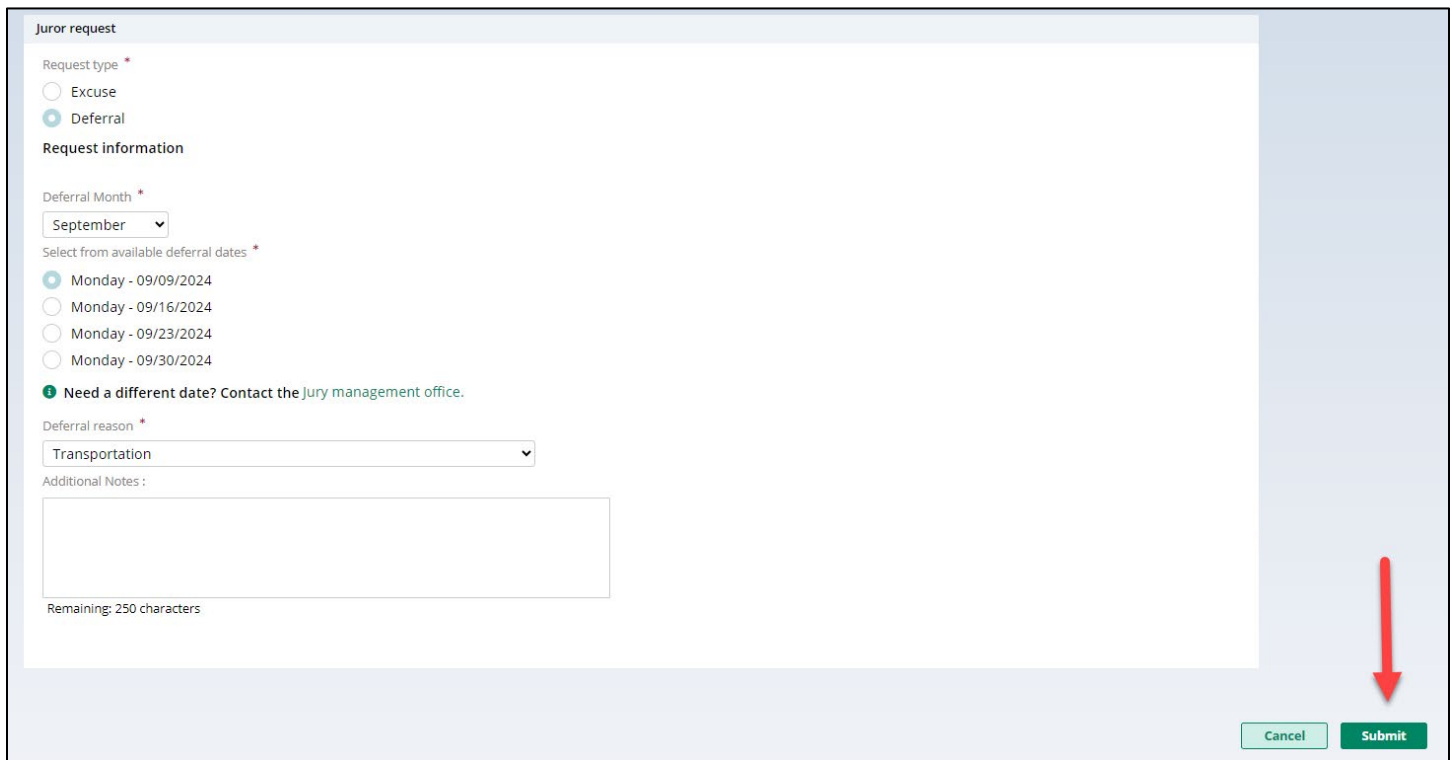
Transportation ▼

Additional Notes :



Remaining: 250 characters

7. Click Submit to submit your deferral request.

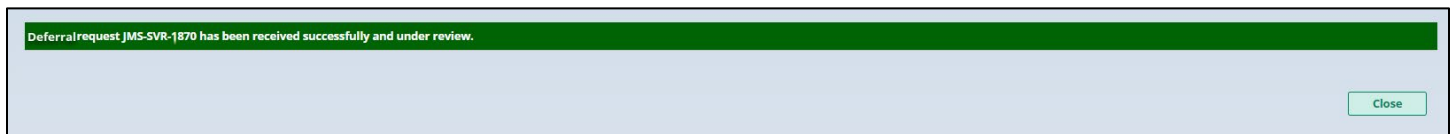


The screenshot shows a web form titled "Juror request". It contains the following fields and options:

- Request type ***: Radio buttons for "Excuse" and "Deferral". "Deferral" is selected.
- Request information**:
 - Deferral Month ***: A dropdown menu showing "September".
 - Select from available deferral dates ***: Radio buttons for four dates: "Monday - 09/09/2024" (selected), "Monday - 09/16/2024", "Monday - 09/23/2024", and "Monday - 09/30/2024".
 - Need a different date? Contact the jury management office.**: A green informational message with an icon.
 - Deferral reason ***: A dropdown menu showing "Transportation".
 - Additional Notes :**: A large text area for notes.
 - Remaining: 250 characters**: A character count label.

At the bottom right of the form, there are two buttons: "Cancel" and "Submit". A red arrow points directly to the "Submit" button.

8. A success message will display. Click Close to go back to the home screen.

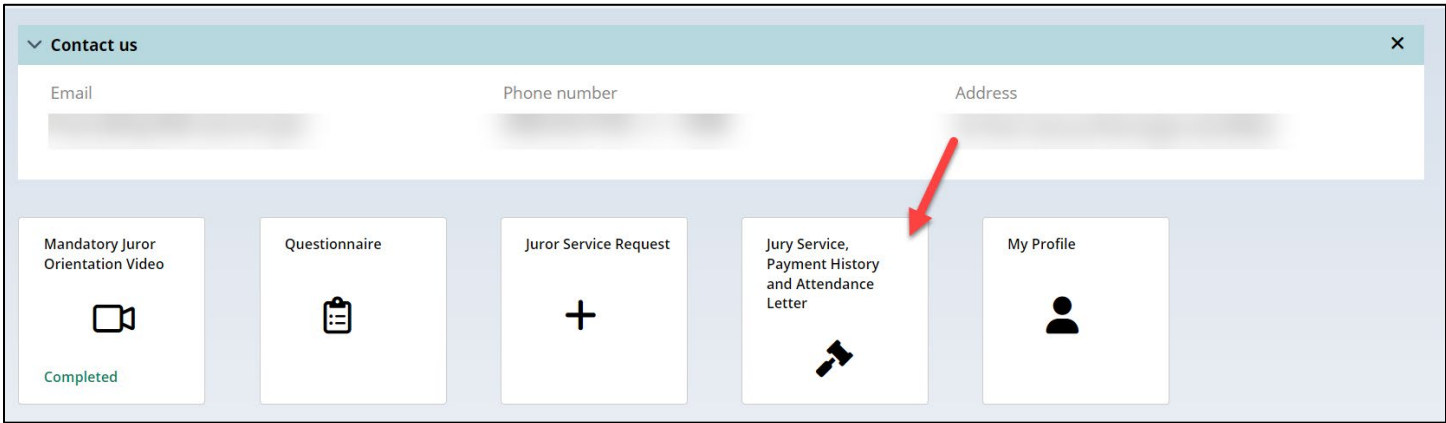


The screenshot shows a green banner with the text: "Deferralrequest JMS-SVR-1870 has been received successfully and under review." In the bottom right corner of the banner, there is a "Close" button.

For more information on how to submit a deferral request, please refer to the following video:
<https://youtu.be/WRfAJK7d2cl>

View Juror Service and Payment History

1. To view your juror service information and payment history, click on the Jury Service, Payment history, and Attendance letter tile.



2. Your Payment history will display. This will include all days you have attended jury service with the corresponding amount that was paid for each day.

Note: Your Attendance letter is available for download by clicking on the Attendance letter button.

Payment history	
3 results found	
Refresh	
Attendance date	Total amount
04/02/2024	5.00
04/01/2024	5.00
03/29/2024	5.00
Government employee	
No	
Attendance Letter	

3. Your Service history will display below the Payment history. The Service history section will provide you with history records of completing your questionnaire, watching the juror orientation video, attendance taken, etc.

Service history			
15 results found			
<div><div></div>Group <div></div>Fields <div></div>Show More/Less</div>			
Date	User name	Description	Notes
04/03/2024 08:...	Participant	Juror Orientation Video	Certification has been submitted
04/03/2024 08:...	Participant	Orientation completed	User has updated the Orientation status
04/03/2024 08:...	Jury Manager	Add Attendance	Attendance added for: 03/29/2024, Level: Pool Member
04/03/2024 08:...	Jury Manager	Add Attendance	Attendance added for: 04/01/2024, Level: Pool Member
04/03/2024 08:...	Jury Manager	Add Attendance	Attendance added for: 04/02/2024, Level: Pool Member
02/22/2024 09:...	Participant	Initial orientation video te...	Initial orientation video email sent
02/22/2024 09:...	Participant	Initial orientation video e...	Initial orientation video email sent
02/22/2024 09:...	Participant	Questionnaire Submitted v...	
02/22/2024 09:...	Participant	Email updated	Email updated FROM TO
02/22/2024 09:...	Participant	Phone updated	Phone updated FROM TO
<div>1 2 Next</div>			

4. Click Close to go back to the home screen.

02/22/2024 09:...	Participant	Initial orientation video e...	Initial orientation video email sent
02/22/2024 09:...	Participant	Questionnaire Submitted v...	
02/22/2024 09:...	Participant	Email updated	
02/22/2024 09:...	Participant	Phone updated	
<div>1 2 Next</div>			
<div><div></div>Close</div>			

For more information on viewing your payment and service history, please refer to the following video: <https://youtu.be/bDIItcsQa0H4>

View/update your profile

1. To view or update your profile, click on the My profile tile.

▼ Contact us

EmailPhone numberAddress

Mandatory Juror Orientation Video
Completed

Questionnaire

Juror Service Request

Jury Service, Payment History and Attendance Letter

My Profile

2. Your personal information will display at the top and your service information will display underneath.

Personal Information

Modify

NameDate of birthAddress

MobileHome phoneWork phoneEmail address

GenderFemaleEthnicityRaceOpt-out ⓘ

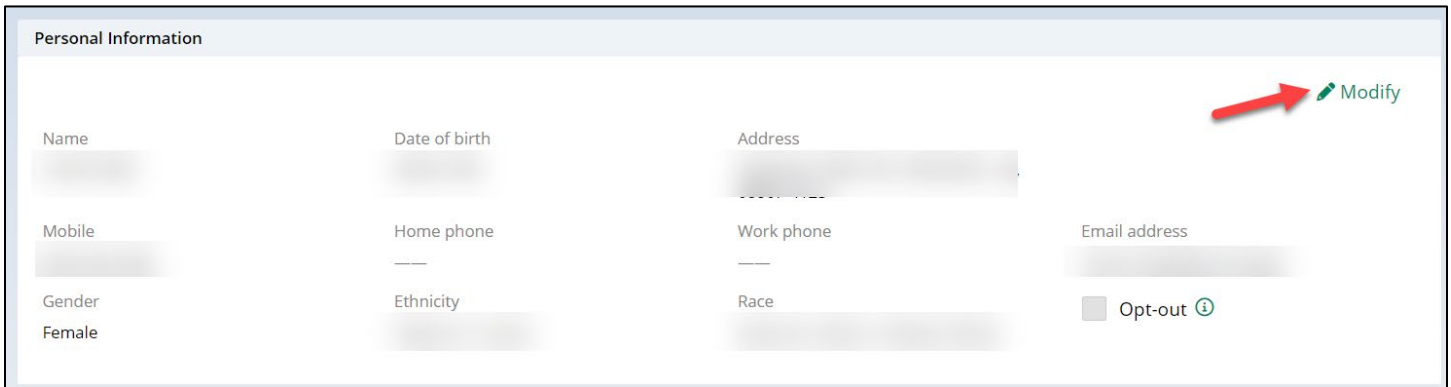
Service Information

Participant ID0009019549Pool order number00001Pool typePetitSummons date07/29/2024

StatusConfirmedCourtHunterdon

Close

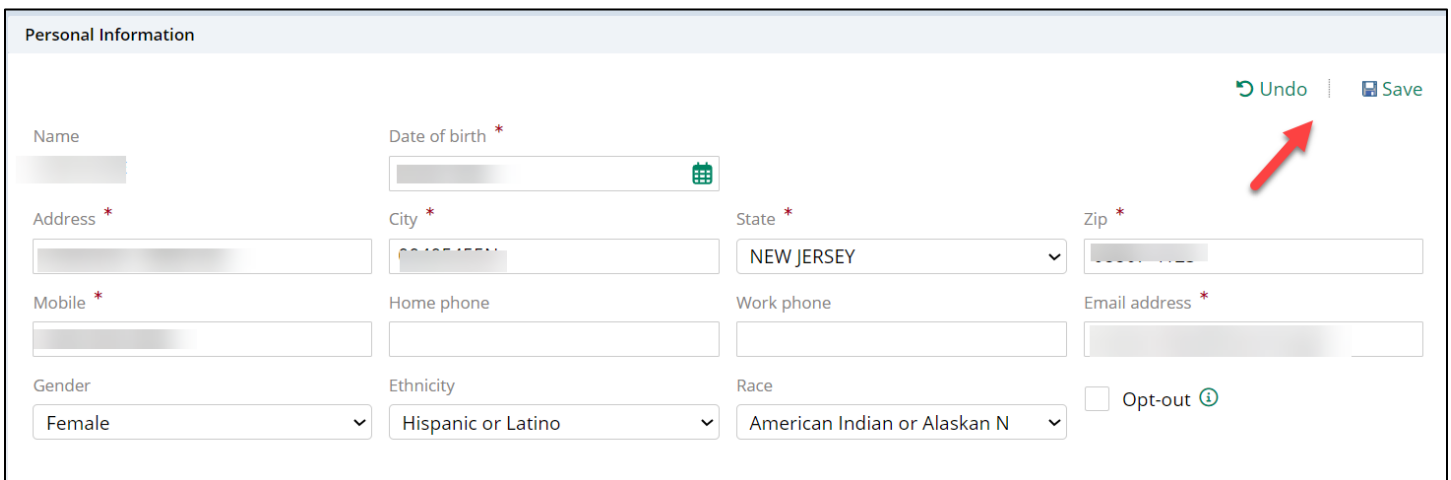
3. If you want to make changes to your personal information, click on Modify.



The screenshot shows a 'Personal Information' form with the following fields: Name, Date of birth, Address, Mobile, Home phone, Work phone, Email address, Gender (set to Female), Ethnicity, Race, and an Opt-out checkbox. A red arrow points to a green 'Modify' button in the top right corner.

4. All information will be editable except for your name. If you need to make any changes to your name, contact your summoning county's jury management office ([Jury Management Office Contact List | NJ Courts](#)). After making any changes, click Save to save your changes or Undo to undo any changes.

Note: If you want to opt out of text message, click the opt-out checkbox.



The screenshot shows the 'Personal Information' form with the following fields: Name, Date of birth *, Address *, City *, State * (set to NEW JERSEY), Zip *, Mobile *, Home phone, Work phone, Email address *, Gender (set to Female), Ethnicity (set to Hispanic or Latino), Race (set to American Indian or Alaskan N), and an Opt-out checkbox. In the top right corner, there are 'Undo' and 'Save' buttons. A red arrow points to the 'Save' button.

For more information on viewing/modifying your profile, please refer to the following video:
<https://youtu.be/7FfQL83BGjs>