

RESOLVING YOUR DELINQUENCY

You may perform jury duty **OR** send proof of a legitimate disqualification to the Office of Jury Commissioner in order to resolve your delinquency for non-performance of jury duty before your hearing on the application for criminal complaint.

INSTRUCTIONS FOR PERFORMING JURY DUTY

1. **Within the next two business days**, call the Office of Jury Commissioner Legal Department at (877) 966-7469 to reschedule the date of your jury duty.
2. The day before you appear for jury duty, call the court's recorded Juror Line **after 3:00 p.m.** to learn if you have to appear. The Office of Jury Commissioner will give you the Juror Line telephone number when you call to reschedule your jury duty.
3. You should report to the courthouse to perform jury duty on your scheduled date, **unless** the court has cancelled **all** juror groups.
4. If all juror groups are cancelled, then **do not report** but continue to repeat steps 1, 2 and 3 above until any juror groups are required to appear.

Remember: *Because of your delinquency, you do not have a group number. Report for jury duty unless the Juror Line cancels **all** jurors/groups.*

INSTRUCTIONS FOR SENDING PROOF OF DISQUALIFICATION

If you are not qualified to perform jury duty, you must send proof of your disqualification to the Office of Jury Commissioner. There are 10 reasons for disqualification from juror service. The reasons are listed on the back of this notice. In order to be disqualified from jury duty for one of these reasons, you must send the required documentation to the Office of Jury Commissioner at the following address:

Office of Jury Commissioner
Legal Department
560 Harrison Avenue, Suite 600
Boston, Massachusetts 02118.

You can also fax the documentation to the Office of Jury Commissioner Legal Department at (617) 422-5869.

Please include your Juror Badge Number on the documentation you send to the Office of Jury Commissioner. Your Juror Badge Number is located above your name and address on the notice of hearing on the application for criminal complaint.

You are responsible for confirming that the Office of Jury Commissioner has received your proof of disqualification.

If you have any questions, contact the Office of Jury Commissioner Legal Department at:

From Massachusetts - **1-877-966-7469** or **1-800-843-5879**;
From Out-of-State - **1-617-338-6409**
TTY- **1-800-328-3202**

10 Reasons for Disqualification from Juror Service

for Delinquent Jurors who have received an Application for Criminal Complaint

√	DISQUALIFICATION	DOCUMENTATION REQUIRED TO PROVE DISQUALIFICATION
	Not a U.S. citizen	Copy of the front and back of your alien registration card (showing your identification number), or visa documentation.
	Under age 18 at the time of summons	Copy of your birth certificate.
	Over age 70 and choose not to serve	Copy of your birth certificate or other documentation acceptable to the OJC.
	Not able to speak and understand sufficient English to perform juror service	A notarized letter signed by you under the penalty of perjury in which you state your primary language and declare that you do not speak and understand English. Your declaration must be sworn or affirmed before a notary public.
	Moved permanently out of the county	A copy of a utility bill or a lease agreement that shows your name and the address at which you are currently living.
	Living out of the county/state for more than one year without returning	A copy of a utility bill or a lease agreement that shows your name and the address at which you are currently living. You must include a statement that you are living out of the county/state and have no intention of returning to the county/state at any time within the next twelve months.
	Felony conviction within the last 7 years, currently incarcerated, or pending felony case	A copy of your Criminal Offender Record Information (CORI), or a copy of the court docket sheet. You may also call the Office of Jury Commissioner to request a CORI check.
	Prior state or federal juror service	A copy of your Certificate of Juror Service.
	Physically or mentally incapable of performing juror service	A letter from a registered physician that states 1) the nature of your disability and 2) the physician's opinion that the disability prevents you from performing jury duty. If you seek a permanent disqualification from juror service because of your disability, the physician's letter must state that your disability is permanent and that you will never be able to perform juror service.
	Primary caretaker of a permanently disabled household member	A letter from a registered physician that identifies the disabled person by name, address and age; describes the nature of the care you provide; and provides the physician's opinion that your performing juror service would cause substantial risk of injury to the health of the disabled person. Persons who are employed at a location other than the household that they share with the disabled person are not eligible for disqualification as a primary caretaker.