



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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**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.

Participant ID



Participant ID: 0001234567
Juror Order No: 00123
John M. Doe

If instructed to report in-person:


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.

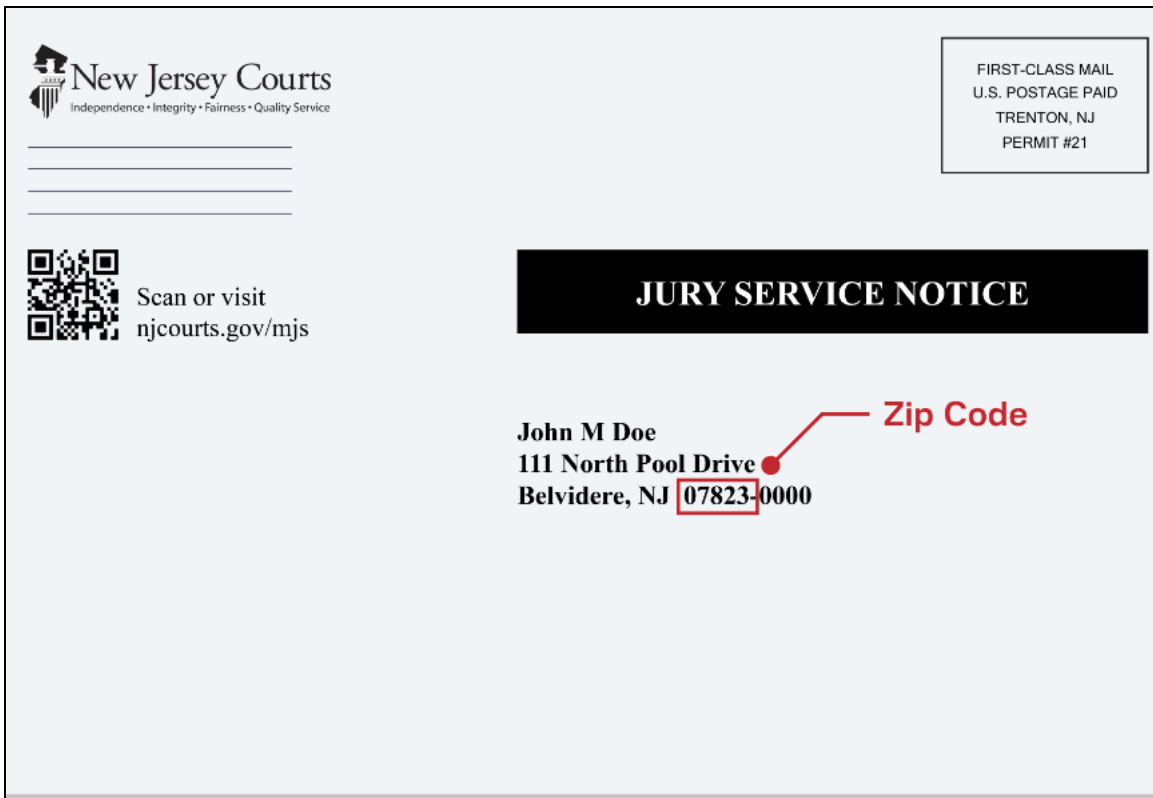
Refer to the [Quick Reference Guide - My Jury Service \(MJS\)](#) for login and system instructions to complete your online questionnaire.

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

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.

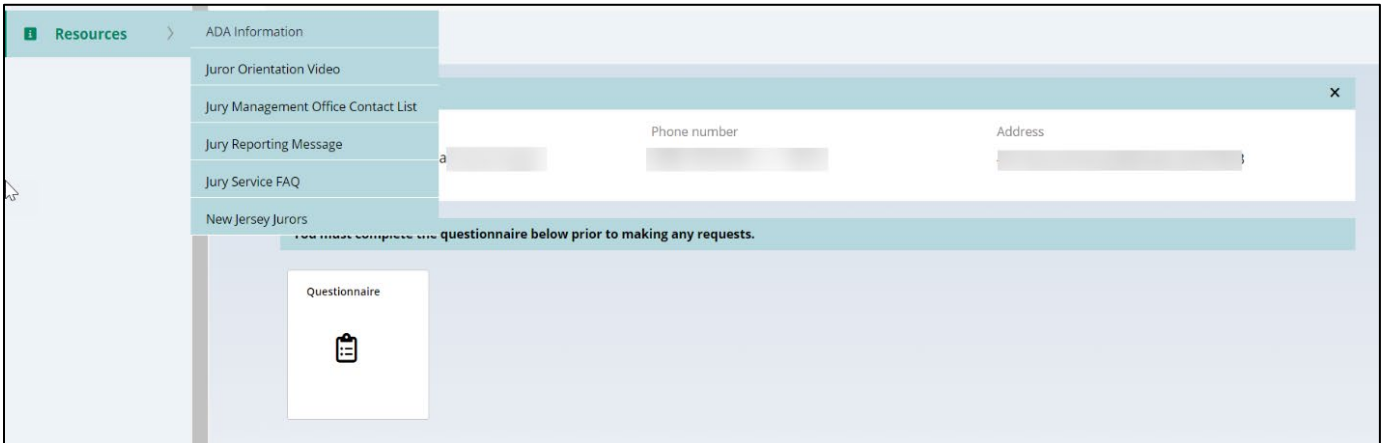
For more information regarding the MJS Portal and your jury service, please visit the [Jury Management Office Contact List](#) to contact your summoning county's jury management office.

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

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

Resources

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

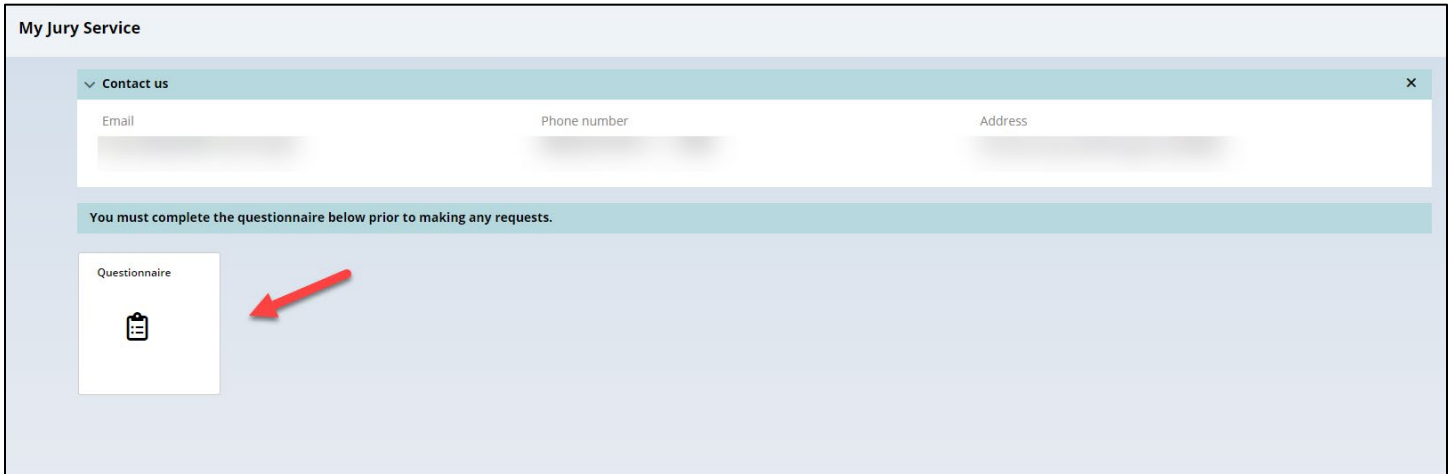


Complete the questionnaire

1. Click the Questionnaire tile.

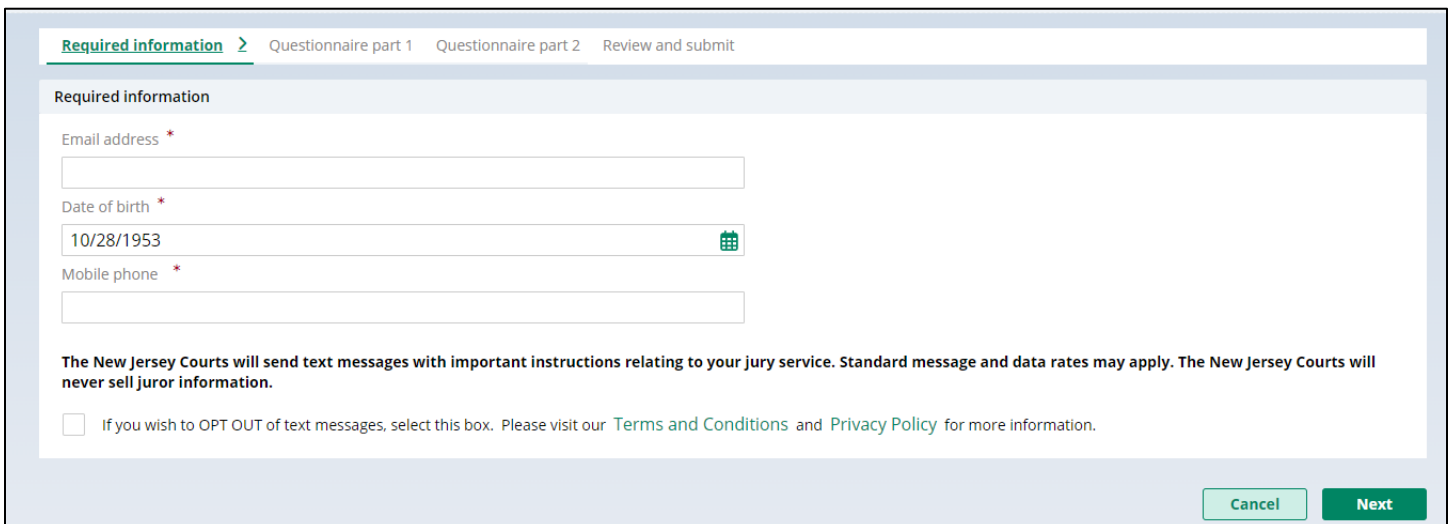
Note: The Contact us section will provide you with the email, phone number, and address of your summoning county's jury office.

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



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

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 includes the following fields and options:


- Required information** (Section Header)
- Email address *** (Text input field)
- Date of birth *** (Text input field with value '10/28/1953' and a calendar icon)
- Mobile phone *** (Text input field)
- 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.** (Text block)
- 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** (Button)
- Next** (Button)

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.

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
-----	----

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.

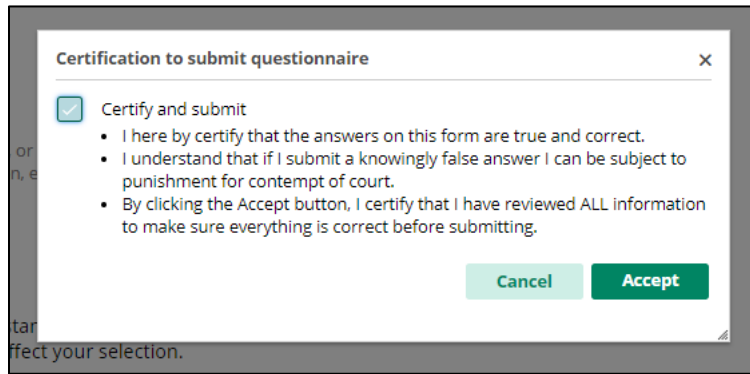
Certification to submit questionnaire X

Certify and submit

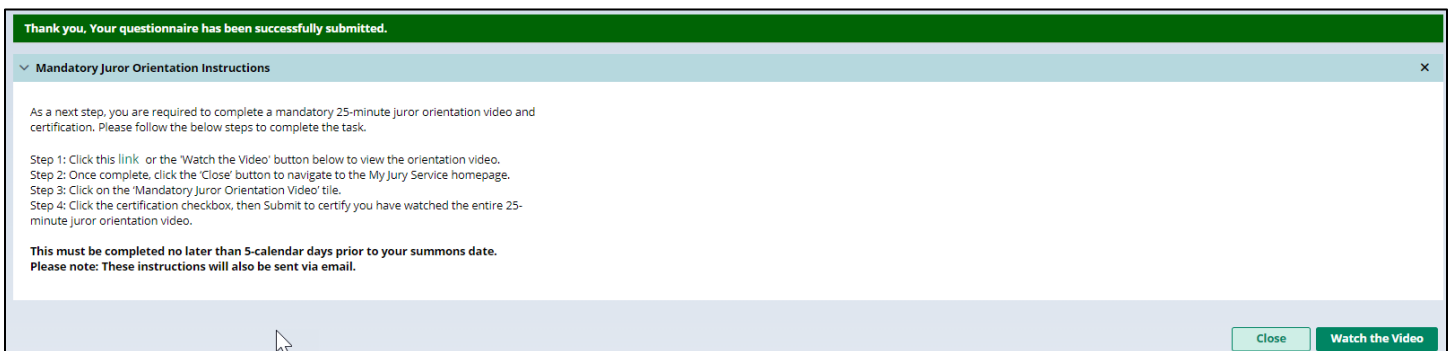
- I here by certify that the answers on this form are true and correct.
- I understand that if I submit a knowingly false answer I can be subject to punishment for contempt of court.
- By clicking the Accept button, I certify that I have reviewed ALL information to make sure everything is correct before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

Cancel Accept

9. Click the Accept button.



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

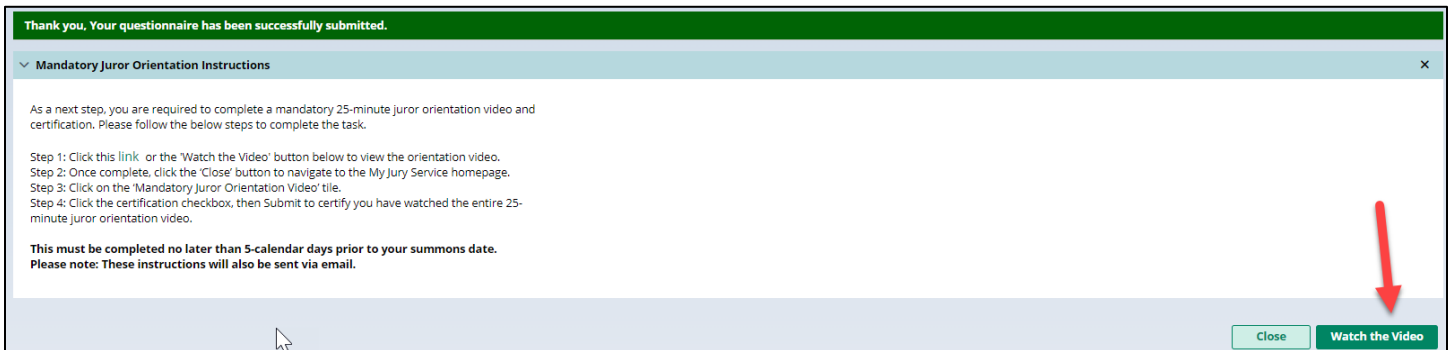


For more information on completing your questionnaire, please refer to the following video:

<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.



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*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>
Phone*	
<input type="text"/>	

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.

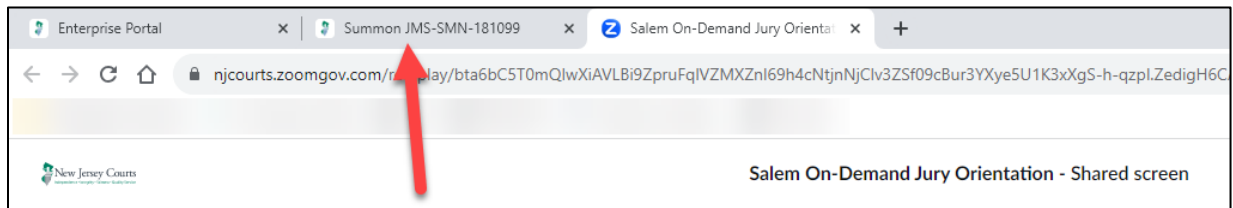
I'm not a robot

[Privacy - Terms](#)

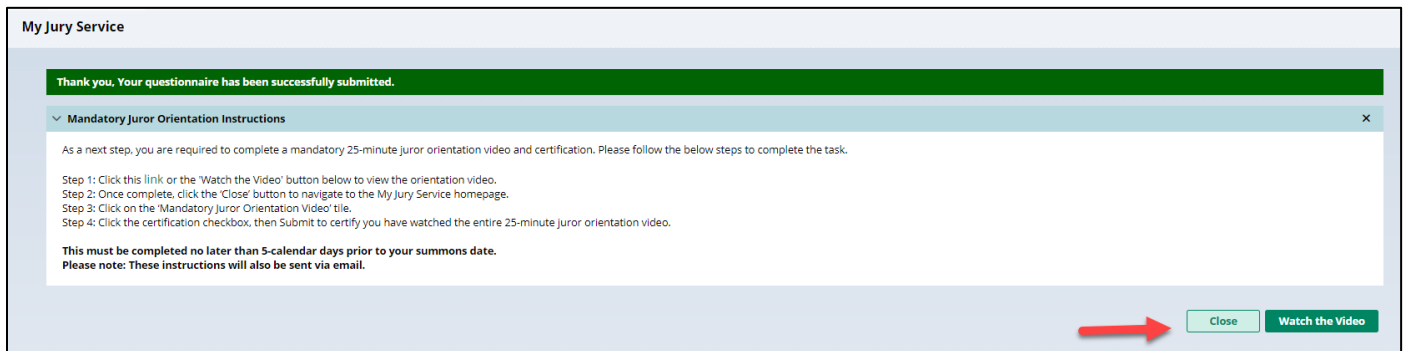
3. After registering, the video will display.



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



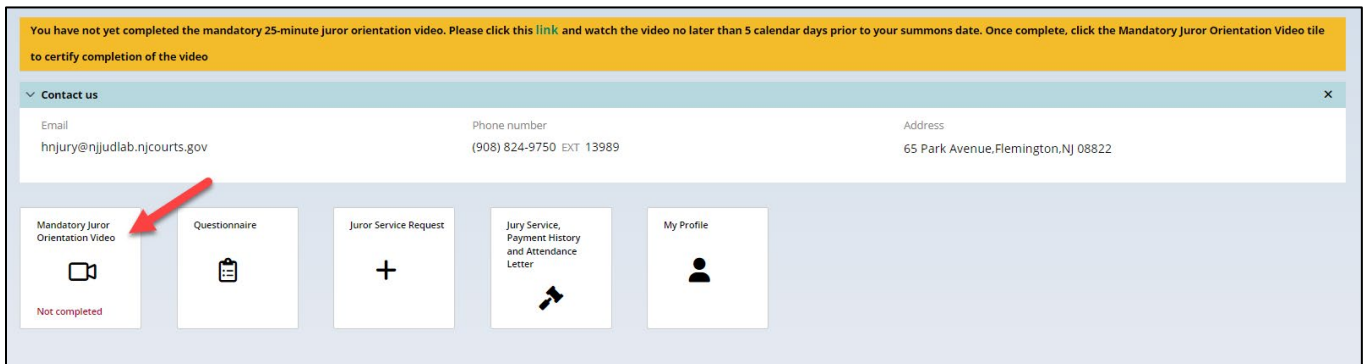
5. Click the Close button to navigate to the My Jury Service home screen.



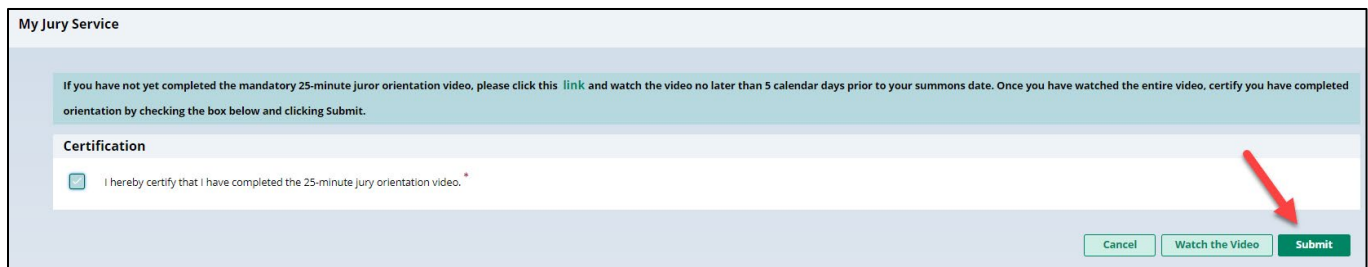
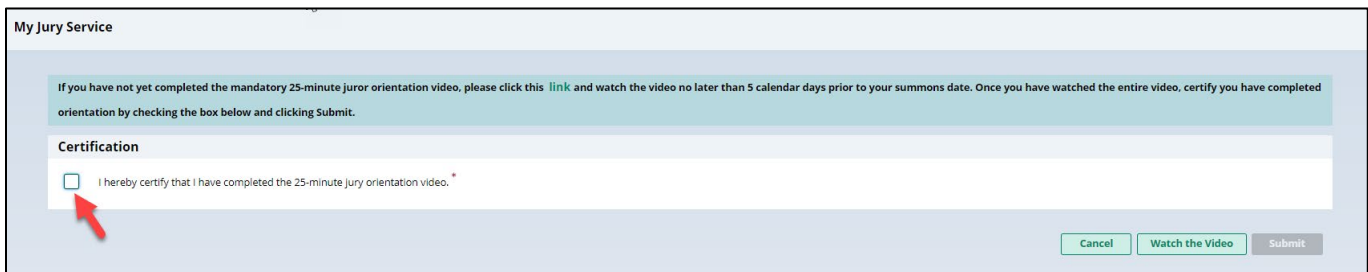
6. Once the video has been watched, click the Mandatory Juror Orientation Video tile.

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

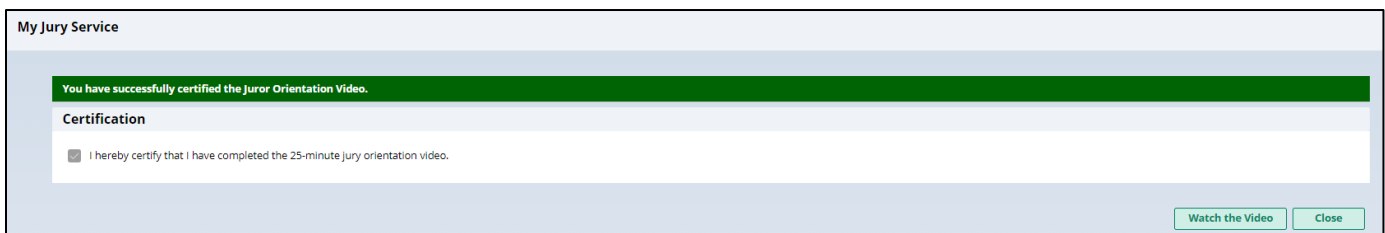
Note: The tile will display Not completed when the video and certification has not yet been completed.



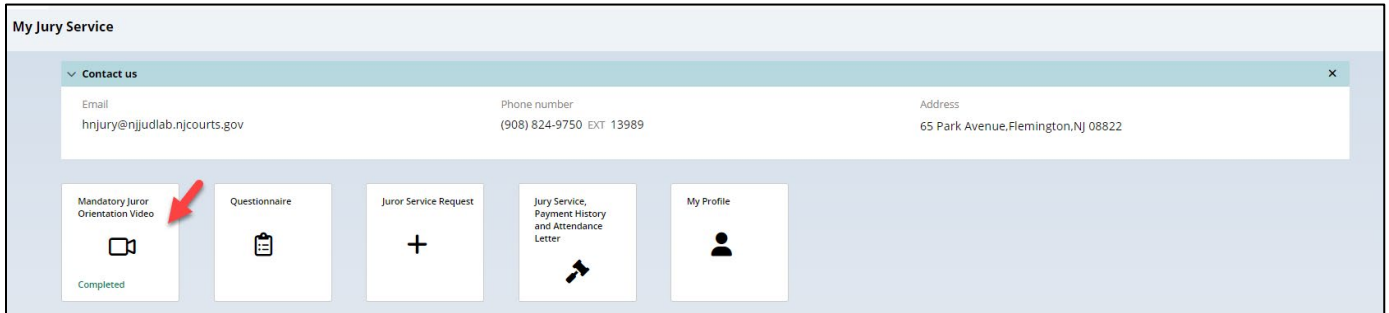
7. The certification will display. Check the checkbox to certify that you have watched the entire juror orientation video. Click the Submit button to submit your certification.



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



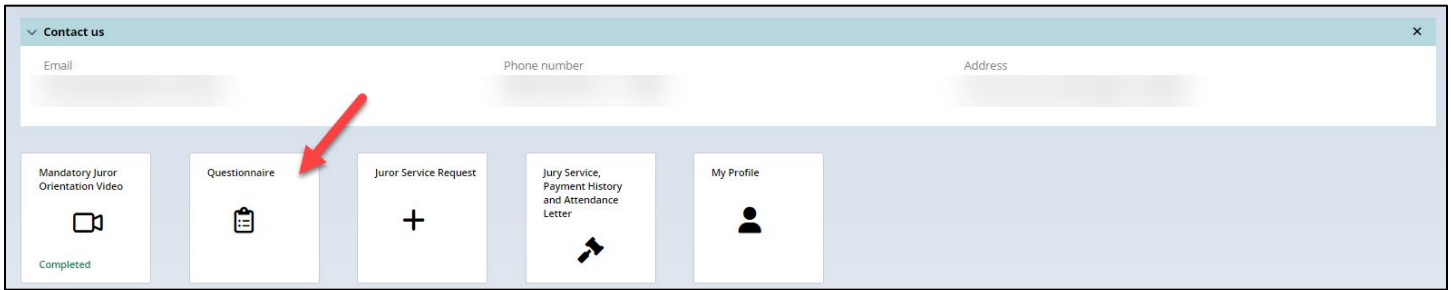
9. The Mandatory Juror Orientation Video tile will now show Completed, and the warning message will no longer display.



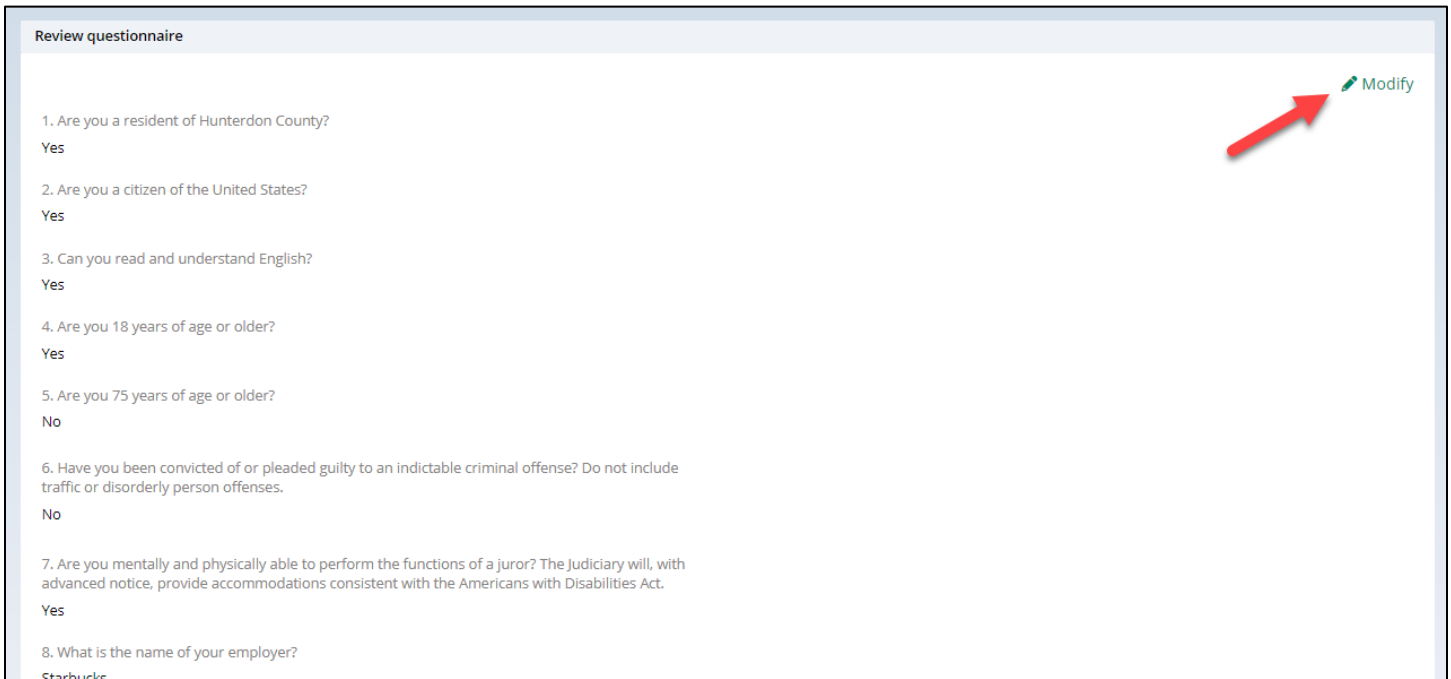
For more information on completing the Juror Orientation Video and certification, refer to the following video: <https://youtu.be/YvM9wdiNg98>

Review/Modify Juror Questionnaire

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



2. Click the Modify button to edit your answers.



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. *

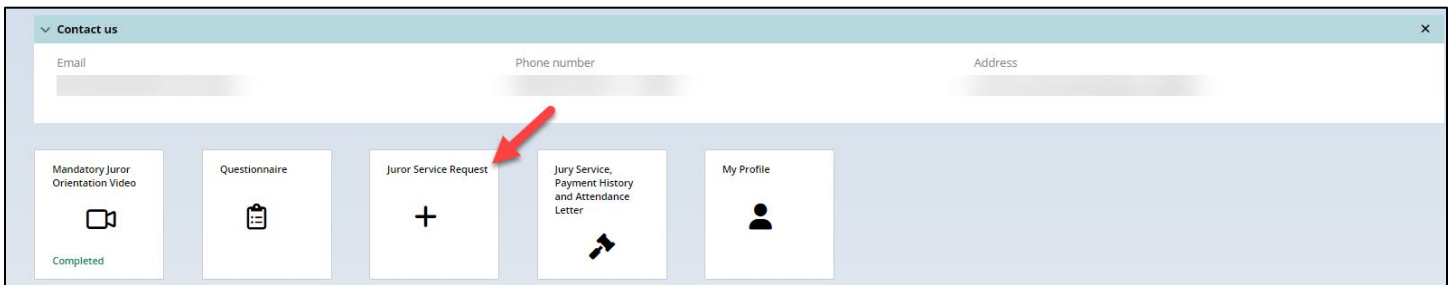
Yes No

8. What is the name of your employer? *

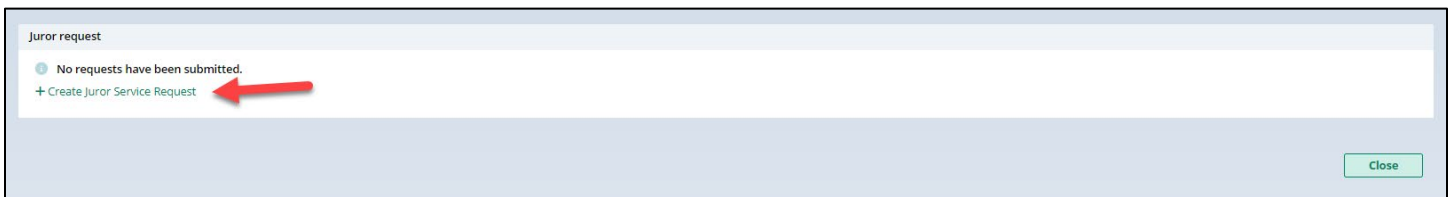


How to submit an excusal request

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



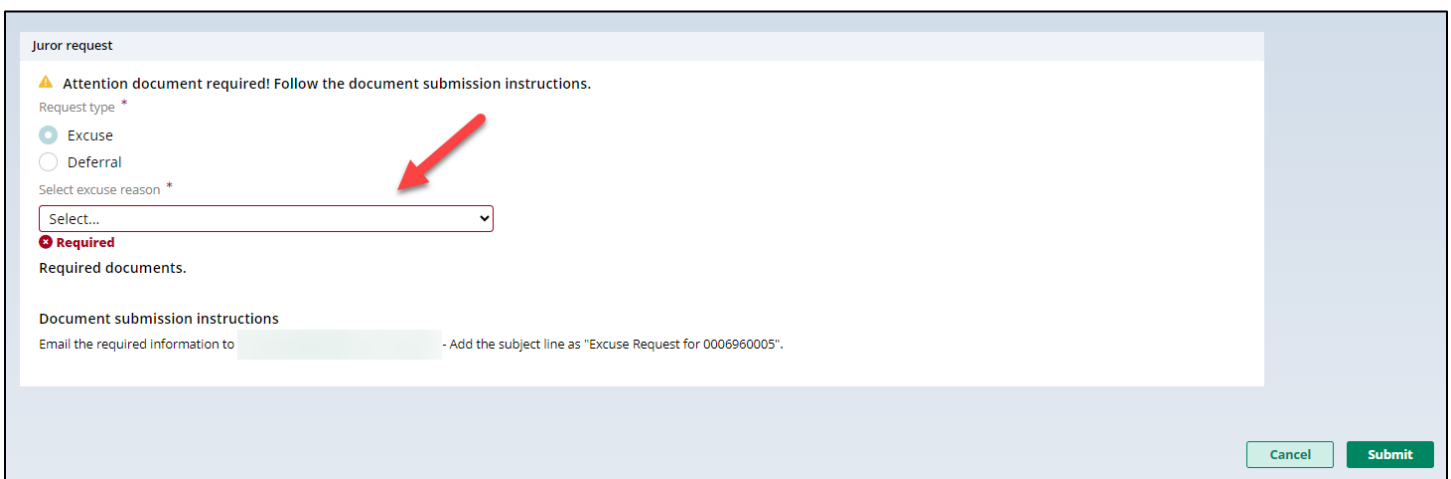
2. Click on Create Juror Service Request.



3. Select Excuse.



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



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.

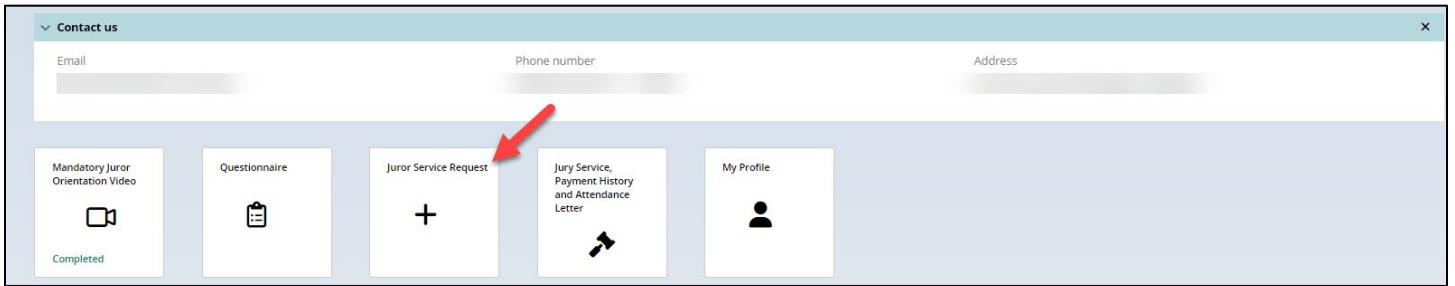
Excuse request JMS-SVR-1870 has been received successfully and under review.

Close

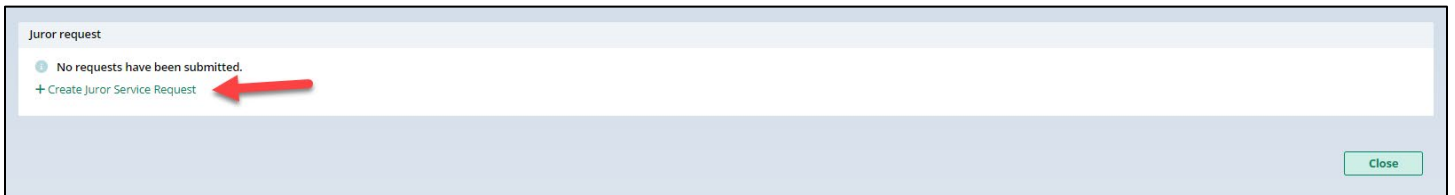
For more information on how to submit an excusal request, please refer to the following video:
<https://youtu.be/WRfAJK7d2cl>

How to submit a reschedule (deferral) request

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



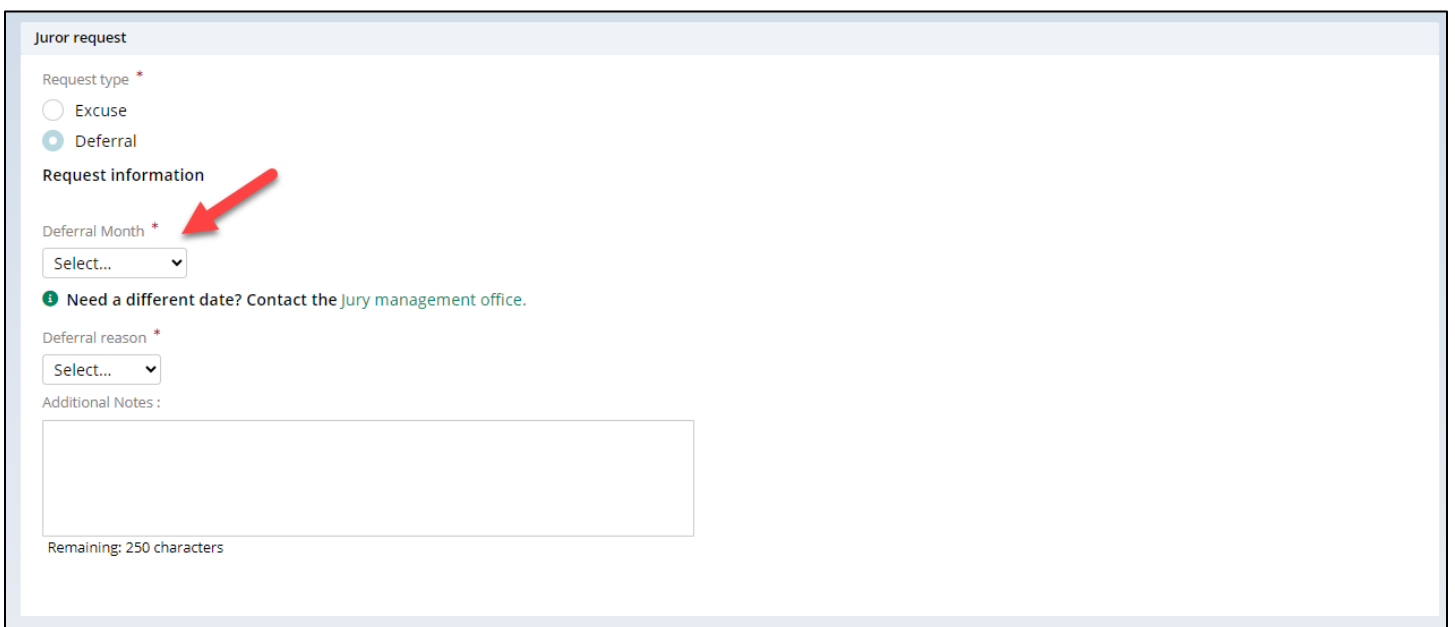
2. Click on Create Juror Service Request.



3. Select Deferral.



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



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

i 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

i 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.

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

i Need a different date? Contact the jury management office.

Deferral reason *

Transportation

Additional Notes :

Remaining: 250 characters

Cancel Submit

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

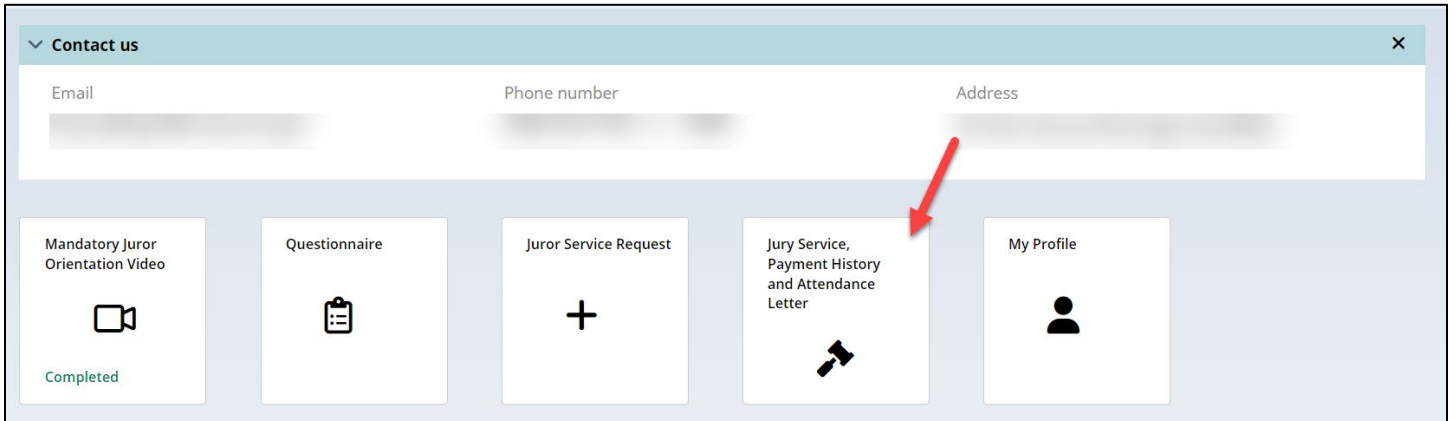
Deferral request JMS-SVR-1870 has been received successfully and under review.

Close

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.

The screenshot shows the 'Payment history' section with a table of results. The table has two columns: 'Attendance date' and 'Total amount'. There are three rows of data. Below the table, there is a 'Government employee' status set to 'No' and a button labeled 'Attendance Letter' with a document icon.

Attendance date	Total amount
04/02/2024	5.00
04/01/2024	5.00
03/29/2024	5.00

Government employee
No

Attendance Letter

- 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 Refresh

Group Fields Show More/Less


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 [REDACTED]
02/22/2024 09:...	Participant	Phone updated	Phone updated FROM TO [REDACTED]

1 2 Next

- 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	[REDACTED]
02/22/2024 09:...	Participant	Phone updated	[REDACTED]

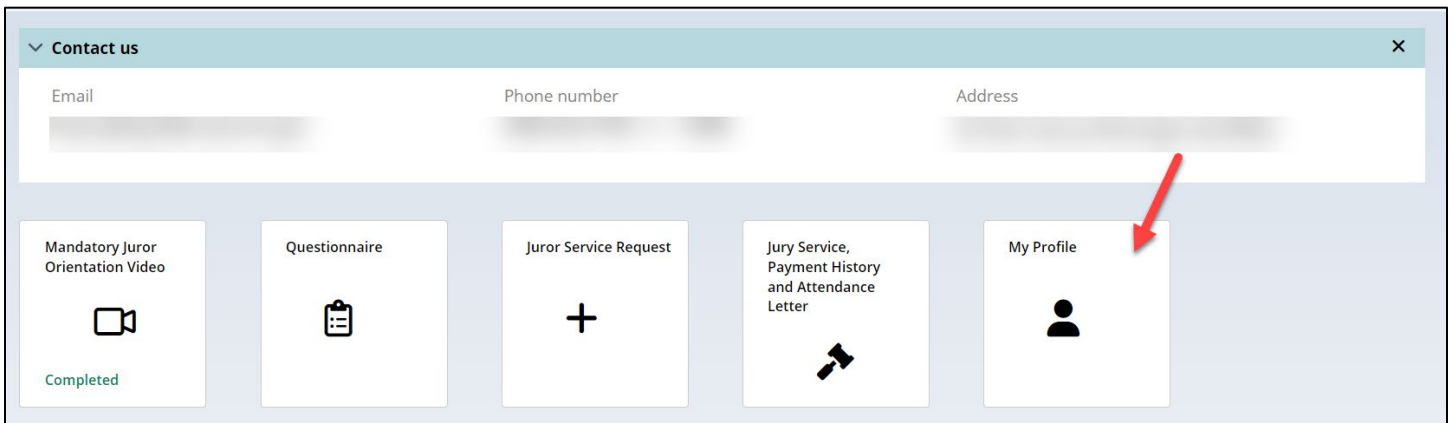
1 2 Next

 Close

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

View/update your profile

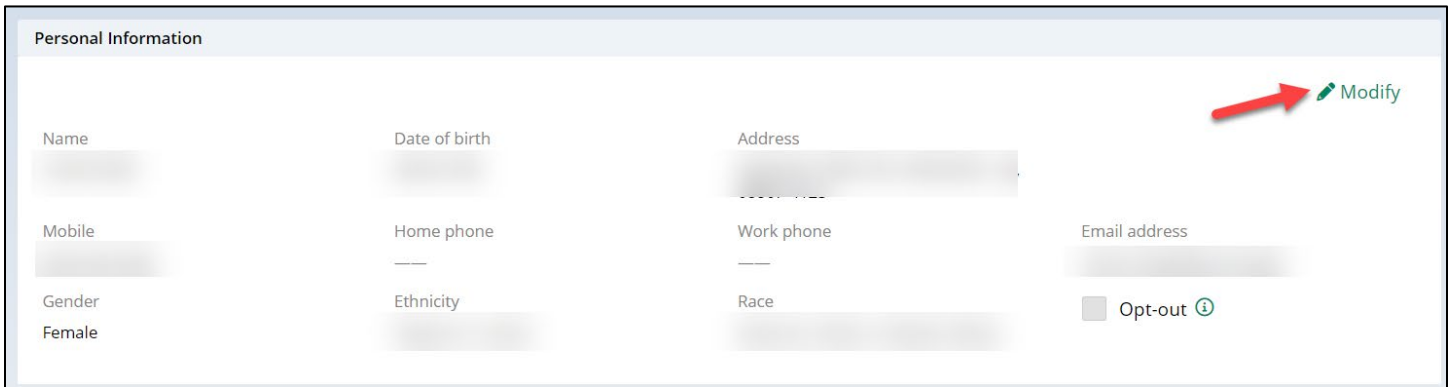
1. To view or update your profile, click on the My profile tile.



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

The screenshot shows the 'My Profile' page. It has a teal header bar with the title 'Personal Information' and a 'Modify' button (pencil icon). The page is divided into two main sections: 'Personal Information' and 'Service Information'. The 'Personal Information' section contains fields for Name, Date of birth, Address, Mobile, Home phone, Work phone, Email address, Gender (Female), Ethnicity, Race, and an 'Opt-out' checkbox with an information icon. The 'Service Information' section contains fields for Participant ID (0009019549), Pool order number (00001), Pool type (Petit), Summons date (07/29/2024), Status (Confirmed), and Court (Hunterdon). A 'Close' button is located at the bottom right of the page.

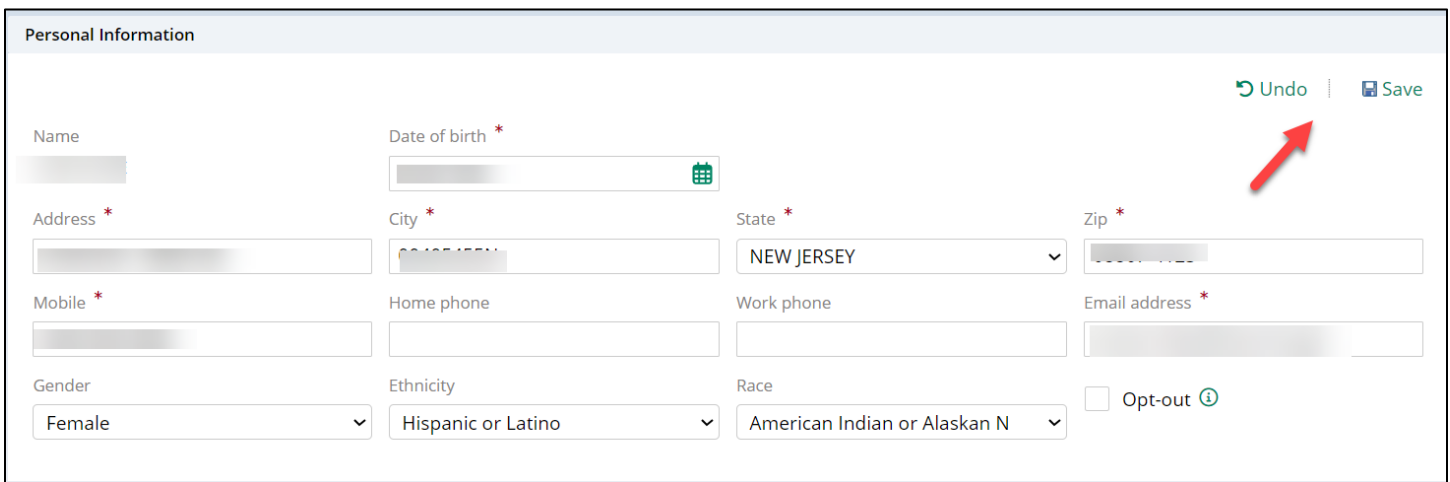
3. If you want to make changes to your personal information, click on Modify.



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

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