


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

Contents

How to Login to My Jury Service (MJS) Portal:.....	2
Resources/Quick Links:.....	9
Portal Home Page:	9
View/Answer Questionnaire:	10
Review/Modify Juror Questionnaire:	17
How to Submit an Excusal Request:.....	19
How to Submit a Reschedule Request:	23
View Juror Service and Payment History.....	26
Update Profile/Contact information.....	28

Process	Screenshot
<p>How to Login to My Jury Service (MJS) Portal:</p> <p>To access My Jury Service, go to www.njcourts.gov/mjs</p> <ol style="list-style-type: none"> 1. Click the 'Login' button at the bottom of the page. 	 <p>New Jersey Jury Service Qualification Questionnaire</p> <p>Read All Instructions Before Logging In</p> <p>How to find your User ID and Password:</p> <ol style="list-style-type: none"> 1. User ID: Enter your Participant ID (including all zeros), located under the barcode on your summons. 2. Password: Enter your 5-digit zip code as it appears on your summons. <p>Example:</p> <p>User ID * <input type="text" value="0001234567"/> Forgot User ID?</p> <p>Password * <input type="text" value="08825"/> Forgot Password?</p> <p>To locate the Participant ID, see sample postcard or letter below:</p> <p>Postcard</p> <p>You are summoned to serve as a Petit Juror on March 20, 2023. Your term of service is 1 trial or 1 week. You must complete a brief juror qualification questionnaire. Respond within seven days at njcourts.gov/mjs</p> <p>Location for in-person reporting: Hudson Administration Building 595 Newark Avenue, Rm. 400 Jersey City, NJ 07310</p> <p>Participant ID: 0001234567 Order No: 0123 John M Doe</p> <p>After submitting the questionnaire: Check reporting instructions after 5:30 the night before your summons date. Call-In Line: (201) 748-4400 or njcourts.gov/jurors/reporting or scan this image.</p> <p>The New Jersey Judiciary will, with advanced notice, provide accommodations consistent with the Americans with Disabilities Act.</p> <p>Questionnaire</p> <p>Warren County Jury Management 210 Elm 900 Rahway, NJ 07065</p> <p>John Doe 111 North Main Street Rahway, NJ 07065-1010</p> <p>Participant ID: 0001234567 Juror No: 00123</p> <p>Respond online at njcourts.gov/mjs Question? Go to njcourts.gov/jurors</p> <p>Petit Juror Questionnaire</p> <p>By Order of the Court, Kevin Shanahan, Assignment Judge, you are summoned to serve as a Petit Juror beginning on Jan. 13, 2023. Your term of service is 9 business days or 1 trial. This required questionnaire can also be completed by using the online My Jury Service Portal at njcourts.gov/mjs</p> <p>When accessing the MyJuryService Portal, it is recommended to use Google Chrome or Microsoft Edge.</p> <p>LOG IN</p> <p>If you are unable to log in, contact the jury.support.MBX@njcourts.gov or your summoning Jury Management Office for assistance.</p>

The Login home page will display.

Log in help

To request information about your existing ID click **Forgot User ID?**

Follow the steps below if you're receiving "Authentication Failed" error message when attempting to log in

1. Click the **Forgot / Reset Password?** link
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

If you are still unable to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 for assistance.

If you have not received an activation email after registering, click **Resend Activation Email** to request the activation email to be sent again.

To access the New Jersey Courts website, click [NJCourts.gov](#)

Enter user ID and password. If you have been provided with a temporary password, login below.

User ID Forgot User ID?

Password Forgot / Reset Password?

Login

[Resend Activation Email](#)

For Jurors only

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

Browser compatibility

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

1. **User ID:** Enter your 10-digit Participant ID (including zeros), located under the barcode on your summons.
2. **Password:** Enter your mailing address 5-digit zip code as written on your summons (e.g., 01234).

You are summoned to serve as a Petit Juror on January 13, 2023.


Your term of service is 5 business days or 1 trial.

You must complete a brief juror qualification questionnaire.

Respond within seven days at: [njcourts.gov/mjs](#).

Location for in-person reporting:

Warren Courthouse
413 Second Street
Belvidere, NJ 07823




Participant ID: 0001234567

Order No: 00123

John Doe

After submitting the questionnaire:

Check reporting instructions after 5:30 the night before your summons date. Call-In Line: (908) 750-8088 or [njcourts.gov/jurors/reporting](#) or scan this image.



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

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

3. Hit Enter or Click **Login**.

Note: If you are experiencing any issues at login, please email the JurySupport.MBX@njcourts.gov for assistance.

Note: The first-time logging in, you will be required to enter contact information, including details required for Two Factor Authentication.

1. Under "Contact Information," provide all information with a * (e.g., First Name, Last Name, Email, Confirm Email, Primary phone).

1. Choose your 'Security Question' (1-3), using the drop-down arrow and provide your 'Security Answer'.
2. Under the "Two-Factor Authentication" section, provide all information with a * (e.g., Email, Country Code, Mobile number)

3. Click 'Update Profile' to save information.

Note: No parenthesis, spaces, hyphens, or special characters are allowed in 'Mobile number' field.

4. You will be brought directly to the "My Jury Service" homepage [here](#) after this step.

Login security information

Security Question 1 *

Select Security Question 1

Security Answer1 *

Security Question 2 *

Select Security Question 2

Security Answer2 *

Security Question 3 *

Select Security Question 3

Security Answer3 *

Two-Factor Authentication

Email *

Confirm Email *

Country Code *

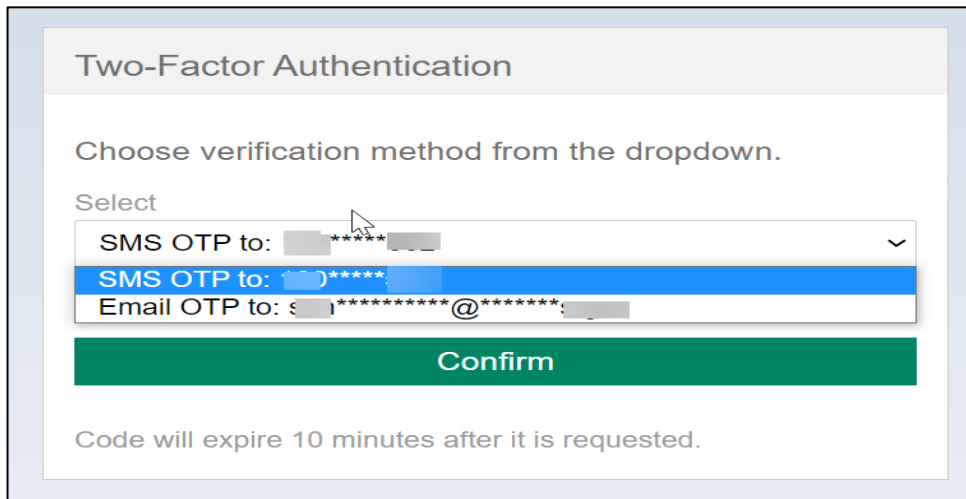
United States (+1)

Mobile number *

0123456789

Update Profile

5. The next time you log in, you will see the “Two-Factor Authentication” screen. Select your mobile number or email address to receive your One-Time Passcode (OTP). Click ‘Confirm’.

A screenshot of a "Two-Factor Authentication" screen. At the top, the title "Two-Factor Authentication" is displayed in a light gray header. Below the title, the instruction "Choose verification method from the dropdown." is shown. Underneath, the word "Select" is positioned above a dropdown menu. The dropdown menu is open, showing three options: "SMS OTP to: [redacted] ***** [redacted]", "SMS OTP to: [redacted] *****", and "Email OTP to: [redacted] *****@*****[redacted]". The second option, "SMS OTP to: [redacted] *****", is highlighted with a blue background. Below the dropdown menu is a large green button with the text "Confirm" in white. At the bottom of the screen, a note states "Code will expire 10 minutes after it is requested." in a light gray font.

Two-Factor Authentication

Choose verification method from the dropdown.

Select

SMS OTP to: [redacted] ***** [redacted]

SMS OTP to: [redacted] *****

Email OTP to: [redacted] *****@*****[redacted]

Confirm

Code will expire 10 minutes after it is requested.

6. The One-Time Passcode will be sent to the selected device.

Email with OTP

On-Demand One-Time Passcode



2FA Mailbox
Today, 5:02 PM

Inbox

IMPORTANT: This is an automated response. Please do not reply to this email.

Here is your On-Demand One-Time Passcode(OTP): [REDACTED] Expires after use or 10 minutes.

Please enter the code or copy and paste the code into the One-Time Passcode(OTP) field to login to the application.

Thank You,
NJCourtsOnline.com

IMPORTANT: This is an automated response. Please do not reply to this email.

Phone – Text message with OTP

On-Demand One-time
passcode: [REDACTED]
Expires after use or 10
minutes

7. Enter the Passcode provided and click 'Login'.

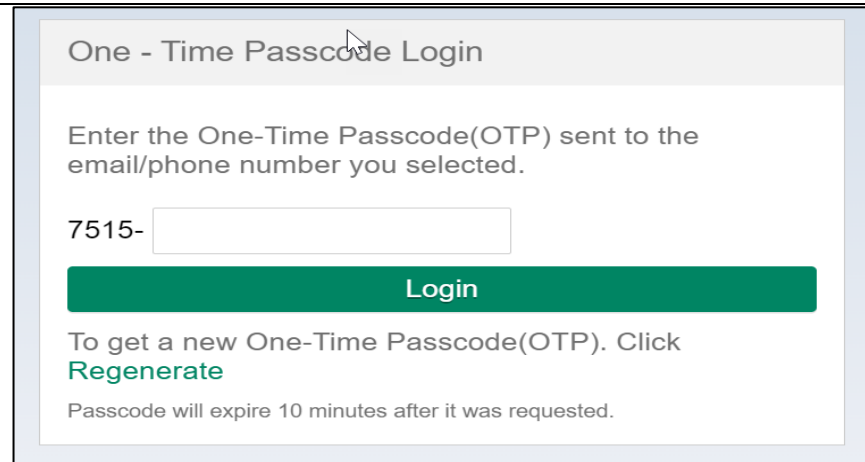
Note: You are required to Reauthenticate after 72 hours.

Note: Passcodes will expire after 10 minutes or after the first use. If passcode has expired, click 'Regenerate' to get a new One-Time Passcode re-issued.

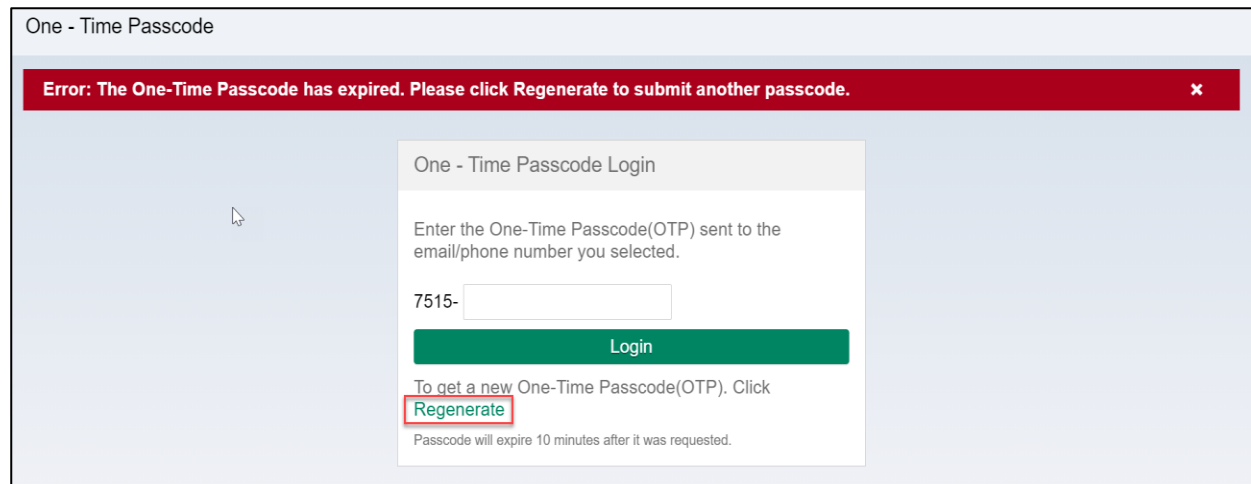
Note: If you are experiencing any issues with Two Factor Authentication, please email JurySupport.MBX@njcourts.gov for assistance.

Please refer to the following video for more information.
<https://youtu.be/z0aAXOwy7oY>

[back to top](#)



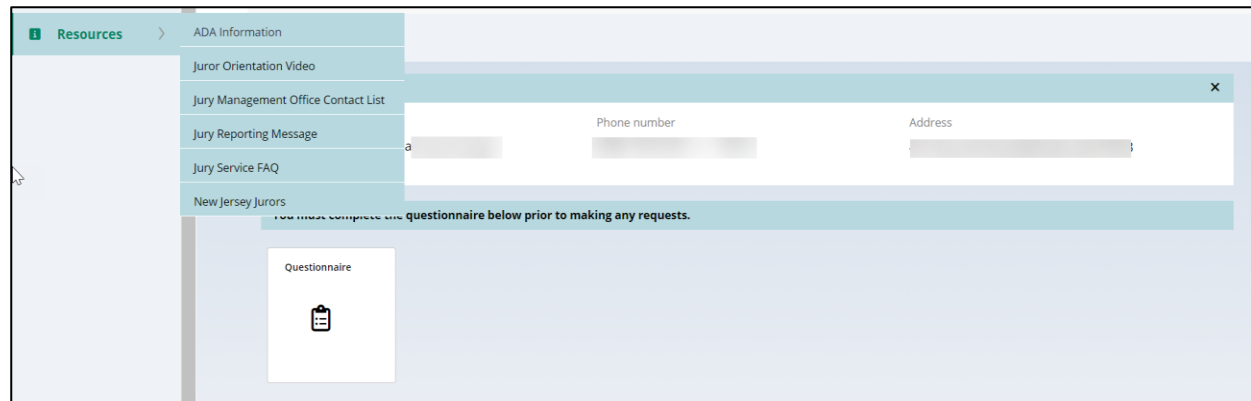
The image shows a web interface for 'One - Time Passcode Login'. It has a light gray header with the title. Below the title, there is a text prompt: 'Enter the One-Time Passcode(OTP) sent to the email/phone number you selected.' This is followed by a text input field with '7515-' pre-filled. Below the input field is a green 'Login' button. At the bottom, there is a link to 'Regenerate' and a note: 'Passcode will expire 10 minutes after it was requested.'



The image shows a web interface for 'One - Time Passcode' with a red error banner at the top that reads: 'Error: The One-Time Passcode has expired. Please click Regenerate to submit another passcode.' Below the banner is a white box containing the 'One - Time Passcode Login' form. The form includes the same text prompt, input field (with '7515-' pre-filled), green 'Login' button, 'Regenerate' link, and expiration note as seen in the previous image. The 'Regenerate' link is highlighted with a red box.

Resources/Quick Links:

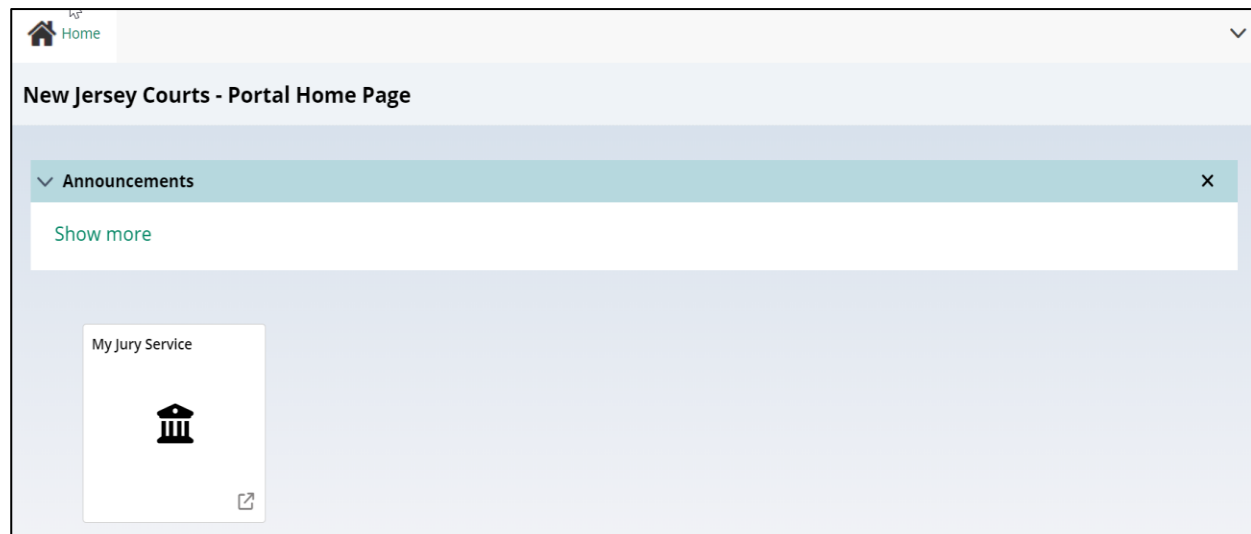
Quick Access links to Jury Service resources will be available within the Resources tab on the left navigation panel.



Portal Home Page:

1. Once logged in, Select 'My Jury Service'

[back to top](#)



**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.

My jury Service

✓ Contact us


Email

Phone number

Address

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

Questionnaire



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

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

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

5. 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 four links: "Required information", "Questionnaire part 1", "Questionnaire part 2", and "Review and submit". The "Questionnaire part 1" link is highlighted with a red arrow. Below the navigation bar, the title "Questionnaire part 1" is displayed. 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. At the bottom right of the form, there are three buttons: "Back", "Cancel", and "Next". The "Next" button is highlighted with a red arrow.

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. Please provide answers to Questions 7 through 13 on the "Questionnaire part 2" screen.

7. Click 'Next' to save information provided.

Note: Questions with * are required.

The screenshot displays the 'My Jury Service' web application interface. At the top, a navigation bar includes a 'Home' link, a user icon, and the text 'JMS-SMN-24215'. Below this, a breadcrumb trail shows '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:

- Question 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. *' with 'Yes' and 'No' radio buttons.
- Question 8: 'What is the name of your employer? *' with a text input field.
- Question 9: 'What is your occupation? *' with a dropdown menu.
- Question 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.? *' with 'Yes' and 'No' radio buttons.

Below these is a 'Demographic information' section with a descriptive paragraph: '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.'

- Question 11: 'Selecting from the race categories used by the U.S. census, please select the response that most closely aligns with your racial identity.' with radio buttons for 'American Indian or Alaskan Native', 'Asian', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', 'More than one race', and 'White'.
- Question 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.' with radio buttons for 'Hispanic or Latino' and 'Not Hispanic or Latino'.
- Question 13: 'Selecting from the gender categories used by the State of New Jersey, please select the response that most closely aligns with your gender.' with radio buttons for 'Female', 'Male', and 'Non-Binary or Undesignated'.

At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Next'. A red arrow points to the 'Next' button.

8. 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.

9. 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

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

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

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.

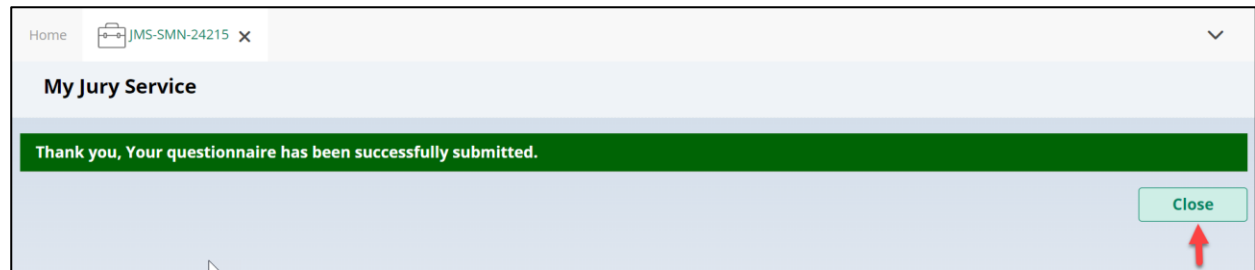
Cancel Accept

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

12. Click 'Close' to exit

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

[back to top](#)



Review/Modify Juror Questionnaire:

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

My Jury Service

✓ Contact us

Email

Phone number

Address

Questionnaire


Juror Service Request

Jury Service, Payment History and Attendance Letter

My Profile

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

Note:

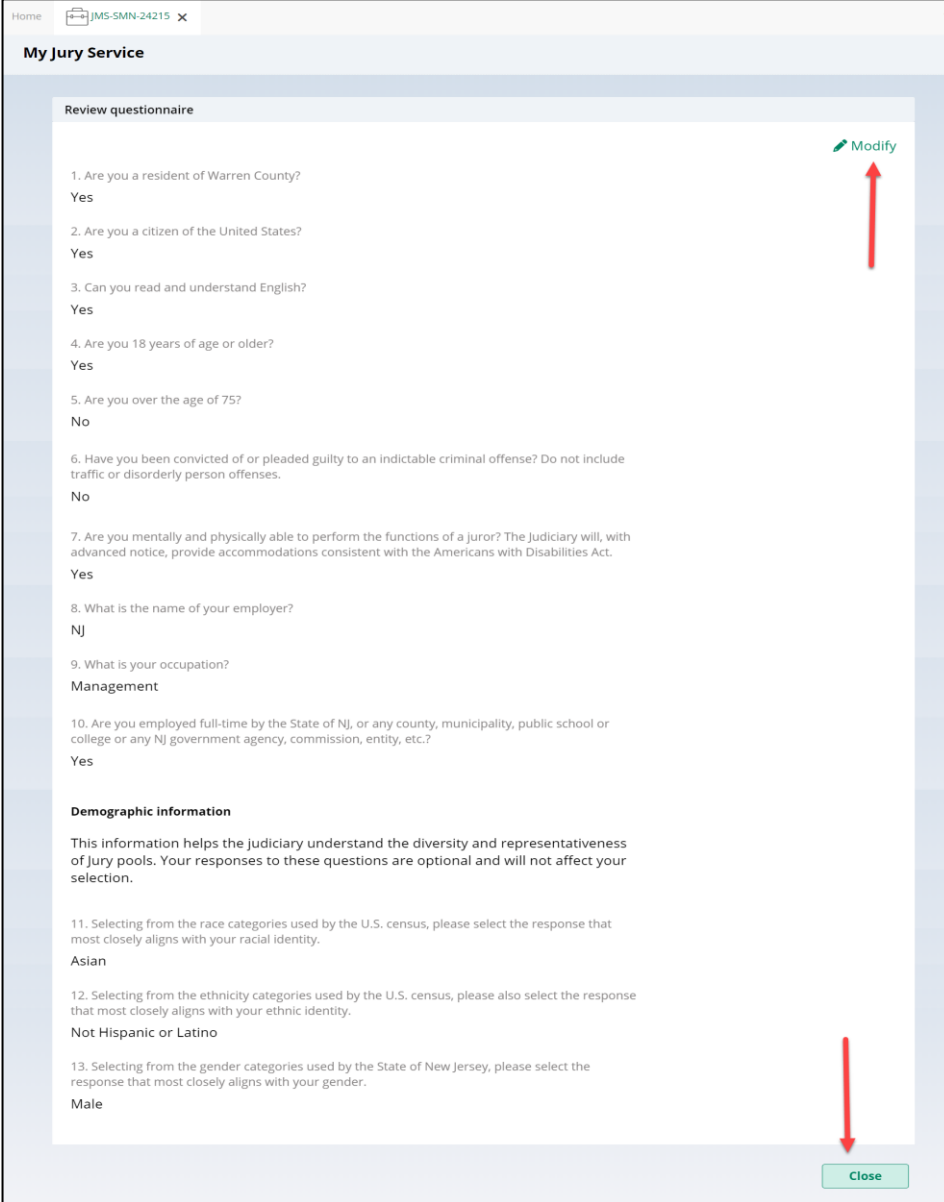
To update, select  Save

To cancel changes, select

 Undo |

3. Click 'Close' to exit.


[back to top](#)



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.
 - a. Select 'Juror Service Request'

This screenshot shows the 'My Jury Service' dashboard. At the top, there is a 'Home' link and a dropdown arrow. Below this is the 'My Jury Service' header. A 'Contact us' form is visible, containing fields for 'Email', 'Phone number', and 'Address'. Below the form 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).

This screenshot shows a modal window titled 'Juror request'. It contains a message: 'No requests have been submitted.' Below the message is a green button labeled '+ Create Juror Service Request' with a red arrow pointing to it. A 'Close' button is located in the bottom right corner of the modal.

2. Select 'Excuse' as the 'Request type'.
3. Select a reason from the "Excuse reason" drop-down.

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

My Jury Service

Juror request

Request type *

☐ Excuse

☐ Deferral

Cancel Submit

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

My Jury Service

Juror request

⚠ Attention document required! Follow the document submission instructions.

Request type *

☒ Excuse

☐ Deferral

Select excuse reason *

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

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 Act

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.

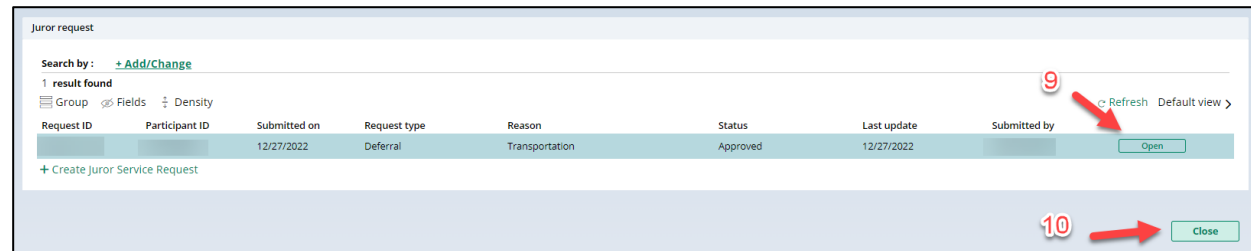
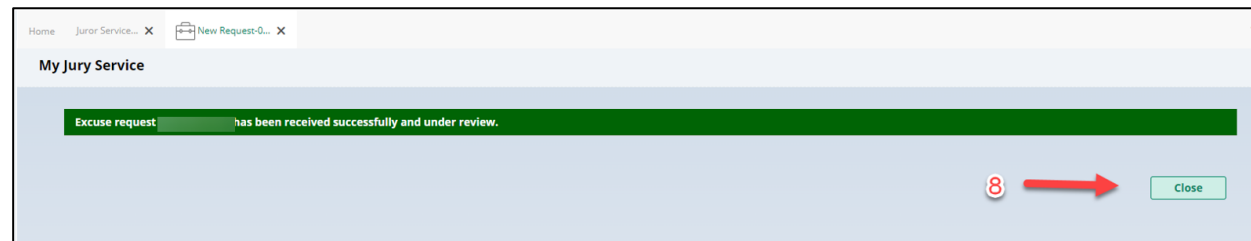
9. Click 'Open' to review your request.

OR

10. Click 'Close' to exit.

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

[back to top](#)



How to Submit a Reschedule Request:

1. Select 'Juror Service Request' to request an excusal or deferral.
 - a. Select 'Juror Service Request'
2. Select 'Deferral' as the 'Request type'.

The 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 tiles: 'Questionnaire' (with a clipboard icon), 'Juror Service Request' (with a plus icon), 'Juror Service and Payment History' (with a gavel icon), and 'My Profile' (with a person icon). A red arrow points to the 'Juror Service Request' tile.

The screenshot shows the 'Juror request' form. It has a 'Request type' section with two radio buttons: 'Excuse' and 'Deferral'. A red arrow points to the 'Deferral' radio button. At the bottom right, there are 'Cancel' and 'Submit' buttons.

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. 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 indicate the steps for submitting a deferral request:

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

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

9. Click 'Close' to exit.

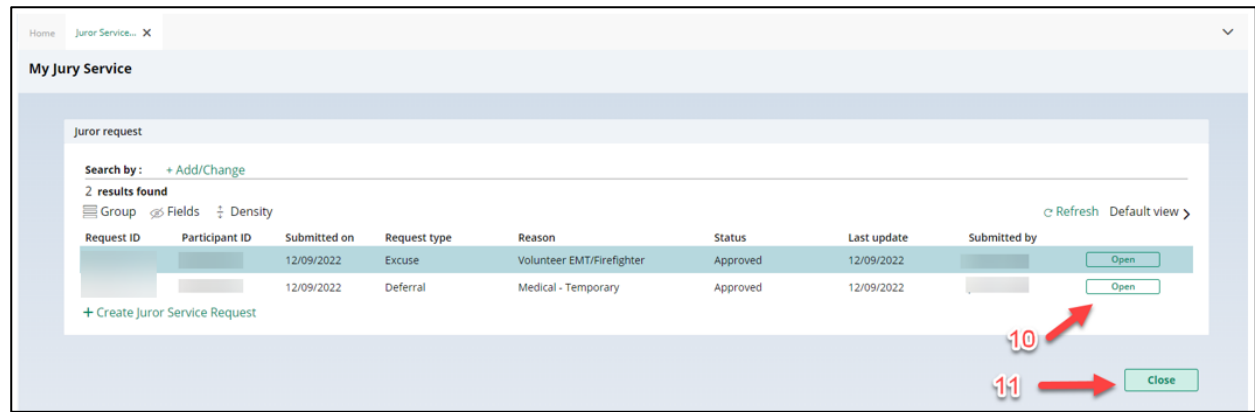
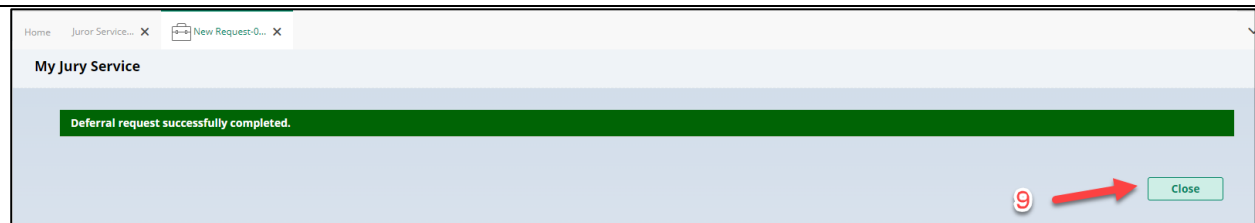
10. Click 'Open' to review your request.

OR

11. Click 'Close' to exit.

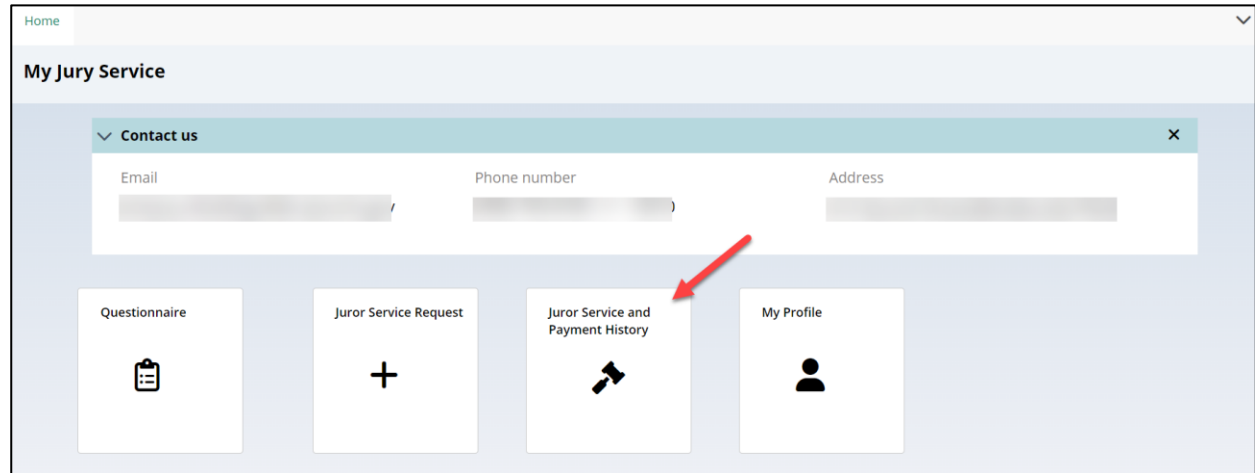
Please refer to the following video for more information.
<https://youtu.be/WRfAJK7d2cl>

[back to top](#)



View Juror Service and Payment History

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



2. Click 'Close' to exit

Please refer to the following video for more information.

<https://youtu.be/bDIcSqa0H4>

([back to top](#))

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.

The screenshot shows the 'My Jury Service' dashboard. At the top, there is a 'Home' link and a 'My Jury Service' title. Below the title, there is a 'Contact us' section with input fields for Email, Phone number, and Address. Below this, there are four buttons: 'Questionnaire' (with a clipboard icon), 'Juror Service Request' (with a plus icon), 'Juror Service and Payment History' (with a gavel icon), and 'My Profile' (with a person icon). A red arrow points to the 'My Profile' button.

The screenshot shows the 'My Profile' form. At the top, there is a 'Home' link and a 'Juror Profile' tab. Below the title, there is a 'Personal Information' section with input fields for Name, Date of Birth, Address, Mobile, Home phone, Work phone, Email address, Gender, Ethnicity, Race, and an 'Opt-out' checkbox. Below this, there is a 'Service Information' section with input fields for Participant ID, Pool order number, Pool type, Summons date, Status, Court, and a 'Confirmed' checkbox. A red arrow points to the 'Modify' button in the top right corner of the form. Another red arrow points to the 'Close' button at the bottom right of the form.

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.

The screenshot shows a web interface titled "My Jury Service" with a breadcrumb trail "Home > Juror Profile". The page is divided into two main sections: "Personal Information" and "Service Information".

Personal Information

Fields include:

- Name (text input)
- Date of Birth (calendar icon)
- Address (text input)
- City (text input)
- State (dropdown menu)
- Zip (text input)
- Mobile (text input)
- Home phone (text input)
- Work phone (text input)
- Email address (text input)
- Gender (dropdown menu)
- Ethnicity (dropdown menu)
- Race (dropdown menu)
- Opt-out checkbox

At the top right of the "Personal Information" section, there are two buttons: "Undo" and "Save". A red arrow points to the "Undo" button, and another red arrow points to the "Save" button.

Service Information

Fields include:

- Participant ID (text input)
- Pool order number (text input)
- Pool type (text input)
- Summons date (text input)
- Status (text input)
- Court (text input)

At the bottom right of the "Service Information" section, there is a "Close" button. A red arrow points to this button.

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

6. Click 'Close' to exit.

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

([back to top](#))

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 banner at the top of the main content area contains the message '✓ Changes has been successfully saved.' Below this banner, the 'Personal Information' section is visible. It contains several input fields for personal data: Name, Date of Birth, Address, Mobile, Home phone, Work phone, Email address, Gender, Ethnicity, Race, and an 'Opt-out' checkbox. A 'Modify' button with a pencil icon is located in the top right corner of the form area.