

SJQ.LEGAL

Writing Your Questionnaire

A plain-English reference for counsel and trial teams

Ten question types · what to write · what your jurors will see

Timbre Solutions

HOW IT WORKS

Write your questions the way you always have.

Send us your question list as a Word document or PDF — a numbered list, a draft from a prior case, even notes. We convert it into a court-ready, machine-scannable questionnaire at no charge, and send it back for your review before anything is filed.

Three promises worth knowing before you write:

Your words are sacred.

We print your question text exactly as you wrote it — phrasing, emphasis, punctuation. If something is ambiguous we ask; we never silently edit.

Layout is our problem.

Page breaks, spacing, the name-and-number header that keeps a shuffled stack in order, the scanning marks — all handled. You write questions, not a document.

The cues in this guide are optional.

A short note like “(select one)” or “(3 lines)” removes any doubt about what you want. But if you just write the question, we will make a sensible choice and show you the draft.

The ten pages that follow are a reference, not homework. Trials can be years apart — flip to the type you need, copy the pattern, done.

Yes or No

For facts with exactly two answers: prior jury service, military service, knowing a party. The most common question on any SJQ.

IN YOUR LIST, WRITE:

Have you ever served on a jury before? Yes / No
If yes, please describe the case and the outcome.

ON THE PRINTED FORM, YOUR JURORS SEE:



1. Have you ever served on a jury before?

☐

Yes

☐

No



1a. If yes, please describe the case and the outcome.

Put the follow-up on its own line, starting with “If yes” — we pair the two questions, so a juror who answers Yes and skips the explanation is flagged for you automatically.

Select One

For options where only one answer can be true: marital status, employment status, level of education.

IN YOUR LIST, WRITE:

What is your current marital status? (select one: Single, never married / Married / Divorced / Widowed / Living with partner / Other)

ON THE PRINTED FORM, YOUR JURORS SEE:



2. What is your current marital status?

☐

Single, never married

☐

Divorced

☐

Living with partner

☐

Married

☐

Widowed

☐

Other

Include “Other” freely — we automatically add a “please specify” line beneath the choices for jurors who pick it.

Check All That Apply

For lists where several answers can be true at once: memberships, areas of work experience, media habits.

IN YOUR LIST, WRITE:

Do you belong to any of the following? (check all that apply: Labor union / Veterans group / Religious organization / Civic or volunteer group / Chamber of Commerce / Professional association)

ON THE PRINTED FORM, YOUR JURORS SEE:



3. Do you belong to any of the following? Check each that applies.

☐

Labor union

☐

Veterans group

☐

Religious organization

☐

Civic or volunteer group

☐

Chamber of Commerce

☐

Professional association

One nuance: an unchecked box means “not checked,” not “No.” If you need every item answered Yes-or-No on the record, ask like this:

(each item Yes / No: Medicine / Law enforcement / Insurance)

Rating Scale

For attitudes and leanings — the questions that actually drive strike decisions. Jurors mark a box from one end to the other.

IN YOUR LIST, WRITE:

People are too quick to file lawsuits.
(scale 1-7: Strongly disagree ... Strongly agree)

ON THE PRINTED FORM, YOUR JURORS SEE:



4. People are too quick to file lawsuits.

Strongly disagree

Neutral

Strongly agree

☐☐☐☐☐☐☐

1

2

3

4

5

6

7

Name the two ends, and a middle label if you want one. These are the questions our analysis scores and sorts the panel by. For a shorter scale, write:

(scale 1-5: Never ... Always)

Short Answer

For one-line facts: occupation, employer, area of study, spouse's line of work.

IN YOUR LIST, WRITE:

What is your current occupation? If retired or not working, what was your last occupation? _____

ON THE PRINTED FORM, YOUR JURORS SEE:



5. What is your current occupation? If retired or not working, what was your last occupation?

A trailing blank line, or the cue “(one line)”, is all it takes. The printed box keeps handwriting inside the area our scanner reads.

Explanation

For answers that need sentences, not words: describe an experience, explain a hardship, tell us what happened.

IN YOUR LIST, WRITE:

Is there anything about serving on this jury that would be a hardship for you? Please explain. (3 lines)

ON THE PRINTED FORM, YOUR JURORS SEE:



6. Is there anything about serving on this jury that would be a hardship for you? Please explain.

Say how much room to give — “(2 lines)”, “(4 lines)”. Jurors use the space you give them, so more lines invites longer answers.

Table

For anything a juror may have several of: prior lawsuits, prior jury service, children, past employers. One row per item.

IN YOUR LIST, WRITE:

List any lawsuits you have been involved in, one per row.
(table: type of case / your role / year / outcome – 3 rows)

ON THE PRINTED FORM, YOUR JURORS SEE:



7. List any lawsuits you have been involved in, one per row.

Type of case	Your role	Year	Outcome

Name the columns and how many rows to print. A column can also be a choice, a year, a date, or its own little Yes/No — put the options right in the column name:

your role (Plaintiff / Defendant / Witness)

Date

For calendar dates: date of birth, date of an accident, date of a prior verdict.

IN YOUR LIST, WRITE:

What is your date of birth? (MM/DD/YYYY)

ON THE PRINTED FORM, YOUR JURORS SEE:



8. What is your date of birth?

		/			/				
MM			DD			YYYY			

We print separated boxes for month, day, and year — the format jurors cannot get creative with, which matters when a machine reads it.

Number

For counts and quantities: years at an address, number of children, number of prior claims.

IN YOUR LIST, WRITE:

How many years have you lived in this county? (number)

ON THE PRINTED FORM, YOUR JURORS SEE:



9. How many years have you lived in this county?

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One box per digit. Set the box count by naming the realistic maximum:

(number, up to 99)

Signature & Date

The attestation block that closes every questionnaire — the juror's certification, signature, and signing date.

IN YOUR LIST, WRITE:

The answers I have given are true and correct to the best of my knowledge.

Signature _____ Date _____

ON THE PRINTED FORM, YOUR JURORS SEE:

INSTRUCTIONS

The answers I have given are true and correct to the best of my knowledge.



Signature

Sign here



Date

		/			/				
MM			DD			YYYY			

Write the attestation sentence you want. We record that a signature is present; the signature itself is never transcribed or analyzed. Prefer not to draft the sentence? Just write:

Use the standard attestation, signature, and date.

QUICK REFERENCE

The whole guide in one table.

Yes or No	Question? Yes / No ("If yes, ..." on next line)
Select One	(select one: A / B / C / Other)
Check All That Apply	(check all that apply: A / B / C)
Rating Scale	(scale 1-7: one end ... other end)
Short Answer	Question? _____ or (one line)
Explanation	Please explain. (3 lines)
Table	(table: column / column / column – N rows)
Date	(MM/DD/YYYY)
Number	(number)
Signature & Date	Attestation sentence + Signature _____ Date _____

Formatting is free — you pay only when there is a panel to process. Send your list, in any shape, to the upload page at sjq.legal (early-access code required) or to support@timbre.solutions, and your court-ready questionnaire comes back for review within one business day.