

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 Leon County Clerk of Courts website. The header includes the Clerk's name, Gwen Marshall, and navigation links. A search bar is present. The main content area is titled "JURY" and contains instructions for jurors. A link "Proceed to E-Response Page" is visible on the left. The instructions text reads: "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." Below this, a link "IE11, compatibility mode" is highlighted in orange. The text continues: "After clicking the Juror EResponse link, you will see this:"

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

The screenshot shows the "eResponse Log In" page. It features a header with the text "eResponse Log In" and a large orange banner with the word "eResponse". Below the banner, there is a form with the following fields: "Juror ID:" with a text input box containing "Juror ID" and a note "(leading zeros not required)"; "Date of Birth" with three dropdown menus for "Month", "Day", and "Year"; a checkbox labeled "I swear or affirm to tell the truth about my qualifications or exemption from jury service." which is checked; and a "Log In" button.

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 application interface for Juror EResponse. The background is light blue. In the top left corner, there is a small mouse cursor icon. Centered on the page is a text message: "You are required to provide the following details before you can be logged into the eResponse system." Below this message is a dark blue rectangular box with a lighter blue border. Inside this box, the text "REQUIRED ENTRY" is displayed in white, bold, uppercase letters. Below this header, there are four items: 1. "email:" followed by a white text input field. 2. "Phone:" followed by a white text input field and a note in parentheses: "(No spaces, ex: 8005551234)". 3. "Are you currently working at least 35 hours per week?" followed by two radio buttons labeled "Yes" and "No". 4. "Do you work for a company that has 10 or more employees?" followed by two radio buttons labeled "Yes" and "No". Below the dark blue box, centered on the page, is a button with a black border and the text "Continue".

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

REQUIRED ENTRY

email:

Phone: (No spaces, ex: 8005551234)

Are you currently working at least 35 hours per week?
☐ Yes ☐ No

Do you work for a company that has 10 or more employees?
☐ Yes ☐ No

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**

Sep	October 2015						Nov
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

Required fields are marked with *

First Name: Middle Name:

Last Name: Suffix:

Address: Address TRAIL

City State FL

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.

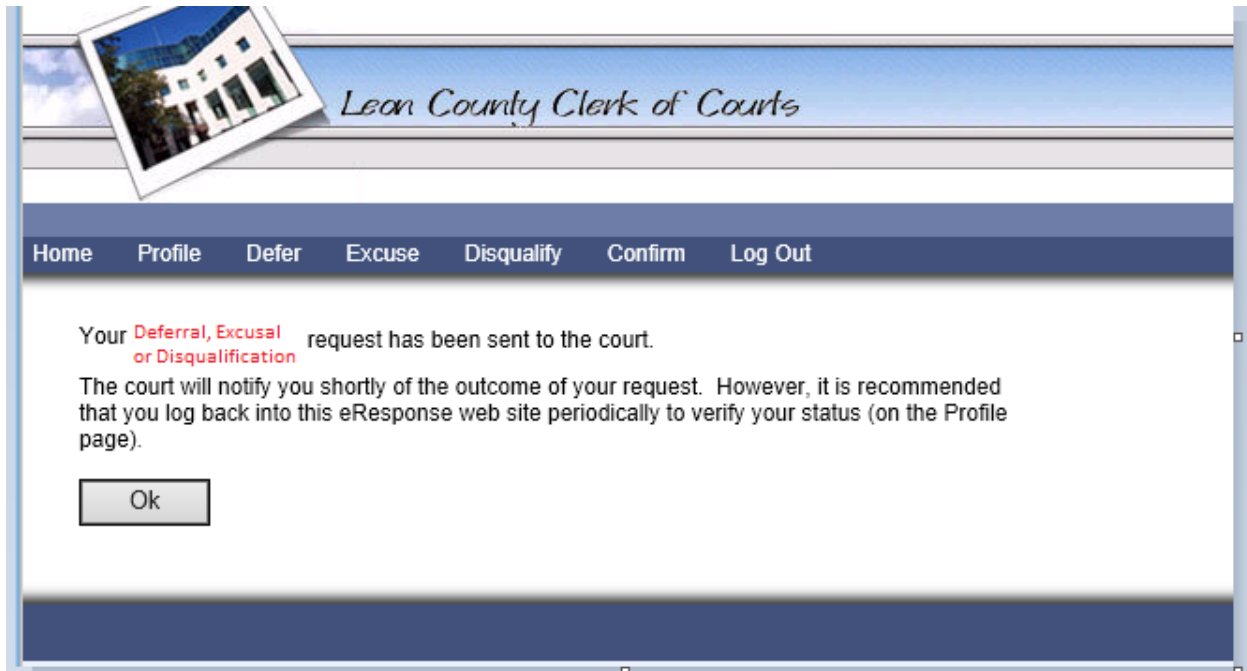
Clicking on Defer, Excuse or Disqualify will allow you to make a request. If you are eligible, you will see the below screen:



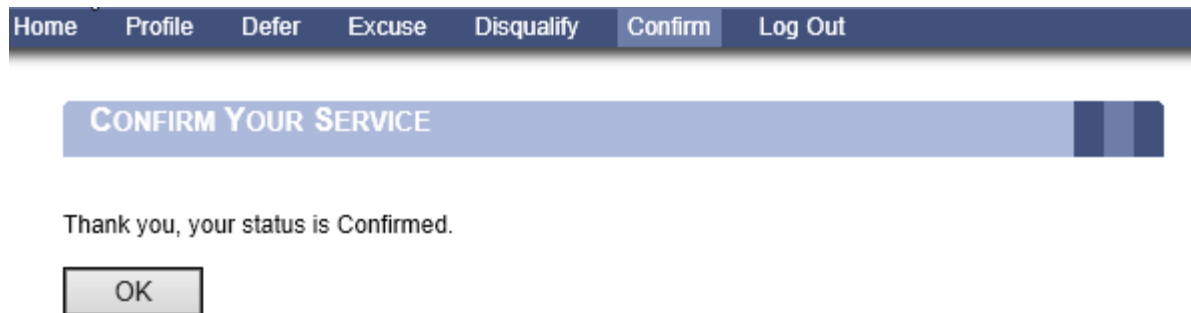
If you are not eligible, you will see this screen:



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:



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	
 Leon County Clerk of Courts	
You are required to provide the following details before you can be logged into the eResponse system.	
eMail:	eMail Address
Phone:	Contact Phone
Are you currently working at least 35 hours per week?	
Yes	No
Do you work for a company that has 10 or more employees?	
Yes	No

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:

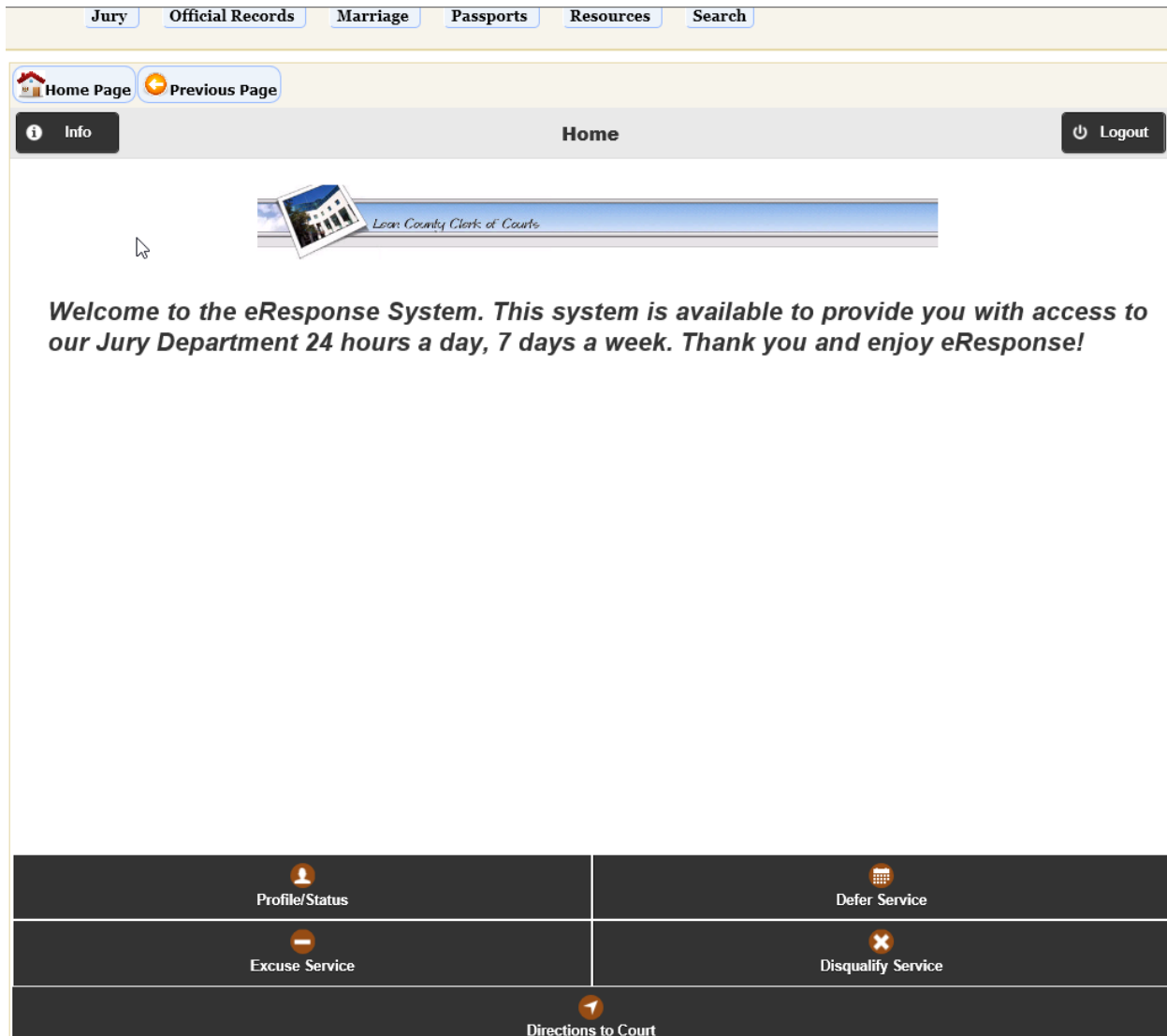


Directions to Court

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.



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:

[Home](#) **Profile**

 Leon County Clerk of Courts

Instructions

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

Service Information

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

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

[Home](#) **Profile**

 Leon County Clerk of Courts

Instructions

Personal Information

First:	
Middle:	
Last:	
Suffix:	
Address:	1830 TRAIL
City:	TALLAHASSEE
State:	FL
Zip:	
DOB:	June 16,
Home:	
Work:	
Mobile:	
eMail:	
Occup:	
Employer:	
Spc Need:	No
Desc:	
Round Trip Miles:	0.00

Service Information

 Modify

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: 

City: 

State: 

Zip: 

DOB:

Jun 

16 

* Home:

Work:

Mobile:

* eMail:

Occup:

Employer:

 Service Information

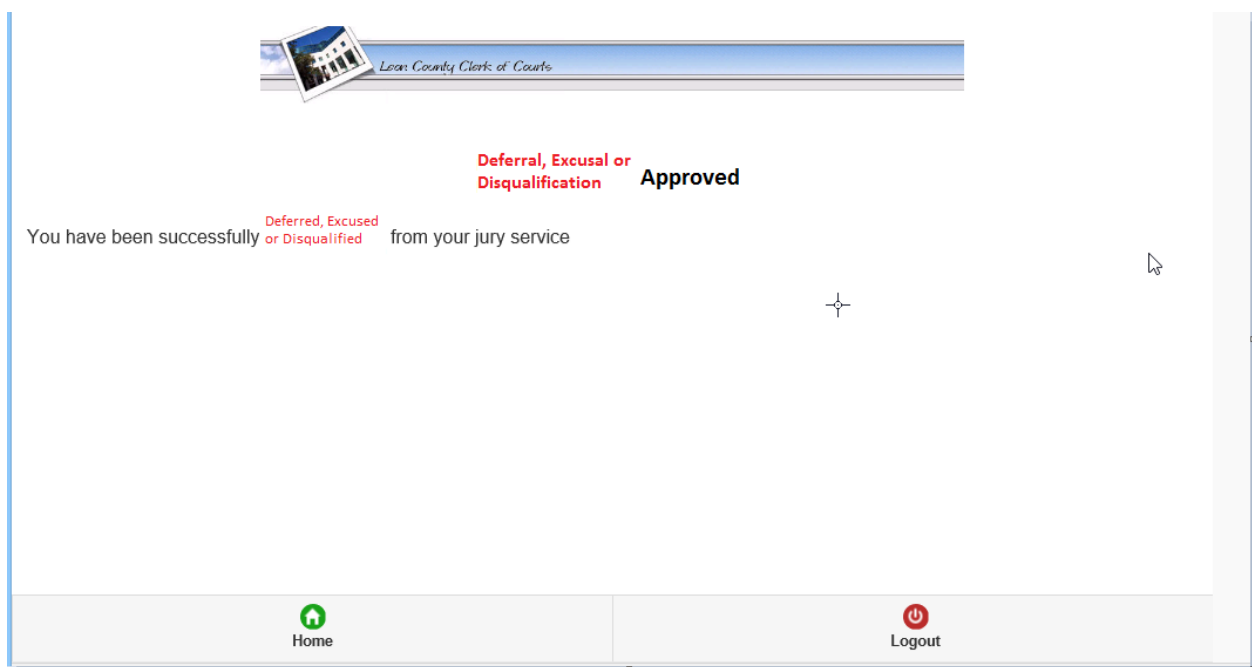
 Cancel

 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

*Lebanon County Clerk of Courts*

Request Denied

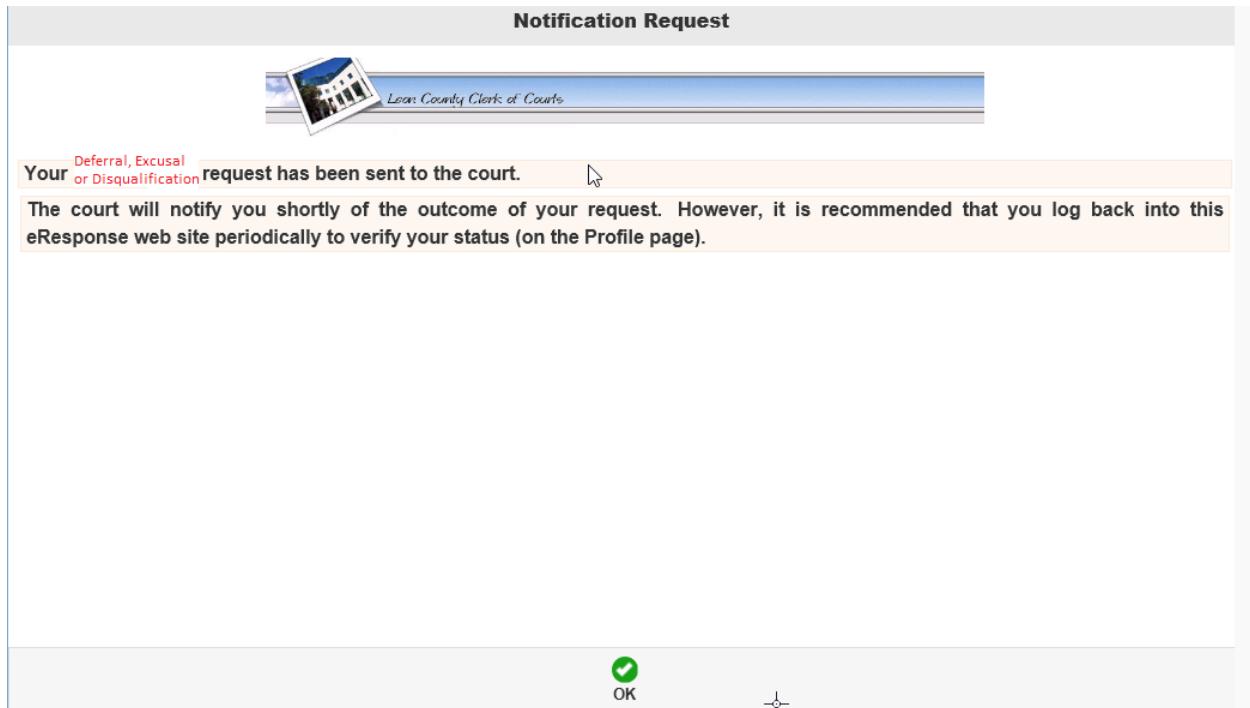
Unfortunately, you cannot request a Deferral, Excusal or Disqualification at this time. Several factors can cause this, such as:

- 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:



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

Home Directions

Origin: 1830 [redacted] TRAIL, TALLAHASSEE, FL [redacted]
To: 301 South Monroe St, Tallahassee, FL, 32301

Transportation method: **Driving**

Origin: **Home Address**

Get Directions

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.