

# Information on Jury Service

## **When you receive a Jury Summons Questionnaire.**

Please fill out the questionnaire with your information for each field. If your name has changed, or you have moved, gotten a new phone number or email address, we will update this in our Jury System to provide the most accurate information.

*Look over the list of Exemptions and Qualifications that are on the back of your Questionnaire.*

Exemptions: These are scenarios that can excuse you from Jury service until the next Jury Wheel is generated. If you match any of these exemptions, and would not like to or be able to report to Jury Service, circle the option that applies to you and sign/date the bottom of the page. *Note: the age exemption was raised to 75 on 9/1/2023. If you previously chose an age exemption when the age limit was 70, you may receive another summons now for this reason. If you are now over 75 you may select this option.*

Qualifications: These are a list of scenarios that you must meet in order to serve on a Jury. If ANY of the qualification do not apply to you, then you cannot serve. If you see an option that you do not match with, circle the number that applies to you and sign/date the bottom of the page.

After you read over both sets of lists and determine that none of them will prevent you from serving then leave that page blank and bring it with you on your reporting date or send it back to us in the return envelope, email, or fax.

*You must circle a number for an exemption if you are using one, or qualification if you do not match one. Questionnaires returned with no number circled but signed/dated will be assumed to be a summon that was returned to be held for someone reporting for duty.*

If you have another situation that could prevent you from serving, please call the office to speak with the Jury Clerk to go over your options.

*Note, excusals related to missing work are not permitted. If you have something going on that you cannot get out of related to work you can request a 1 time reschedule to a later date. If you are given a reschedule you will be told your new Reporting Date at the time and you will be sent a new Questionnaire when those summons are printed and mailed out. If your employer is giving you a hard time or threatening you due to missing work for Jury Service please call our office. It is against the law for your employer to terminate you for missing work because of Jury Service.*

If a summons is sent to an individual that is deceased, please write "Deceased" or "Passed Away" somewhere on envelope or summons form and return it to us so we can have them removed.

You can return your jury questionnaire back to our office by mailing it back in the return envelope that was included with your summons, email it to DS-Jury@co.harrison.tx.us , or fax it to 903-937-1918.

If you email or fax the document, please send the front and back pages.

## **After you return your Jury Summons Questionnaire to us.**

Once our office receives your returned questionnaire, our Jury Clerk will process the information

in our Jury system, updating any information that does not match what we have on file.

Summons that are returned without an exemption or disqualification claimed will be put aside until the Reporting Date and given back to you so you can check-in.

Summons with an exemption notated will be marked exemption in our system and you will be excused from Jury Service in our court the day you were summoned for.

Summons with a disqualification notated will be marked disqualified and you will not be able to serve on a Jury in our court the date you were summoned for.

*There are certain types of disqualification that our office must report to our county's Voters Office and the Secretary of State each month.* You might receive correspondence from our Voter's Office about the disqualification you selected. Please make sure you read those options carefully before selecting one, if you have any questions you can call our office.

### **Checking Jury Status**

Jurys may become cancelled due to trial settlements, emergencies, or weather conditions. When we get word that a Jury has been cancelled we will post that information as soon as possible. Please check the Friday before your scheduled Jury Reporting Date to see if your Jury Service is still scheduled.

You can call our office at 903-935-8409 to check the jury status message. This is an automated message that plays for the next upcoming Jury date. Please listen to the message in its entirety so you don't miss any important information.

Our website will also be updated to show the most recent Jury status, visit this link:  
<https://www.harrisoncountytexas.gov/page/harrison.DistrictClerk>

You can also request to join the private Facebook group for the Harrison County District Clerk. Status messages will be posted as they are received.

### **Reporting for Jury Service**

Please arrive on time for check-in and wear appropriate attire. If you arrive late or are wearing a disallowed clothing item, you will be excused without a work excuse and will not receive payment.

*(Shorts, tank tops, sweat pants, and t-shirts or any attire with inappropriate graphics or wording are not allowed. Hats and caps may be worn, but you must remove them before entering and, keep them off while inside, the courtroom.)*

After you go through security at the main entrance, report to the 2<sup>nd</sup> floor. If you returned your summons to us you can get that back from our clerks posted near the elevator exit. With your completed questionnaire in hand, go down the hallway to the left of the elevator exit and wait in line to check-in. Our clerks will take your questionnaire and you will be given a pay sheet. Everyone must fill out a pay sheet, even if they do not want the payment. There are a few options to choose from to donate your pay.