

## **Common Questions Regarding Juror Qualification Questionnaires**

### **I live at a different address than the one listed on the questionnaire. What do I do?**

Cross out the old address and print the current address next to it. If you will be moving, please complete the form and send it in. Once you move, notify us by letter and provide us with your new address. Your letter should be addressed to:

Jury Administrator  
Executive Offices of the Clerk  
Western District of Texas  
727 East Cesar Chavez Boulevard, Suite 500  
San Antonio, Texas 78206

### **When will I be called to serve?**

If you are found qualified, your jury service could occur between October 1, 2011 thru September 30, 2013.

### **If selected, where will I serve?**

On the top left hand side of the form, the division name is listed. This is the office that you would perform your jury service if found qualified to serve.

### **What should I do, if the person is unavailable or unable to complete form?**

A family member or guardian can complete the form. You can sign your name and identify the relationship to the person and why you are completing the form.

### **How was my name chosen?**

In our district we utilize the voters registration list that is supplied to us by the State of Texas. Every two years we build a listing of qualified individuals that may be selected to serve as jurors. This questionnaire allows us to determine if someone is qualified to serve.

### **The letter states that I have 10 days to complete and return this form. It has been more than 10 days, what do I do?**

That is fine, please return the questionnaire to us as soon as possible.

### **Do I have to complete this form? Can you just exempt or disqualify me over the phone and update your system?**

Unfortunately, we are unable to update your qualification status over the phone. The questionnaire serves as documentation for a person's qualification status.

**My son/daughter is overseas and serving in the military. They are unable to complete this survey.**

An exemption is available for individuals who are in active service of the armed forces. The third item on question 9 addresses our active armed services members. Check the appropriate box that applies to your situation. A family member can sign and date the questionnaire on behalf of their family member. Please note your relationship to this family member (e.g. father, mother and etc.)

**The questionnaire is addressed to a deceased family member. What do I do?**

Please print deceased next to the name and address which is listed on the questionnaire. Sign and date the questionnaire and note your relationship to the deceased person.

**Any correspondence to us should include**

Full Name

Address

Participant Number which is listed to the right of the address

Date of Birth

Below is a listing of counties in the Western District of Texas. Based on the county that you reside in, determines which courthouse location you will perform your jury service.

	<b>Counties</b>
<b>Austin</b>	Bastrop, Blanco, Burleson, Burnet, Caldwell, Gillespie, Hays, Kimble, Lampasas, Lee, Llano, Mason, McCulloch, San Saba, Travis, Washington, and Williamson
<b>Del Rio</b>	Edwards, Kinney, Maverick, Terrell, Uvalde, Val Verde, Zavalla
<b>El Paso</b>	El Paso, Hudspeth
<b>Midland</b>	Andrews, Crane, Ector, Martin, Midland, and Upton
<b>Pecos</b>	Brewster, Culberson, Jeff Davis, Loving, Pecos, Presidio, Reeves, Winkler, and Ward
<b>San Antonio</b>	Atascosa, Bandera, Bexar, Comal, Dimmit, Frio, Gonzales, Guadalupe, Karnes, Kendall, Kerr, Medina, Real and Wilson
<b>Waco</b>	Bell, Bosque, Coryell, Falls, Freestone, Hamilton, Hill, Leon, Limestone, McLennan, Milam, Robertson, and Somervell