**Why was a questionnaire mailed to me?**

Every year, citizens' names are randomly selected by the Virginia Supreme Court, from the list of registered voters for the Prince William County/City of Manassas/Manassas Park area and DMV. To update your voter registration information, you may contact your local Office of Elections.

**If you no longer live in Prince William County, what should I do?**

If completing the questionnaire online, indicate that you have moved out of Prince William County in the Explanation box at the bottom of the online form. If completing by paper, indicate that you have moved out of Prince William County on the front of the form.

**I am more than 73 years of age and choose not to be a juror, what should I do?**

If you would like to take the Age Exemption, you can check off question #1 under Possible Exemptions found in our online form as well as the paper form. If completing the questionnaire online, indicate your date of birth in the Explanation box at the bottom of the online form. If completing by paper, write in your date of birth on the front of the form.

**I have medical reasons that prevent me from being a juror, what should I do?**

If completing the questionnaire online, indicate that you have a medical condition that prevents you from doing jury duty service in the Explanation box at the bottom of the online form. If completing by paper, attach a doctor's note to the questionnaire and return it to the Jury Department. A doctor's note could be required if you receive a summons for jury duty.

**I am out of town and received a questionnaire, what should I do?**

The questionnaire is for the jury term beginning next year. You can complete the questionnaire online at <https://pwcjury.courts.state.va.us> . If you will still be out of town into next year, you can indicate it in the Explanation box at the bottom of the online form.

**A questionnaire was sent to a family member who is deceased, what should I do?**

Indicate on the paper questionnaire that the family member is deceased and return it to the Jury Department. A death certificate is not necessary.

**I received a questionnaire; does this mean I will get summoned for jury duty?**

The questionnaire is the beginning of a screening process for prospective jurors. Not everyone who receives a questionnaire will be summoned for jury duty.

**A questionnaire was sent to my son/daughter who is away at school, what should I do?**

### The addressee can complete the questionnaire online at <https://pwcjury.courts.state.va.us> and contact the Jury Department at [pwcjury@vacourts.gov](mailto:pwcjury@vacourts.gov) to receive his/her barcode number. Please indicate in the Occupation box **AND** the bottom of the Explanation field if he/she will be a fulltime student. The addressee can also complete the questionnaire by paper and indicate if he/she will be a fulltime student.

**I would like to request an exemption for a reason not covered under the Possible Exemptions on the questionnaire, what should I do?**

You can indicate your request in the Explanation box at the bottom of the online questionnaire at <https://pwcjury.courts.state.va.us>. If completing the paper questionnaire, attach a written request to the questionnaire and return it to the Jury Department.

**If I get summoned for jury duty, how much notice will I get?**

Jury duty summonses are mailed by first class mail approximately one month before your reporting date. There are instructions on the summons on how to postpone.

**I have a question not listed here, how do I get in touch with the Jury Department?**

You can email us at [pwcjury@vacourts.gov](mailto:pwcjury@vacourts.gov)  or call us at 703-792-6047 during the court hours of Monday through Friday 8:30 am – 5:00 pm