

*You do not need to appear in person if you are exempt or not qualified for jury service. To claim an exemption or report your disqualification you must complete the following form below, sign it and mail or personally bring it immediately to the address printed on your summons.*

### **General Qualifications for Jury Service (Government Code, Section 62.102)**

To serve as a juror you *must* meet qualifications: you must

1. be at least 18 years of age;
2. be a citizen of this state and a resident of the county in which you are to serve as a juror;
3. 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 be qualified to vote);
4. be of sound mind and good moral character;
5. be able to read and write;
6. 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;
7. have not been convicted of theft or any felony and
8. not be under indictment or other legal accusation of a misdemeanor theft, felony theft or any other felony charge.

### **Exemptions From Jury Service\* (Government Code, Section 62.106)**

**\*You are not required to claim an exemption. It is your choice.**

You may be excused from jury service if:

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 attend college;
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 an invalid unable to care for himself or herself. (This exemption does not apply to health care workers.)
7. you are a member of the United States Military forces serving on active duty and deployed to a location away from the person's home station and out of the person's county of residence.

If you must claim a disqualification, circle the reason listed on the exemption card on the back side of your summons, sign it and mail or personally bring it immediately to the address printed on the front of the summons. You do not have to appear. You will not receive confirmation from Jury Services.

## **What to Expect**

You will report to the Central Jury Room on the date and time you are summoned to appear.

Appropriate dress is required. No shorts or tank tops. Please dress as you would for church or a job interview.

There will be some time spent sitting/waiting in the Central Jury Room or in the hallway outside of the courtrooms, so you may want to bring reading material with you. After orientation, the District Clerk will begin assigning jury panels to Courts. Please be aware that there are some hearings or matters going on inside the courtroom that must be handled outside of the presence of the jury panel.

Your patience is appreciated

Your employer is not required to pay you while on jury duty; however, employers are prohibited by law from firing an employee for serving as a juror.

### **Payment and Certificates of Service**

You will receive \$6.00 for the first day of your jury service. If the trial starts on the first day, you will receive \$25.00 for the first day. You will receive \$40.00 per day for days 2 and over of jury service. Payment is mailed once your jury duty is complete, unless you chose to donate your jury pay. Please allow 3 to 5 days to receive your pay.

Certificates of Service for employment purposes are issued once your jury duty is complete. The District Clerk's staff can issue the Certificates.