**PARENT/GUARDIAN / RESPONDENT/WITNESS/JUROR EXCUSE LETTER**

*(court seal)*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom It May Concern:

 Please be advised that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was in our court the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, from \_\_\_\_\_ o'clock \_\_\_.m. until \_\_\_\_\_ o'clock \_\_\_.m. as a (Respondent)(parent/guardian)(witness)(juror).

 Thank you,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Bailiff)(Clerk), Truancy Court

City of /Precinct No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County, Texas

Note: Texas Civil Practice & Remedies Code, Section 122.0021, makes terminating an employee because he or she performs jury duty a Class B misdemeanor. Section 65.063 of the Family Code provides that an employer may not terminate an employee because the employee is required under Section 65.062(b) of the Family Code to attend a hearing in Truancy Court. A person injured by such termination is entitled to reinstatement of employment, damages, and reasonable attorney’s fees.