



**JON GIMBLE**  
 DISTRICT CLERK  
 P.O. BOX 2451  
 WACO, TEXAS 76703

DO NOT FORWARD  
 OUT OF COUNTY

**JURY SUMMONS**



FIRST CLASS  
 MAIL  
 U.S. POSTAGE  
 PAID 1 OZ  
 PERMIT NO. 1060

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

**Dear Prospective Juror:**  
**You are hereby summoned for jury service as set out below:**

For information, special accommodations or postponement requests, contact:  
 Jury Coordinator  
 P. O. Box 2451  
 Waco, TX 76703  
 (254) 757-5126 or  
[district.clerk@co.mclennan.tx.us](mailto:district.clerk@co.mclennan.tx.us)  
 Please return undeliverable mail to this address.

**DO NOT BRING GUNS, KNIVES OR WEAPONS TO THE COURTHOUSE – YOU WILL BE SEARCHED**

BEFORE REPORTING FOR JURY SERVICE CALL 757-5126 FOR INSTRUCTIONS BETWEEN 5:30 PM FRIDAY AND 8:00 AM MONDAY ON THE WEEKEND BEFORE YOU ARE TO REPORT OR VISIT OUR WEB SITE AT <http://co.mclennan.tx.us/distclerk/juror.aspx>

**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. *Answer all questions.*

PLEASE TYPE OR PRINT WITH INK ONLY		JUROR QUESTIONNAIRE		
<input type="checkbox"/> Male <input type="checkbox"/> Female	Race (required by State Law):	Age:	Date of Birth:	Are you a U.S. Citizen? <input type="checkbox"/> Y <input type="checkbox"/> N
Your Name: Home Address: Mailing Address (if different from home):				<b>Please check highest level of education completed:</b> <input type="checkbox"/> No H.S. Diploma or GED <input type="checkbox"/> GED <input type="checkbox"/> H.S. Diploma <input type="checkbox"/> 2yr College <input type="checkbox"/> 4yr College/University <input type="checkbox"/> Post Graduate <input type="checkbox"/> Other _____
Primary Phone:	Alternate Phone:	County of Residence:		
Your Occupation:				
Your Employer:	How Long?			<b>Current Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced
Spouse’s Name:	Spouse’s Occupation:			
Spouse’s Employer:	How Long?			
Have you ever served on a civil jury? <input type="checkbox"/> Y <input type="checkbox"/> N		Have you ever served on a criminal jury? <input type="checkbox"/> Y <input type="checkbox"/> N		Number of Children: _____
I CERTIFY THAT ALL ANSWERS ARE TRUE AND CORRECT. Please sign here: _____				Ranges of Age: from _____ years to _____ years

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

**Exemptions, Disqualifications or Reschedules** may be submitted online: Go to the McLennan County Website, click on District Clerk, click on Juror and select Claim Exemptions/Disqualifications or Reschedule. If you do not choose to proceed online, follow the instructions below.

**To claim an Exemption:** Circle the exemption(s) that you claim. Sign the form. Mail or take the form to the District 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 District Clerk's Office.

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 District 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 District Clerk's Office.

### EXEMPTIONS FROM JURY SERVICE (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 an invalid 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.

### QUALIFICATIONS FOR JURY SERVICE (Texas Government Code, Section 62.102)

To be qualified to serve as a juror 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 vote 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; and
7. not have been convicted of, or be under indictment or other legal accusation for, misdemeanor theft or a felony.

**I certify that I am exempt or disqualified from jury service for the reason 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).

**Failure to Answer Summons and Provision of False Information:** 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). Additionally, 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).

**Proper Clothing Required:** All persons entering the courtroom should be dressed in clothing reasonably befitting the dignity and solemnity of the court proceedings. No shorts, halter tops or bare midriffs are permitted.

FREE PARKING IS PROVIDED ON A FIRST COME FIRST SERVE BASIS ON THE N.E. CORNER OF 5<sup>TH</sup> & WASHINGTON AND ON THE SOUTH SIDE OF WASHINGTON BETWEEN 5<sup>TH</sup> & 6<sup>TH</sup> STREETS.