

**KILLEEN MUNICIPAL COURT OF RECORD
200 E AVE D
CITY OF KILLEEN, TEXAS 76540**

JURY SUMMONS

Name: _____
Address: _____
Killeen, Texas _____

REQUESTS FOR EXEMPTIONS: Must be returned to the court by mail, in person, or scanned and emailed.

Attention: Grover Lehman
Phone: 254-501-7861
Email: municipalcourt@killeentexas.gov

Dear Prospective Juror:

YOU ARE HEREBY SUMMONED TO APPEAR FOR JURY SERVICE ON _____ at 09:15 A.M.

LOCATION: KILLEEN MUNICIPAL COURT, 200 E. AVE D, Suite 1, CITY OF KILLEEN 76540.

YOU MUST COMPLETE THE JUROR QUESTIONNAIRE / REPLY FORM ON BACK AND BRING WITH YOU ON YOUR APPEARANCE DATE. PLEASE SEE BACK OF PAGE IF YOU ARE REQUESTING AN EXEMPTION.

JUROR'S RIGHTS AND RESPONSIBILITIES

Important: Please read carefully all information included in these forms. This court hears cases alleging violations of traffic laws and other Class C misdemeanors; trials are generally concluded within one day. Answer all questions on the Juror Questionnaire located on the back of this document. **PRINT LEGIBLY.** You are to appear promptly as instructed by this summons. If you have a special need or disability you are encouraged to notify the Court immediately concerning requests for reasonable accommodation. **DO NOT CONTACT THE COURT TO INQUIRE IF YOU MUST APPEAR FOR JURY DUTY. One day prior to your report date check the court's website www.killeentexas.gov to confirm if you are required to report. Click the Departments tab and select Municipal Court. Jury reporting information will be displayed in the second paragraph from the top directly under the "Mission" paragraph. If your report date and time is listed you will be required to appear.**

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). Terminating an employee for performing jury duty is punishable by up to 180 days in jail and/or a fine not to exceed \$2,000 (Civil Practice and Remedies Code, Section 122.002).

Failure to Answer Summons and Penalties: Any person summoned who fails to attend or who fails to remain in attendance until discharged by the Court may be fined an amount not to exceed \$100 for contempt (Code of Criminal Procedure, Article 45.027). Additionally, a person shall be fined not less than \$10 nor more than \$100 if the person: (1) fails to attend court in obedience to the notice without reasonable excuse; or (2) files a false claim of exemption from jury service (Government Code, Section 62.111). Furthermore, if a person knowingly provides false information in a request for an exemption to be excused from jury service, the person is subject to a contempt action punishable by a fine not less than \$100 or more than \$1,000 (Government Code, Section 62.0140).

Proper Clothing Required: All persons entering the courtroom should be dressed in clothing reasonably befitting the dignity and solemnity of the court proceedings. **Shorts and T-shirts are not appropriate or permitted.**

EXEMPT OR DISQUALIFIED: You do not need to appear in person if you are exempt or not qualified for jury service. To claim an exemption or report your disqualification **you must complete the form on the back of this page, sign it, and deliver it to the Court through one of the methods listed in the box at the upper-right corner of this page.** Note: If you claim to be disqualified based on a lack of U.S. citizenship, you will no longer be eligible to vote if you fail to provide proof of citizenship. Further, if you claim to be disqualified based on lack of residence in this county, you may no longer be able to vote in this county.

Name: _____				
<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"/> Yes <input type="checkbox"/> No
Home Address: _____		Mailing Address (if different): _____		Please check highest level of education completed: <input type="checkbox"/> Did not receive H.S. Diploma <input type="checkbox"/> H.S. Diploma <input type="checkbox"/> GED <input type="checkbox"/> 2 yr College <input type="checkbox"/> 4 yr College/University <input type="checkbox"/> Post-Graduate Other _____
How long have you lived in Killeen: _____		Home Telephone: _____		
Home Telephone: _____		Email (if okay to contact you here): _____		
Your Occupation: _____		Work Telephone: _____		
Your Employer: _____		How Long? _____		County of Residence: _____
Spouse's Name: _____		Spouse's Occupation: _____		Current Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced Number of Children: _____ Ranges of Age: From _____ years to _____ years.
Spouse's Employer: _____		How Long? _____		
Have you ever served on a civil jury? <input type="checkbox"/> Yes <input type="checkbox"/> No		When and what type: _____		
Have you ever served on a criminal jury? <input type="checkbox"/> Yes <input type="checkbox"/> No		When and what type: _____		
<input type="checkbox"/> I am/have been employed as a law enforcement officer. If yes, please specify: _____ _____ <input type="checkbox"/> I have family that has been employed as a law enforcement officer. If yes, please specify: _____ _____ I CERTIFY THAT ALL ANSWERS ARE TRUE AND CORRECT. Please sign here: _____				

QUALIFICATIONS FOR JURY SERVICE (Govt. Code, Section 62.102 except where noted)	EXEMPTIONS FROM JURY SERVICE* (Govt. Code, Section 62.106)
<p>To serve as a juror you <i>must</i> meet the following qualifications: (CIRCLE IF YOU ANSWER NO TO ANY OF THE FOLLOWING REQUIREMENTS)</p> <ol style="list-style-type: none"> 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 (<i>Note: you DO NOT have to be registered to vote to be qualified to vote</i>); 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; 7. not have been convicted of theft or any felony; and 8. not be under indictment or other legal accusation of a misdemeanor theft, felony theft or any other felony charge. 9. be a resident of the municipality for which the Court is established. (Government Code, Section 62.501; specific to municipal courts) 	<p>You may be excused from jury service (THOUGH YOU ARE NOT REQUIRED TO CLAIM AN EXEMPTION) if: (CIRCLE ANY THAT APPLY)</p> <ol style="list-style-type: none"> 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 attend college; 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 health care workers.); 7. you have served as a juror in the county during the 24-month period prior to the date you are required to appear for this summons (Applies only to counties with populations of at least 200,000 unless the county uses a jury plan under 62.011, Government Code, and the period authorized under Section 62.001(b)(6) exceeds two years.); 8. you have been summoned for service in a county with a population of 250,000 and you have served as a petit juror in the county during the three-year period preceding the date you are to appear for jury service; 9. you are a member of the U.S. military forces serving on active duty and deployed to a location away from your home station and out of your county of residence.

For reasons **OTHER THAN THOSE CIRCLED ABOVE**, use the following: (listing a reason here does not guarantee you will be excused).

I DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I AM (you MUST check one): If you request to be exempt for a reason OTHER than a legal one listed above, you will be notified WITHIN 3 DAYS if you have to appear. If you do not receive notification that you are required to appear, then you ARE EXCUSED FROM APPEARING.

QUALIFIED. I WILL report for jury service, **EXEMPT/DISQUALIFIED** because of the reason circled above (appearance not required)
 REQUESTING TO BE EXCUSED because of the reason written in space provided above.

Signature: _____ Date: _____

BRING THIS QUESTIONNAIRE WITH YOU TO THE COURT WHEN YOU REPORT FOR JURY DUTY