



**OFFICIAL JURY SUMMONS**  
**CITY OF HOUSTON MUNICIPAL COURTS**  
[http://www.houston.tx.gov/courts/jury\\_information.html](http://www.houston.tx.gov/courts/jury_information.html)

LOT "H" and HANDICAP FREE  
 JUROR PARKING COUPON TURN  
 IN TO PARKING ATTENDANT OR  
 PLACE ON DASH IF NO  
 ATTENDANT IS ON DUTY.

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 JUROR # \_\_\_\_\_ PIN# \_\_\_\_\_  
 LOCATION:  
**1400 LUBBOCK**  
**HOUSTON, TEXAS 77002**  
**1ST FLOOR, JURY ASSEMBLY ROOM**

**YOU ARE HEREBY SUMMONED TO APPEAR FOR JURY SERVICE IN  
 THE CITY OF HOUSTON MUNICIPAL COURTS ON THE DATE AND TIME SPECIFIED ABOVE**

**IMPORTANT JUROR INFORMATION** (Please Read Carefully)

**FAILURE TO ANSWER SUMMONS AND PENALTIES**

A person summoned for jury service who does not comply with the summons as required by law or who knowingly provides false information in a request for an exemption or to be excused from jury service is subject to a contempt action punishable by a fine of not less than \$100 nor more than \$1,000. (Govt Code/Section 62.0141). Additionally, a juror lawfully notified shall be fined not less than \$100 nor more than \$500 if the juror: (1) fails to attend court in obedience to the notice without reasonable excuse; or (2) files a false claim of exemption from jury service (Govt Code, Section 62.111).

- Please arrive promptly to jury service and bring this summons with you to Court.
- **Complete questionnaire below and submit to the Jury Administrator upon arrival.**
- Jurors must pass through building security and metal detectors. Items not permitted include knitting/crochet needles, glass containers, weapons, knives. For complete list of prohibited items, please visit the Court's website.
- Proper attire is required (shorts, tank tops, clothing with offensive graphics/messages are not permitted).
- Jury service at the City of Houston is typically one day only. Expect to spend a full day at jury service.
- You may bring a lunch with you (no glass containers). Vending machines and lunch options are available.
- WIFI is available to jurors.
- Cell phones/electronic devices are allowed in the jury assembly room but not in the courtrooms. Cell phones must be on silent mode in the courtrooms.
- No picture/video taking is allowed in the courthouse.

**RESCHEDULING YOUR JURY SERVICE:**

- **ONLINE:** Reschedule online using your JUROR /PIN (above), access the Court's website: <https://esp1.espview.com/chmc>
- **TELEPHONE:** Call the automated rescheduling line (English/Spanish): **(832) 789-1432**  
 For the hearing impaired, please call the Court's TDD/TTY line: **(713) 247-8591**



**SPECIAL ACCOMMODATION:** If you require a special accommodation, please call (713) 247-8777 or (713) 247-5464 prior to your scheduled appearance date.

**JUROR PARKING:**

- **FREE JUROR PARKING** is available at CITY OF HOUSTON "LOT H" located on the Southwest corner of the intersection of Memorial Drive and Houston Avenue (bordered by City of Houston Fonde Recreation Center, Memorial Drive, and the I-45 South on-ramp). To view the MapQuest directions/map for **LOT H/1643 Memorial Drive** online copy the following link into your web browser (*case sensitive*): <http://mapq.st/14wLwLD> or visit the Court's website to view full map: <http://www.houston.tx.gov/courts/location-central.html>.
- **IMPORTANT: Please confirm that you have parked in "LOT H" prior to leaving your vehicle to avoid being towed from an unauthorized lot.** Provide the coupon above to the lot attendant or place on your dash if no attendant is on duty. Jurors may elect to park in the lot directly in front of the Courthouse at the posted daily rate fee (limited parking during peak hours).
- If you elect to park at a meter or in any other surrounding private parking facility, be prepared to **pay the posted daily rate and follow all posted instructions. The City of Houston is not responsible for any related towing/storage fees.**

**ACCESSIBLE PARKING:** There are a limited number of accessible parking spaces at no charge near the access ramp on the side of the 1400 Lubbock courthouse. Accessible parking is also available at the posted daily rate in the lot directly in front of the courthouse (limited parking during peak morning hours from 8am-10am). **Please display a valid placard/license plate.**

**FREE METRO RIDE:** Show this summons to the Metro driver on the ride in to Court. For the return ride, please request a METRO coupon from the jury administrator. For route and other information visit METRO's website: <http://www.ridemetro.org> or call (713) 635-4000.

*Complete the questionnaire below as required by State law (DO NOT DETACH):*

Juror:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Race (Required by State Law):	Age:	Date of Birth (mm/dd/year):
Mailing Address (If different from above. <u>Please include zip code</u> ):		Texas Driver's License Number:		Have you ever been the accused, complainant or witness in a criminal case?  <input type="checkbox"/> Yes <input type="checkbox"/> No
City of Residence:		County of Residence:		
Have you served on a jury? <input type="checkbox"/> Civil <input type="checkbox"/> Criminal	Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		
Your Occupation:		Please check highest level of education completed: <input type="checkbox"/> Attended H.S. (No diploma) <input type="checkbox"/> G.E.D. <input type="checkbox"/> 4-Yr College <input type="checkbox"/> H.S. Diploma <input type="checkbox"/> 2-Yr College <input type="checkbox"/> Post Graduate		
Spouse's Name:		Spouse's Employer:		Spouse's Occupation:

I CERTIFY THAT ALL ANSWERS ABOVE ARE TRUE AND CORRECT (Signature): \_\_\_\_\_

**DISQUALIFICATIONS AND EXEMPTIONS FROM JURY SERVICE**

*(You do not have to appear in person to claim a disqualification or exemption)*

- **ONLINE EXEMPTION/DISQUALIFICATION:** Using the JUROR/PIN on the front of this summons, access this website: <https://esp1.espview.com/chmc>
- **MAIL YOUR EXEMPTION/DISQUALIFICATION:** Check the disqualification/exemption and sign below, and mail to:

**City of Houston Municipal Courts: Jury Service**  
**1400 Lubbock, Room 214**  
**Houston, Texas 77002**

**DISQUALIFICATIONS FOR JURY SERVICE**  
**(GOVERNMENT CODE §62.102)**

**I AM DISQUALIFIED FOR THE FOLLOWING REASON:**

- I am not at least 18 years of age;
- I do not reside within the City of Houston limits;  
*(A good indicator of City of Houston residency is voting in City of Houston Mayoral/City Council elections, and/or you pay your water utility bill to the City of Houston.)*
- I am not a U.S. citizen;  
*(Persons claiming a disqualification or exemption based on the lack of citizenship or lack of residence in the county might no longer be eligible to vote in the county, as these claims are reported to the Voter Registrar (Government Code §62.0142).)*
- I am not of sound mind or of good moral character;
- I am not able to read or write;
- I have served as a petit juror for six days during the preceding three months in the county court, or during the preceding six months in the district court;
- I have been convicted of misdemeanor theft or a felony;
- I am under indictment or other legal accusation of misdemeanor theft or a felony.

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 **\*\*PERSON SUMMONED IS DECEASED (SEE INSTRUCTIONS BELOW)**

**EXEMPTIONS FROM JURY SERVICE**  
**(GOVERNMENT CODE §62.106)**

*You are not required to claim an exemption.  
Your jury service is appreciated if you elect to serve.*

**I AM EXEMPT FOR THE FOLLOWING REASON:**

- I am over seventy (70) years of age;
- I have legal custody of a child/children younger than 12 years of age and my jury service requires leaving the child/children without adequate supervision;
- I am a student of a public or private secondary school;
- I am enrolled and in actual attendance at an institution of higher education;
- I am an officer or employee of the senate, the house of representatives, or any department, commission, board, office, or other agency in the legislative branch of state government;
- I am the primary caretaker of a person who is an invalid or unable to care for himself/herself;
- I have served as a petit juror in the municipal courts, county courts or district courts in the preceding 24 months;
- I am a member of the United States military on active duty and deployed outside the limits of the City of Houston.

**Business reasons are NOT lawful exemptions.**

**\*\*IF PERSON SUMMONED IS DECEASED:**

- ONLINE:** Access this website: <https://esp1.espview.com/chmc> and select the “deceased” exemption using the JUROR /PIN (see reverse)
- MAIL:** Mail this form with the exemption checked above and signed below to the address provided at the top of this page
- EMAIL:** Scan both sides of this summons with the exemption checked above and signed below. Email to: [presidingjudge@houston.tx.gov](mailto:presidingjudge@houston.tx.gov)

We apologize for any inconvenience.

**DISQUALIFICATION/EXEMPTION CERTIFICATION:**

**I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I AM:**

- DISQUALIFIED FOR THE REASON(S) CHECKED ABOVE.
- EXEMPT FOR THE REASON(S) CHECKED ABOVE.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

JUROR #: \_\_\_\_\_