



A Texas Tradition



WHAT TO DO BEFORE REPORTING FOR JURY SERVICE:

- Advise your employer of your expected absence due to jury service.
- Review the Jury Questionnaire you received.
- If qualified, request exemption(s) as soon as possible. Exemptions can be submitted by filling out the juror questionnaire mailed to you. You may return the questionnaire in person or by mail. You are responsible to verify if exemption was approved by the Court.
- Bring your filled out Juror Questionnaire with you when reporting for duty. Do not mail it in ahead of your reporting date. If you lose your summons, please advise the Clerk upon arrival. You will be provided a summons for you to complete.
- The day before your scheduled reporting date; call the Jury Hotline at 830-774-7566 after 4:30 p.m. to see if you will need to report for jury duty. The recording will provide you with instructions.