

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: September 27, 2019

The Office of Court Administration (OCA) is required by Government Code §62.0131 and §62.0132 to develop and maintain a model for a uniform written 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.

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;**
- (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 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. The top portion of page one is especially flexible. Please feel free to adjust this portion of the form to your county's particular needs.

If you have any questions or suggestions concerning the *Official Model Jury Summons and Questionnaire*, please contact OCA's legal department.