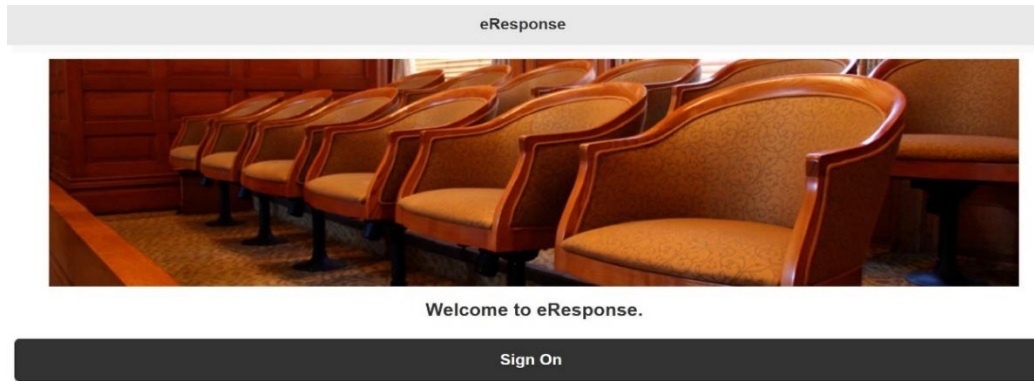




STATE OF RHODE ISLAND  
SUPERIOR COURT  
OFFICE OF THE JURY COMMISSIONER

**Jury Service eResponse - Instructions**



Sign into Jury Service eResponse using your ten-digit juror id number found on the postcard you received and your date of birth. Preceding zeroes can be dropped.

You must have an accessible email address and a current telephone number to logon and complete the Jury Service eResponse.

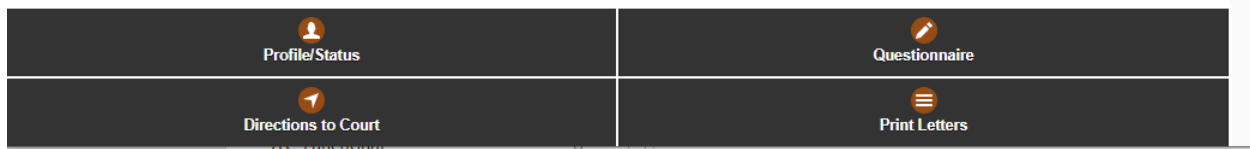
Complete the questionnaire reading each question thoroughly. After submission, the Office of the Jury Commissioner will review your responses. From the home page, you will always be able to view your status. You will then be brought to the home page where you can update your personal information, including address.

## HOME PAGE

From the home page in Jury Service eResponse, you will be able find the information below.

### 1. Profile/Status

- a. Profile – Your personal information may be viewed and modified here, **including the ability to update your address.**
- b. Status – The status tells you where you are in the jury service process. Please check back periodically as your status will change once your responses are reviewed and updated by the Office of the Jury Commissioner.



Candidate ID :	0000001633
QPool ID: :	Q0001200501
Status:	<b>Questionnaire Received by Court</b>
Court Location:	Providence and Bristol County Jury 250 Benefit Street Providence, RI 02903

2. **Directions to Court** – Provides you with directions to all the courthouses.
3. **Questionnaire** – Allows you to view your responses on the questionnaire. Once the Office of the Jury Commissioner reviews the questionnaire and selects a date for you to appear, you will receive a summons in the mail, you will receive a summons in the mail, your online status will be updated, and the summons date will display.
4. **Print Letters** – You can reprint any documents you previously received from the Office of the Jury Commissioner.

Home Profile



**+ Instructions**


**+ Personal Information**

**- Service Information**







Candidate ID :	0000012049
Pool ID :	0001200505
Status:	<b>Confirmed - Report on</b>
Reporting Date:	 <b>Fri May 8, 2020 - 10:00 AM</b>
Summons Date:	Friday, May 8, 2020
Court Location:	Providence and Bristol County Jury 250 Benefit Street Providence, RI 02903
Directions:	 <b>Directions to Court</b>

Once you are served with a summons, the home page in Jury Service eResponse will provide you with four (4) new options from which to select.

Info Home Logout



*Welcome to the eResponse System. This system is available to provide you with access to our Jury Department 24 hours a day, 7 days a week. Thank you and enjoy eResponse!*

 Profile/Status	 Defer Service
 Excuse Service	 Disqualify Service
 Directions to Court	 Print Letters

- Apply to defer your jury service
- Apply to be excused from jury service
- Apply to be disqualified from jury service
- Print Your Juror Summons

You will be able to check the status of your jury service in eResponse by clicking on the Profile/Status link and looking at the "Reporting Date" under "Service Information." Any changes or cancellations will be posted there prior to your jury service date. This will also tell you where and when you need to appear for Jury Service. If an excusal, disqualification, or excusal is requested, the status will change to pending.

Home Excusal

eResponse

Select the reason for your excusal from the drop down list below. Depending on the reason you select, you may be required to provide further details to substantiate your request.

Select a reason...

Save Cancel

Home Profile

eResponse

- + Instructions
- + Personal Information
- Service Information

Candidate ID : 0000017173

Pool ID : 0001200505

Status: **Confirmed - Report on**

Status of your Request: *Excusal Pending*

Reporting Date: Fri May 8, 2020 - 10:00 AM

Summons Date: Friday, May 8, 2020

Court Location: Providence and Bristol County Jury  
250 Benefit Street  
Providence, RI 02903

Directions: **Directions to Court**

Once your excusal, disqualification, or excusal is approved or denied by the Office of the Jury Commissioner, the status will be updated to approved or denied.

The screenshot shows the 'Profile' page in the eResponse system. At the top, there are navigation links for 'Home' and 'Profile'. Below this is a banner with the eResponse logo and a background image of a courtroom. The main content area is divided into sections: 'Instructions', 'Personal Information', and 'Service Information'. Under 'Service Information', the following details are listed:

- Candidate ID : 0000017173
- Pool ID : 0001200505
- Status: **Excused**
- Status of your Request: *Excusal Approved*
- Reporting Date: **Check Back-See Summons**
- Summons Date: Friday, May 8, 2020
- Court Location: Providence and Bristol County Jury, 250 Benefit Street, Providence, RI 02903

If you try to request a status change that is not eligible, the request will be denied for reasons displayed below.

The screenshot shows the 'Requests' page in the eResponse system. It features a banner with the eResponse logo and a background image of a courtroom. Below the banner, a red message reads 'Request Denied'. The text explains that the user cannot request a Deferral, Excusal, or Disqualification at this time due to several factors:

- Your current Status does not allow for requests
- It is too close to or past your Reporting Date
- You already have a Pending Request
- You've exceeded the number of requests allowed

A note at the bottom suggests contacting the court if none of these reasons apply.

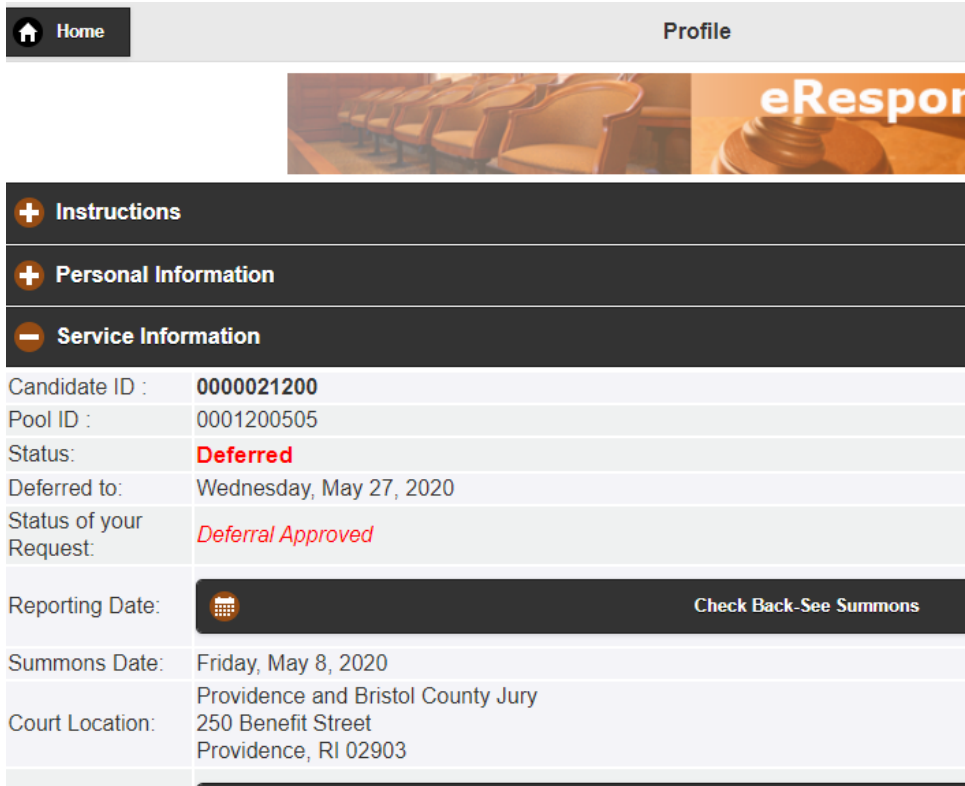
If requesting a deferral, a calendar will display for you to choose a date. At this time, your status will be updated to “Deferral Pending” until either approved or denied by the Office of the Jury Commissioner.

The screenshot shows the 'Deferral' page in the eResponse system. It includes a banner with the eResponse logo and a background image of a courtroom. A text box instructs the user to select a reason and a date from a calendar. Below this is a calendar for June 2020, with a dropdown menu for 'Select a reason...'. The calendar shows the following dates as available (highlighted in green):


Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

At the bottom of the calendar, there is a legend: 'Available/Unavailable' and 'Defer To:'. Below the calendar are two buttons: 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon).

If approved, you will see your new jury service date under “Deferred to.”



The screenshot shows a user profile page for the eResponse system. At the top, there are navigation tabs for 'Home' and 'Profile'. Below this is a banner image with the text 'eResponse'. The main content area is divided into sections: '+ Instructions', '+ Personal Information', and '- Service Information'. The 'Service Information' section is expanded, showing the following details:

Candidate ID :	0000021200
Pool ID :	0001200505
Status:	<b>Deferred</b>
Deferred to:	Wednesday, May 27, 2020
Status of your Request:	<i>Deferral Approved</i>
Reporting Date:	 <b>Check Back-See Summons</b>
Summons Date:	Friday, May 8, 2020
Court Location:	Providence and Bristol County Jury 250 Benefit Street Providence, RI 02903

#### Emails, Texts, and Calls:

- Throughout this process, you will receive correspondence from the Office of the Jury Commissioner at the preferred email address and/or telephone number you provided. Please make sure to keep your information updated and use an email address and/or telephone number that is accessible to you daily in case of changes or cancellations.
- Add the county appropriate jury email address as a safe sender to avoid emails going to your junk or spam folder.
  - Kent County – [Kent.jury@courts.ri.gov](mailto:Kent.jury@courts.ri.gov)
  - Newport County – [Newport.jury@courts.ri.gov](mailto:Newport.jury@courts.ri.gov)
  - Washington County – [Washington.jury@courts.ri.gov](mailto:Washington.jury@courts.ri.gov)
- Read all emails and text messages from the Office of the Jury Commissioner, remembering to scroll down. Follow all instructions detailed in the correspondence and contact the Office of the Jury Commissioner promptly with any questions you may have.