

INSTRUCTIONS FOR USING THE JUROR ERESPONSE SITE

Your experience on the Juror EResponse site will depend on the Internet browser that you use. We recommend use of **IE11, without compatibility mode / Chrome / Firefox**, but below are instructions and screen shots to assist you, regardless of your browser choice.

IE11, compatibility mode

The screenshot shows the official website of Gwen Marshall, Clerk of the Circuit Court and Comptroller for Leon County, Florida. The page features a navigation menu with options like 'Home', 'Contact Us', 'Newsroom', 'Logins', and 'Registrations'. A search bar is visible in the top right. The main content area is divided into several sections, including 'Announcements', 'Clerk of Courts', 'Clerk for County Commissioners', 'Chief Financial Officer', and 'General Information'. A sidebar on the left contains 'Pay On Line' services such as 'Child Support Inquiry and Online Payments', 'Pay Your Traffic Tickets Online', and 'View Your Court Costs and Fees Online'. The central focus is a 'JURY' section with a heading 'INSTRUCTIONS FOR USING THE JUROR ERESPONSE SITE'. Below this heading, the text reads: 'Your experience on the Juror EResponse site will depend on the Internet browser that you use. We recommend use of **IE11, without compatibility mode / Chrome / Firefox**, but below are instructions and screen shots to assist you, regardless of your browser choice.' A link labeled 'IE11, compatibility mode' is highlighted in orange. Below the instructions, there is a button labeled 'Proceed to E-Response Page'.

After clicking the Proceed to E-Response Page link on the left, you will see this:

The screenshot shows the 'eResponse Log In' page. The page has a header with 'eResponse Log In' and a large orange banner with 'eResponse' text. Below the banner, there are input fields for 'Juror ID' and 'Date of Birth' (Month, Day, Year). A checkbox is checked, indicating the user swears or affirms to tell the truth. A 'Log In' button is at the bottom.

You must use all leading zeros that precede your juror ID number (“candidate ID”), ex. 0000012345; add your date of birth; click the box by the sentence “I swear” sentence; and then click the Log In button.

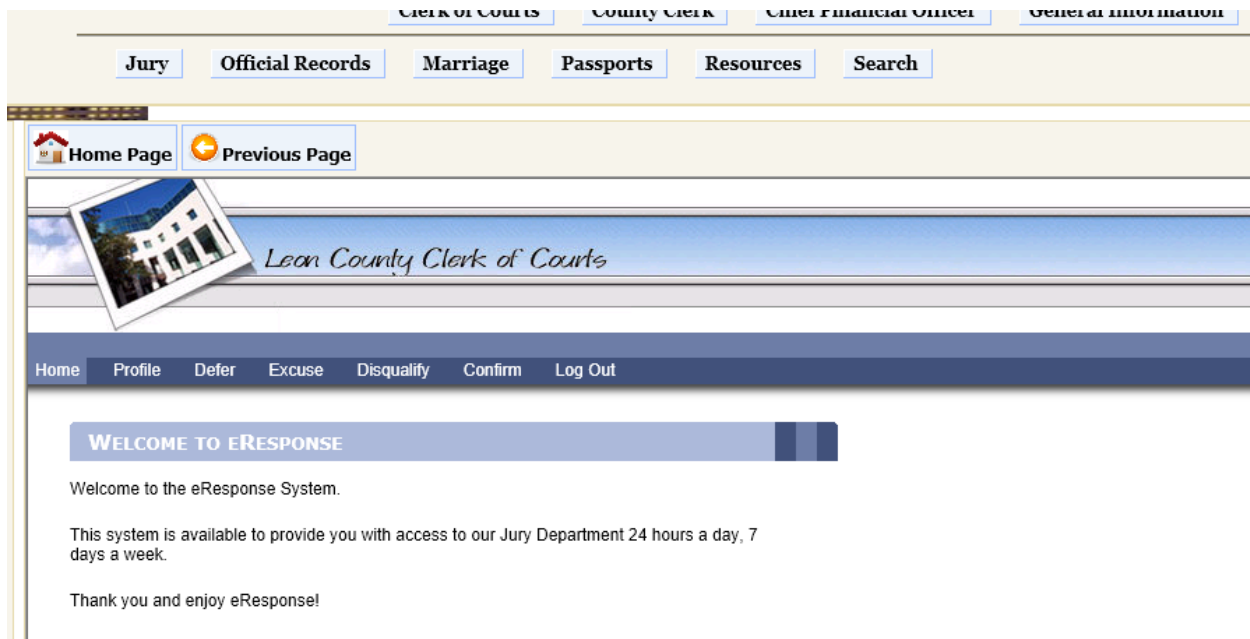
The first time you log into the Juror EResponse, you will see this screen that must be completed before you can go any further:



A screenshot of a web form titled "REQUIRED ENTRY" for logging into the Juror EResponse system. The form is set against a light blue background. At the top, a message states: "You are required to provide the following details before you can be logged into the eResponse system." Below this, the form contains several fields and questions:

- REQUIRED ENTRY** (Section Header)
- email:** followed by a text input field.
- Phone:** followed by a text input field and the instruction "(No spaces, ex: 8005551234)".
- Are you currently working at least 35 hours per week?** with radio button options for **Yes** and **No**.
- Do you work for a company that has 10 or more employees?** with radio button options for **Yes** and **No**.
- A **Continue** button at the bottom center.

After completing the above screen, and the next time you log in, you will see the Home page:



Functions are located on the darker blue tool bar that is under the picture of the Leon County Courthouse – Profile, Defer, Excuse, Disqualify, Confirm, and Log Out.

Click on Profile to review your Personal Information (the information has been redacted):

 Home Page
 Previous Page

PERSONAL INFORMATION
Modify

First Name: [REDACTED]
 Last Name: [REDACTED]
 Address: 1830 [REDACTED] TRAIL
 TALLAHASSEE, FL [REDACTED]
 Date of Birth: June 16, [REDACTED]
 Home Phone: () -
 Work Phone: () - Ext:
 Cell Phone: () -
 email:
 Employer:
 Special Needs: No
 Mileage: 0.00 miles

SERVICE INFORMATION

Candidate ID : 0000046203
 Status: **Undeliverable**
 Pending Request: **None**
 Pool ID : 0001130909
 Next Reporting Date(s): **Not scheduled to report**

<u>Sep</u>	October 2015					<u>Nov</u>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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	31
1	2	3	4	5	6	7

Original Summons Date: Friday, September 20, 2013
 On-Call: No (See "Next Reporting Date" above and report as indicated)
 Court Location: Leon County Courthouse
 Court Address: 301 South Monroe St [Click here for map & directions](#)
 Tallahassee, FL

Click on the gray Modify button on the top right of the Personal Information blue tool bar, to be taken to the below screen to make revisions:

Home Profile Defer Excuse Disqualify Confirm Log Out

Below you can view information relating to your Jury Duty such as your Status, Next Reporting Date and Reporting Location. You may also update your Personal Information by clicking on the 'modify' button.

PERSONAL INFORMATION Save Cancel

Required fields are marked with *

First Name: * Middle Name:

Last Name: * Suffix:

Address: Address
 *
City State
 * *
Zip Code
 *

Date of Birth: Month Day Year
 * * *

Home Phone:

Work Phone: Ext:

Cell Phone:

email:

Occupation: *

Employer:

Special Needs: Yes Please describe your condition:

Click Save when you have finished your revisions.

Clicking on Defer, Excuse or Disqualify will allow you to make a request. If you are eligible, you will see the below screen:



If you are not eligible, you will see this screen:



The screenshot shows the Leon County Clerk of Courts website interface. At the top left is a photograph of a white building with a blue sky. To its right, the text "Leon County Clerk of Courts" is written in a cursive font. Below this is a dark blue navigation bar with the following links: Home, Profile, Defer, Excuse, Disqualify, Confirm, and Log Out. The main content area features a light blue header with the text "REQUEST DENIED" in white. Below the header, a paragraph states: "Unfortunately, you cannot request a Deferral, Excusal or Disqualification at this time. Several factors can cause this, such as:" followed by a bulleted list of four reasons. Below the list, a paragraph advises: "Please contact the court if none of the above reasons apply to you and you believe you should be entitled to make a request." At the bottom of the message is a rectangular button with the text "OK".

REQUEST DENIED

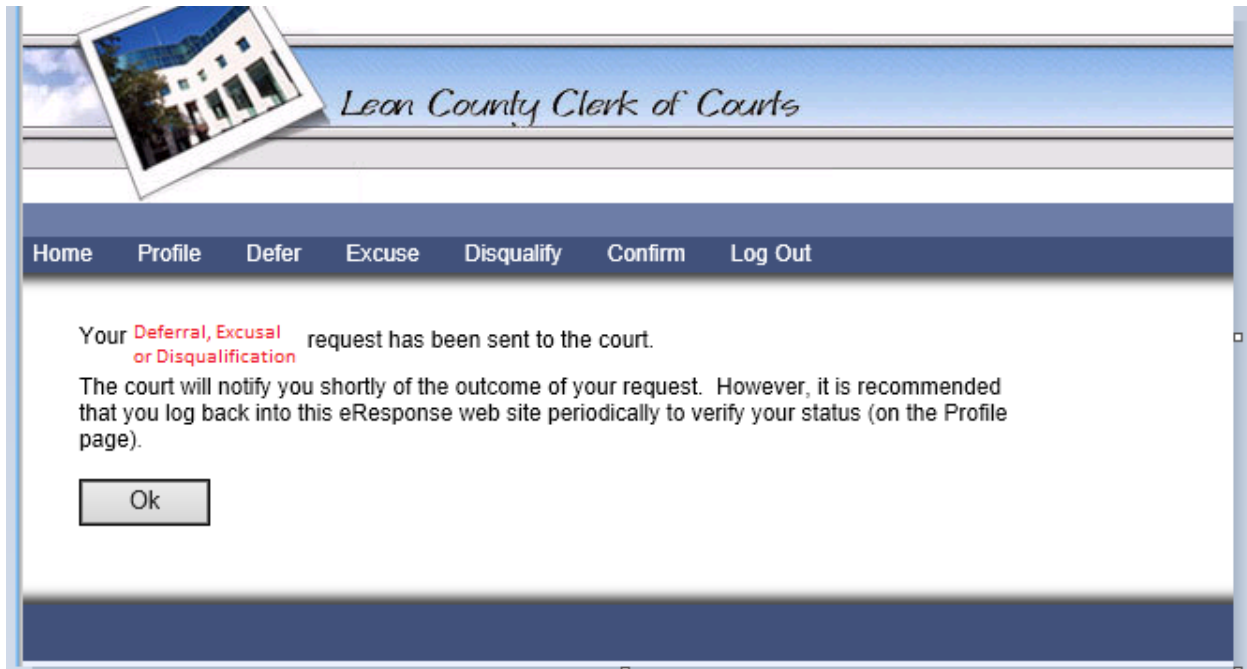
Unfortunately, you cannot request a Deferral, Excusal or Disqualification at this time. Several factors can cause this, such as:

- 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

Please contact the court if none of the above reasons apply to you and you believe you should be entitled to make a request.

OK

If your request requires judicial approval, you will see this screen:



If you wish to confirm your status with us, you can click the Confirm button, and you will receive a message like the below:



CONFIRM YOUR SERVICE

Thank you, your status is Confirmed.

OK

IE11, without compatibility mode / Chrome / Firefox


After clicking the Juror EResponse link, you will see this:

Clerk of Courts County Clerk Chief Financial Officer General Information

Jury Official Records Marriage Passports Resources Search

Home Page Previous Page

eResponse



Welcome to eResponse.

Sign On



After clicking Sign On, you will see:

Clerk of Courts County Clerk Chief Financial Officer General Information

Jury Official Records Marriage Passports Resources Search

Home Page Previous Page

eResponse Log In



Juror ID:
(leading zeros not required)

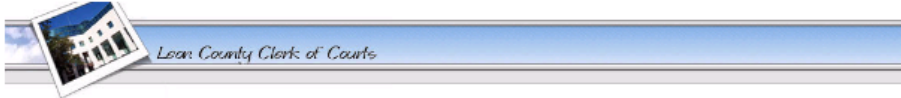
I swear or affirm to tell the truth about my qualifications or exemption from jury service.

Log In

You may type in your juror ID number without the leading zeros, example 12345; click the box beside the “I swear” statement, and then click Log In.

The first time you log into the Juror EResponse, you will see this screen that must be completed before you can go any further.

Required Information



You are required to provide the following details before you can be logged into the eResponse system.

eMail:	<input type="text" value="eMail Address"/>
Phone:	<input type="text" value="Contact Phone"/>

Are you currently working at least 35 hours per week?


<input type="button" value="Yes"/>	<input type="button" value="No"/>
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Do you work for a company that has 10 or more employees?


<input type="button" value="Yes"/>	<input type="button" value="No"/>
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After logging in, you will see:

[Home](#) **Profile**

 Leon County Clerk of Courts

- + Instructions
- + Personal Information
- Service Information

Candidate ID :	0000173053
Status:	Selected
Pool ID :	0001150804
Reporting Date:	 Wed Aug 19, 2015 - 08:00 AM
Summons Date:	Wednesday, August 19, 2015
On-Call:	No (See "Reporting Date")
Court Location:	Leon County Courthouse 301 South Monroe St Tallahassee, FL 32301
Directions:	 Directions to Court
Amount Owed:	0.00

Click on the black Home box on the top left of the gray Profile tool bar. On the screen below, **make sure to scroll down**, because the buttons to perform actions – change your profile or status, defer service, excuse service, disqualify service, and get directions to the courthouse – are located at the bottom.

Jury Official Records Marriage Passports Resources Search

Home Page Previous Page

Info Home Logout

Leon County Clerk of Courts



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


Clicking on the black “Info” button on the top left of the gray Home tool bar provides directions and contact information:

 Home Page  Previous Page

Information

Leon County Courthouse
301 South Monroe St
Tallahassee, FL 32301

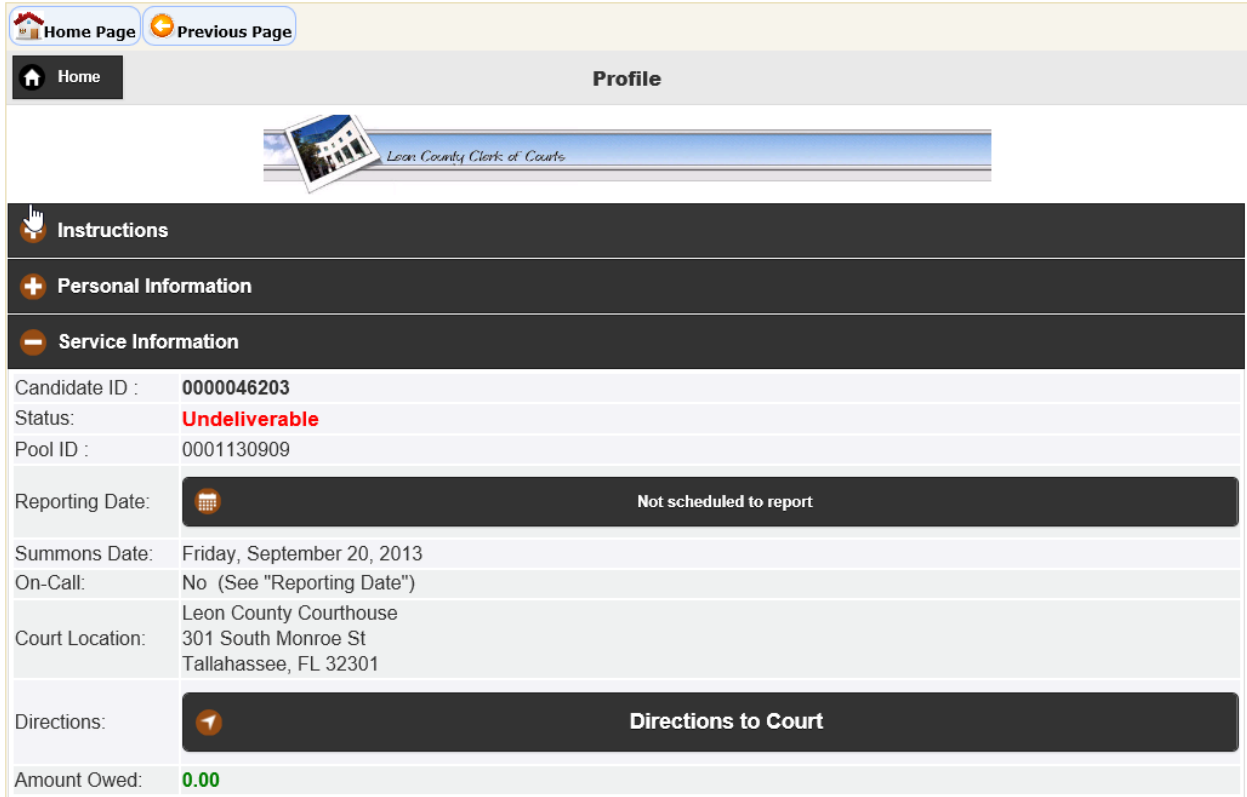


 850-606-4007

 eresponse@eresponse.clerk.leon.fl.us

 Close

Click the black Profile/Status button at the bottom of the Home page and the page loads to show the information under Service Information:



Home Page Previous Page

Home Profile

Leon County Clerk of Courts

Instructions


+ Personal Information

- Service Information

Candidate ID : **0000046203**

Status: **Undeliverable**


Pool ID : 0001130909

Reporting Date:  Not scheduled to report

Summons Date: Friday, September 20, 2013

On-Call: No (See "Reporting Date")

Court Location: Leon County Courthouse
301 South Monroe St
Tallahassee, FL 32301

Directions:  **Directions to Court**

Amount Owed: **0.00**

The + signs to the left of the labels are toggle switches: Click once to access the information in that area, and then click again to minimize the information.

Under Instructions you will see:

The screenshot shows a web interface with a navigation bar at the top containing a 'Home' button and the title 'Profile'. Below the navigation bar is a banner image of a courthouse with the text 'Learn County Clerks of Courts'. The main content area has a dark header for 'Instructions' with a minus sign icon. Below this header, a text block explains that users can view their Jury Duty information (Status, Next Reporting Date, Reporting Location) and update their 'Personal Information' by clicking a 'Modify' button. Below the text are two more dark headers: '+ Personal Information' and '+ Service Information'.


Under Personal Information you will see the following (the information has been redacted):


This screenshot shows the 'Personal Information' section of the profile page. The 'Instructions' section is collapsed. The 'Personal Information' section is expanded, showing a list of fields with redacted values (indicated by black boxes):
First: [Redacted]
Middle: [Redacted]
Last: [Redacted]
Suffix:
Address: 1830 [Redacted] TRAIL
City: TALLAHASSEE
State: FL
Zip: [Redacted]
DOB: June 16, [Redacted]
Home:
Work:
Mobile:
eMail:
Occup:
Employer:
Spc Need: No
Desc:
Round Trip Miles: 0.00
Below the 'Personal Information' section is a dark header for '+ Service Information'. At the bottom of the page is a 'Modify' button with a green pencil icon.


If you wish to modify the information in the Personal Information area, click the Modify button at the bottom, and the page will load to provide the data fields that can be modified. When you have finished your revisions, click the Save button at the bottom (the information below has been redacted):


Home Profile



Suffix:

Address: 1830 

City: 

State: 

Zip: 

DOB:  

* Home:

Work:



Mobile:

* eMail:

Occup:

Employer:

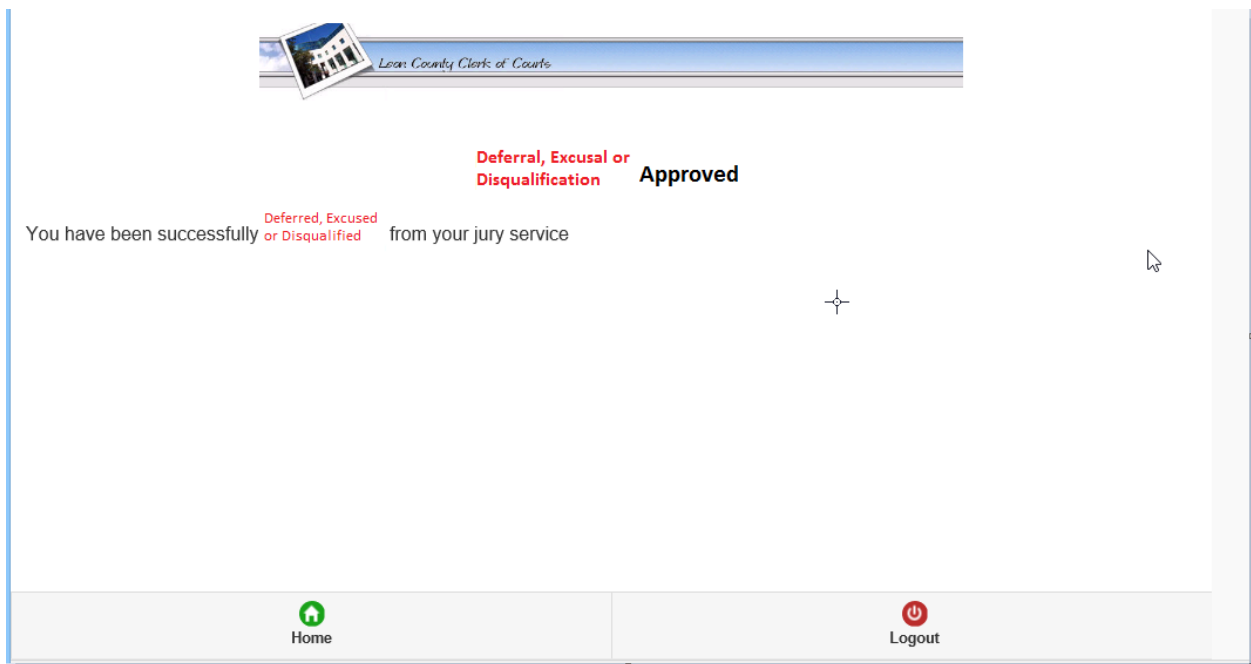
+ Service Information

 Cancel  Save



When you are finished in the Profile area, click the black Home button on the left of the gray Profile tool bar to be returned to the main screen for other selections.

Clicking the Defer Service, Excuse Service, or Disqualify Service buttons will take you to a screen that allows you to make a request.


If you are eligible, you will see the below screen:



If you are not eligible, you will see this message:

 [Home Page](#)  [Previous Page](#)

Requests



 *Lyon County Clerk of Courts*

Request Denied

Unfortunately, you cannot request a Deferral, Excusal or Disqualification at this time. Several factors can cause this, such as:


- 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

Please contact the court if none of the above reasons apply to you and you believe you should be entitled to make a request.

 [Home](#)  [Logout](#)

If your request requires judicial approval, you will see the below screen:



Notification Request



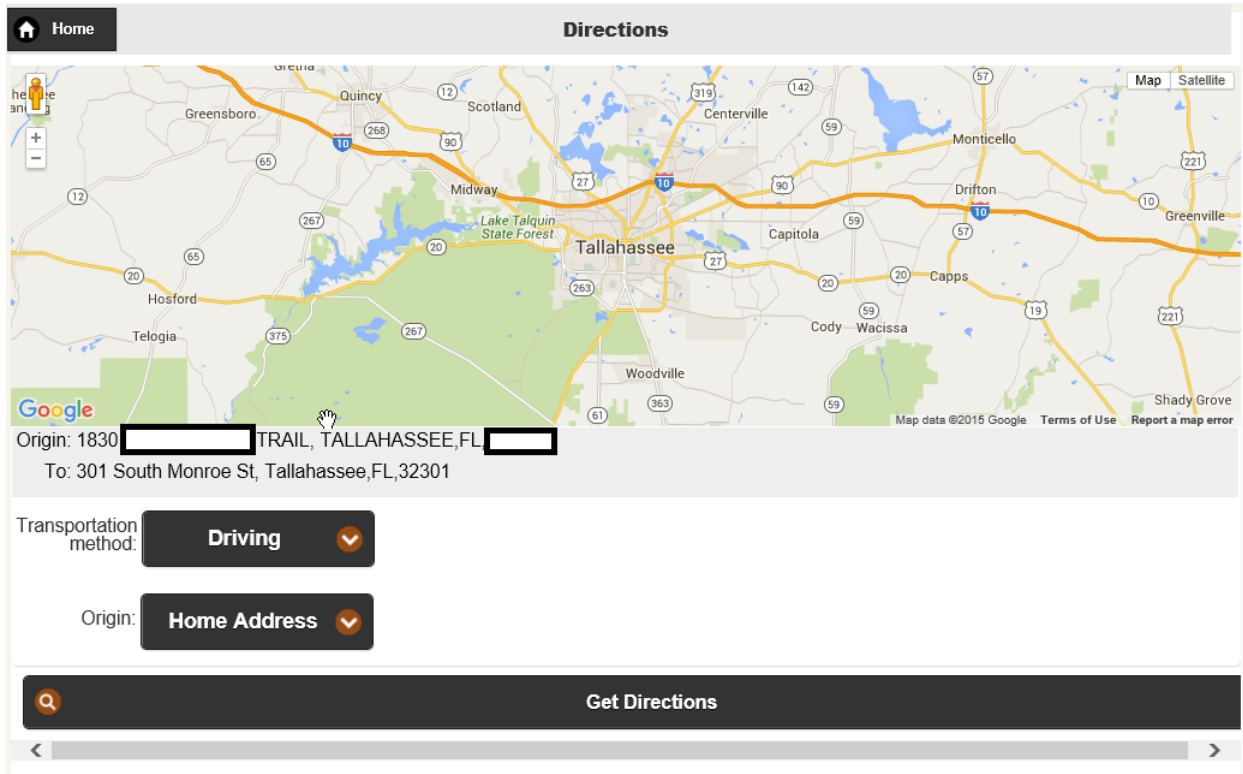
Leon County Clerk of Courts

**Your Deferral, Excusal
or Disqualification request has been sent to the court.**

The court will notify you shortly of the outcome of your request. However, it is recommended that you log back into this eResponse web site periodically to verify your status (on the Profile page).

 **OK** 

Clicking the Directions to Court at the bottom of the Home page provides the following information (the screen shot below has been redacted):



You can select your mode of transportation, then your home or current address, and then click Get Directions to receive detailed instructions on how to get to the Leon County Courthouse.

Click the black Home button at the top left to return to the main page of the Juror EResponse site.