**OFFICE OF COURT ADMINISTRATIO**N

**TO:** Texas Court Clerks, Court Administrators, Court Coordinators, Justices of the Peace, and Voter Registrars

**FROM:** Office of Court Administration

**RE: Instructions Concerning the Official Model Jury Summons and Questionnaire**

**DATE:** July 14, 2015

The Office of Court Administration (OCA) is required by Sections 62.0131 and 62.0132 of the Government Code to develop and maintain a model for a uniform written jury summons and questionnaire. OCA has revised the model jury summons and questionnaire to incorporate the changes made by House Bill 866 and House Bill 2747 (84th Legislature).The revised form is for jurors summoned for service on or after September 1, 2015, the effective date of the new law.Your county is required to use a written jury summons and questionnaire that conforms with the OCA model. The model can be used by all counties regardless of their population.

The model is designed to be printed on an 8 ½" by 11" card with a fold in the middle to result in an 8 ½" by 5 ½" mail piece. Page one of the model is designed to be on the front of the card while page 2 is designed to be on the back.

**Please note the following instructions to ensure that you modify the model in an appropriate manner for your county:**

**(1) The four blanks in the sentences on the top of page 2 should be filled in with the title of the appropriate clerk (*e.g.*, district clerk);**

**(2) Exemptions 8 and 9 should not be listed in counties with populations of less than 200,000;**

**(3) Exemption 9 should not be listed in counties with populations of less than 250,000;**

**(4) Exemption 8 should not be listed in any county in which the county uses a jury plan under Government Code, Section 62.011 and the period authorized under Section 62.011(b) exceeds two years;**

**(5) Exemption 9 should not be listed in any county in which the county’s jury wheel has been reconstituted prior to the time that a person who has previously served as a petit juror in the county has again been summoned for jury service; and**

**(6) Complete the contact information in the area designated as “Clerk Contact Information” on the top of page two.**

Understanding that each Texas county is different, OCA believes counties may format the text of the model to meet their particular needs. Maps, parking information, internet access information, and other similar information may be added to the model. The top portion of page one is especially flexible. Please feel free to adjust this portion of the form to your county’s particular needs.

If you have any questions or suggestions concerning the *Official Model Jury Summons and Questionnaire*, please contact Ted Wood, Assistant General Counsel for OCA.

Ted Wood

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Effective 09/01/15

**OFFICIAL MODEL JURY SUMMONS AND QUESTIONNAIRE (Page 1 of 2)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County, Texas**

\_\_\_\_\_\_\_**(Address)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_**(Address)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_**(Address)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JURY SUMMONS NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear Prospective Juror:**

**You are hereby summoned for**

**jury service as set out below:**

**Time:**

**Date:**

**Place:**

**Forwarding Service Requested**

POSTMASTER

PLEASE DELIVER TO:

# THE FOLLOWING “JUROR QUESTIONNAIRE” IS MANDATED BY GOVERNMENT CODE, SECTION 62.0132.

***Your answers are CONFIDENTIAL and may be disclosed only to the judge, court personnel, the litigant, and the litigant’s attorney.***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PLEASE TYPE OR PRINT WITH INK ONLY **JUROR QUESTIONNAIRE** | | | | | | | | | |
| □ Male □ Female | Race (required by State Law): | | | | Age: | Date of Birth: | | Are you a U.S. Citizen? □ Y □ N  *(Please see “Note” below)* | |
| Your Name:  Home Address: | | | | | | | | **Please check highest level of education completed:**  □ No H.S. Diploma or GED  □ GED  □ H.S. Diploma  □ 2yr College  □ 4yr College/University  □ Post-Graduate  □ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Mailing Address (if different from home): | | | | | | | |
| Primary Phone: | | | Alternate Phone: | | County of Residence: | | |
| Your Occupation: | | | | | | | |
| Your Employer: How Long? | | | | | | | | **Current Marital Status:**  □ Single  □ Married  □ Widowed  □ Divorced | |
| Spouse’s Name: Spouse’s Occupation: | | | | | | | |
| Spouse’s Employer: How Long? | | | | | | | |
| Have you ever served on a civil jury? □ Y □ N | | | | Have you ever served on a criminal jury? □ Y □ N | | | | Number of Children: \_\_\_\_\_\_\_  Ranges of Age:  from \_\_\_\_ years to \_\_\_\_ years | |
| **I CERTIFY THAT ALL ANSWERS ARE TRUE AND CORRECT.**  Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **NOTE: If you state that you are not a U.S. citizen, you will no longer be eligible to vote if you fail to provide proof of U.S. citizenship to your county voter registrar.** | | | | | | | |  | |

Effective 09/01/15

**OFFICIAL MODEL JURY SUMMONS AND QUESTIONNAIRE (Page 2 of 2)**

**Directions:** You must report for jury service unless you: (1) claim an **exemption**; (2) are **disqualified**; or (3) choose to **postpone** your service.

|  |  |
| --- | --- |
| **To Claim an Exemption:** | Circle the exemption(s) that you claim. Sign the form. Mail or take the form to the \_\_\_\_\_\_\_\_\_\_ clerk’s office. NOTE: You do not have to claim an exemption and may instead choose to serve. |
| **If You are Disqualified**: | Circle the qualification(s) that you do not meet. Sign the form. Mail or take the form to the \_\_\_\_\_\_\_\_\_\_ clerk. NOTE: If you claim to be disqualified because you are not a resident of this county, you may become ineligible to vote in this county. If you state that you are not a U.S. citizen, you will no longer be eligible to vote if you fail to provide proof of U.S. citizenship to your county voter registrar. |
| **To Postpone Your Service:** | Contact the \_\_\_\_\_\_\_\_\_\_ clerk’s office before your scheduled date of service. |
| **Before Reporting for Jury Service:** | Please complete the juror questionnaire. Bring the questionnaire with you when you report. |
| **Questions or Special Accommodations:** | Please contact the \_\_\_\_\_\_\_\_\_\_ clerk’s office. |

**(Clerk**)  
**(Contact Information)**

**EXEMPTIONS FROM JURY SERVIC**E **(Texas Government Code, Section 62.106**)

1. You are over 70 years of age.
2. You have legal custody of a child or children younger than 12 years of age and service on the jury would require leaving the child or children without adequate supervision.
3. You are a student at a public or private high school.
4. You are enrolled and in actual attendance at an institution of higher education.
5. You are an officer or an employee of the senate, the house of representatives, or any department, commission, board, office, or other agency in the legislative branch of state government.
6. You are the primary caretaker of a person who is unable to care for himself or herself. (This exemption does not apply to you if you are a primary caretaker only in your capacity as a health care worker.)
7. You are a member of the United States military forces serving on active duty and deployed to a location away from your home station and out of your county of residence.
8. You have served as a juror in this county during the 24-month period prior to the date you are required to appear by this summons.
9. You have been summoned for jury service in this county and you have served as a petit juror in this county during the three-year period prior to the date you are required to appear by this summons.

**QUALIFICATIONS FOR JURY SERVICE (Texas Government Code, Section 62.102, except where noted)**

To be qualified to serve as a juror you *must:*

1. be at least 18 years of age;
2. be a citizen of the United States;
3. be a resident of this state and a resident of the county in which you are to serve as a juror;
4. be qualified under the Constitution and laws to vote in the county in which you are to serve as a juror (*Note: You do not have to be registered to vote to be qualified to vote)*;
5. be of sound mind and good moral character;
6. be able to read and write;
7. not have served as a juror for six days during the preceding three months in the county court or during the preceding six months in the district court;
8. not have been convicted of, or be under indictment or other legal accusation for, misdemeanor theft or a felony; and
9. be a resident of the municipality for which the court is established (Government Code, Section 62.501; specific to municipal courts).

**I certify that I am exempt or disqualified from jury service for the reasons circled above.**

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

Signature Date

**Right to Reemployment:** A private employer may not terminate the employment of a permanent employee because the employee serves as a juror. An employee whose employment is terminated in violation of this section is entitled to return to the same employment that the employee held when summoned for jury service if the employee, as soon as practical after release from jury service, gives the employer actual notice that the employee intends to return. (Civil Practice and Remedies Code, Section 122.001). Terminating an employee for performing jury duty is punishable by up to 180 days in jail and/or a fine not to exceed $2,000. (Civil Practice and Remedies Code, Section 122.002).

**Failure to Answer Summons and Provision of False Information:** Any person summoned who fails to attend or who fails to remain in attendance until discharged by the Court may be fined an amount not to exceed $100 for contempt (Code of Criminal Procedure, Article 45.027).A person shall be fined not less than $100 nor more than $500 if the person: (1) fails to attend court in obedience to this summons without reasonable excuse; or (2) files a false claim of exemption from jury service (Government Code, Section 62.111; *see also* Code of Criminal Procedure, Article 35.01). A person who fails to comply with this summons, or who knowingly provides false information in a request for an exemption or to be excused from jury service, is subject to a contempt action punishable by a fine of not less than $100 nor more than $1,000 (Government Code, Section 62.0141).