



**Elaine H. Cárdenas, MBA, PhD, Hays County Clerk**

**Government Center – 712 S Stagecoach Trail Ste 2008, San Marcos, Texas 78666**

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**JURY INFORMATION**

If you receive a **JURY SUMMONS** from the Hays County Clerk, you are **ORDERED TO APPEAR** before the County Court at Law at the Hays County Government Center, 712 S. Stagecoach Trail, San Marcos, Texas, Courtroom #1 or #2 on the date and at the time specified in the summons to serve as a Petit Juror.

You are to fill out the questionnaire and **BRING THE COMPLETED CARD WITH YOU TO COURT**. If you have any questions regarding the questionnaire, call the County Clerk's office for assistance during regular business hours (8:00 a.m. – 4:30 p.m. Mon-Fri). The exemptions listed are the only ones for which an individual can be excused. Business reasons are not a reason for excuse. If a medical exemption is desired, a written excuse from a doctor must be submitted. If you are claiming an exemption listed on the card, please complete the affidavit and mail it to the Hays County Clerk **AT LEAST FIVE (5) WORKING DAYS PRIOR TO THE APPEARANCE DATE**.

You **MUST** call the Jury Information number over the **WEEKEND** before reporting to Court! A recorded message will give instructions as to whether or not you will need to report. This information will be available after 4:30 p.m. on the Friday prior to your appearance date and up until 8:00 a.m. on your appearance date.

<p><b>JURY INFORMATION NUMBER</b> <b>512-393-7736</b></p>
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**If you have a special need or disability, you are to notify the Court immediately concerning requests for reasonable accommodations. Please call the County Court at Law Bailiff at 512-393-7625**

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Juror **MUST** be a resident of **HAYS COUNTY**, be at least **18 years of age**, be able to **read and write**, and be of **sound mind**.

You cannot serve on a jury if you have been convicted of a felony or any type of theft (unless rights have been restored), you are now on probation or deferred adjudication for a felony or for any type of theft, or you are now under indictment for a felony or are now under criminal charges for any type of theft.

## **JUROR'S RIGHTS AND RESPONSIBILITIES**

**Right of Re-Employment:** 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 122.001).

**Failure to answer summons and penalties:** A person who fails to comply with the summons is subject to a contempt action punishable by a fine of not less than \$100 nor more than \$1,000 (Government Code 62.1014). 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 62.111).

**Proper clothing required:** All persons entering the courtroom should be dressed in clothing reasonable befitting the dignity and solemnity of the court proceedings.

**Exempt or Disqualified:** You do not need to appear in person if you are exempt or not qualified for jury service. To claim or report your disqualification you must complete the "Exemption From Jury Service" portion of the summons, sign it and personally bring it in or mail it immediately to the Hays County Clerk's office at 712 S Stagecoach Trail Ste 2008, San Marcos, Texas 78666-5542.

**Your Jury Service is very important and greatly appreciated.**

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**DON'T FORGET TO CALL THE JURY INFORMATION NUMBER PRIOR TO APPEARANCE!**

<p><b>JURY INFORMATION NUMBER 512-393-7736</b></p>
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