



**OFFICIAL JURY SUMMONS**  
**CITY OF HOUSTON MUNICIPAL COURTS**  
[http://www.houstontx.gov/courts/jury\\_information.html](http://www.houstontx.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 (access the Court's website for complete list of prohibited items).
- 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 on the day of your service. Lunch options provided by vendors and vending machines are available (no lunch vendor on Thursdays/Fridays).
- 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 JURY SERVICE:**

Using your JUROR/PIN #s above, reschedule your service ONLINE by accessing: <https://esp1.espsview.com/chmc> (access QR Code to the right)  
-OR- TELEPHONE by calling the automated service line: (832) 789-1432.  
For the hearing impaired, please use the free Texas Relay Service: 7-1-1.



**FREE JUROR PARKING/LOT H:** Free juror parking is available ONLY at the CITY OF HOUSTON "LOT H" located at the Southwest corner of Memorial Drive/Houston Avenue (bordered by City of Houston Fonde Recreation Center, Memorial Drive, and the I-45 South on-ramp). Please confirm that you have parked in "LOT H" prior to leaving your vehicle to avoid being towed from an unauthorized lot or receiving a parking citation. The City of Houston is not responsible for any related towing/storage fees or parking citations incurred.

**LOT "H" PARKING COUPON:** Place the LOT "H" Parking Coupon above on your dash upon arrival at LOT H.

**VEHICLE NAVIGATION FOR LOT H:** Use address of **1643 Memorial Drive** in your cellular device search engine (Google Maps/Waze) to assist with navigating to LOT H. Visit the Court's website: <http://www.houstontx.gov/courts/location-central.html> to view more location/map information.

**ALTERNATE PARKING (FEE REQUIRED):** Jurors may park in the lot directly in front of the Courthouse (limited parking during peak hours of 8am-10am), at a meter, or surrounding private parking facility. If you choose an alternate parking option, you must pay the posted daily rate and follow all posted instructions.

**ACCESSIBLE PARKING:** A limited number of accessible parking spaces are available, at no charge, adjacent to the access ramp of the 1400 Lubbock courthouse. There are additional spaces, for the posted fee, in the lot directly in front of the courthouse (limited spaces from 8am-10am). You must display a valid placard/license plate.

**FREE METRO SERVICE:** Show this summons to the Metro driver on your trip to the Court. For the return trip, 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.

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

**COMPLETE THE JUROR QUESTIONNAIRE BELOW** (Required by Texas Govt Code 62.0132) Your answers are confidential. Your answers may be disclosed only to the judge, court personnel, the litigants, and the litigant's attorney.

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		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
Juror Primary Phone:	Your Occupation:		Your Employer:	
Juror Alternate Phone:	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. MAIL TO:

City of Houston Municipal Courts: Jury Service

1400 Lubbock, Room 214

Houston, Texas 77002

### DISQUALIFICATIONS FROM JURY SERVICE

(GOVERNMENT CODE §62.102)

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

(Please check applicable box/sign in the area below if claiming a Disqualification)

☐ I am under the age of 18

☐ 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)*

☐ 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.

### 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:

(Please check applicable box/sign in the area below if claiming an Exemption)

☐ I am over seventy-five (75) 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 attend 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 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

### IF PERSON SUMMONED IS DECEASED:

- **ONLINE:** Access this website: <https://esp1.espview.com/chmc> and select the "Deceased" option using the JUROR /PIN (see reverse)
- **MAIL:** Check the box below and mail this form to the address provided at the top of this page
- **EMAIL:** Check the box below and scan both sides of this summons form and email to: [presidingjudge@houston.tx.gov](mailto:presidingjudge@houston.tx.gov)

☐ PERSON SUMMONED IS DECEASED

Upon receipt, we will remove the person summoned from our jury database. We apologize for any inconvenience.

### DISQUALIFICATION/EXEMPTION CERTIFICATION:

I HEREBY CERTIFY UNDER PENALTY OF PERJURY:

☐ I AM DISQUALIFIED FOR THE REASON(S) CHECKED ABOVE.

☐ I AM EXEMPT FOR THE REASON(S) CHECKED ABOVE.

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

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

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

### Right to Reemployment (Civil Practice and Remedies Code, Section 122.001):

An employer may not discharge, threaten to discharge, intimidate, or coerce any permanent employee because the employee serves as a juror, or for the employee's attendance or scheduled attendance in connection with the service, in any court in the United States. An employee who is discharged, threatened with discharge, intimidated, or coerced 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.