

**GROUNDS FOR REQUESTING
TEMPORARY OR PERMANENT EXCUSE**

If during your sixty day period you have pre-arranged medical appointments or vacations, you should notify the jury administrator in writing immediately so that your jury service dates can be scheduled accordingly. The Court will make every effort to work around your schedule. Please provide the dates on the back of this sheet.

If you need to be temporarily or permanently excused from jury service for reasons other than medical appointments or vacations, **YOU MUST SUBMIT A REQUEST TO BE EXCUSED TO THE JURY ADMINISTRATOR IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THIS SUMMONS.** Any request must be personally written by the juror and may include any attachments you deem appropriate to aid the Court in rendering a decision. All medical excuses must have a separate doctor's statement attached. **PLEASE USE THE FORM PROVIDED ON THE BACK OF THIS SHEET.**

IF YOU ARE A PERSON IN ONE OF THE FOLLOWING CATEGORIES, YOU MAY SUBMIT TO THE COURT A REQUEST TO BE EITHER TEMPORARILY OR PERMANENTLY EXCUSED:

1. A person over 70 years of age.
2. A person who has served as a grand or petit juror within the past two years in either a state or federal court.
3. A person who serves without compensation as a volunteer firefighter or a member of a rescue squad or ambulance crew.
4. A person having active care and custody of a person whose health and/or safety would be jeopardized if required to be absent for jury service.
5. A person whose services are so essential to the operation of a business, commercial or agricultural enterprise, that it must close or cease to function if they are required to perform jury duty.

REMEMBER: YOUR REQUEST TO BE EXCUSED MUST BE SUBMITTED TO THE JURY ADMINISTRATOR IN WRITING WITHIN FIVE DAYS OF RECEIPT OF THIS SUMMONS.

REMARKS/EXCUSE REQUESTS

Jury service is an obligation which we, as citizens, are required to perform. Nevertheless, the Court realizes that there are times when jury service will result in severe undue hardship or extreme inconvenience. If you fall within a category as listed on the reverse of this sheet, you **must circle** the number(s) which apply to you on the reverse side of this form. Your reason(s) for excuse **must** be fully explained in the space provided below. Enclose this form with your completed Juror Information Form that is attached to your summons and return them to the Court within five (5) days of receipt of the summons. You will be notified of the Court's decision regarding your request to be excused from jury service.

Please indicate if you are requesting to be excused permanently from jury service, or temporarily excused for a certain period of time. You should indicate any planned vacation time or doctor's appointment in the space provided below. **It is required that your signature be included on any request to be excused. The Court will not grant excuses based on employer requests. If you are requesting an excuse for medical reasons, a letter from your doctor should be included on a separate piece of paper.**

NAME: _____

JUROR NUMBER: _____

(Located on the juror summons)

TEMPORARY EXCUSE REQUEST

PERMANENT EXCUSE REQUEST

PLEASE STATE THE GROUNDS FOR YOUR REQUEST

I certify under penalty of perjury, that the information provided here to be true and accurate.

Juror's Signature