

# OFFICE OF COURT ADMINISTRATION

**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:** August 1, 2009

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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. In response to suggestions from clerks, judges and attorneys, OCA has revised the model jury summons and questionnaire. 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. The name of the contact person or office on page one should be shown in a shaded area in order to eliminate confusion as to the address to which the summons should be mailed. The model meets postal regulations, but OCA advises you to verify that your particular jury summons and questionnaire meets postal regulations before having your forms printed.

**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; and**

- (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 shaded box on the top of page one and 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.

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

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