

## Glossary of Legal Terms

**Bailiff:** An officer from the sheriff's department who maintains courtroom order and jury custody.

**Civil case/civil suit:** A lawsuit that is between two or more individuals or corporations involved in a dispute and that is usually seeking a judgment awarding monetary damages.

**Counsel:** one or more lawyers who represent a client.

**Criminal prosecution/criminal case:** The act of pursuing a criminal trial where the state charges someone with a crime.

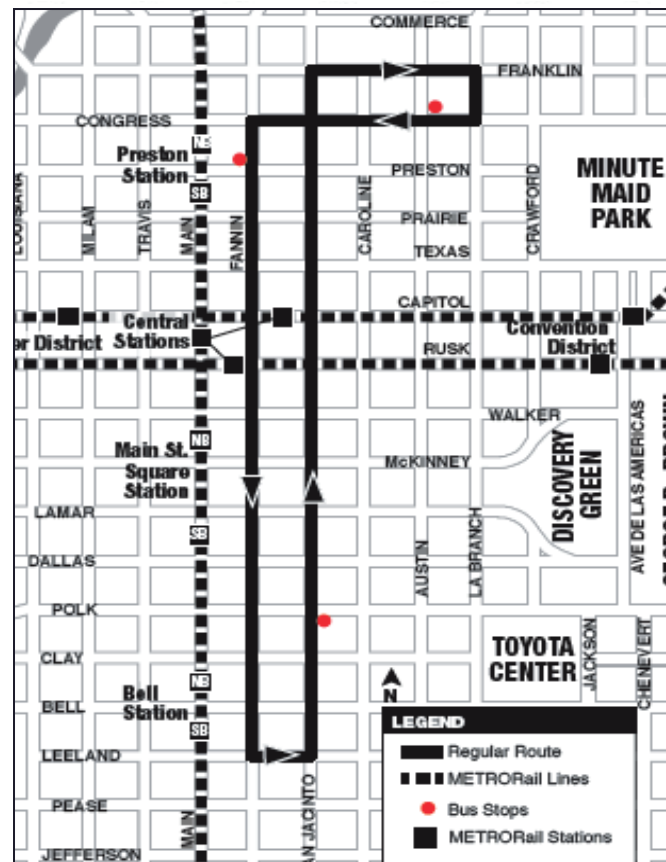
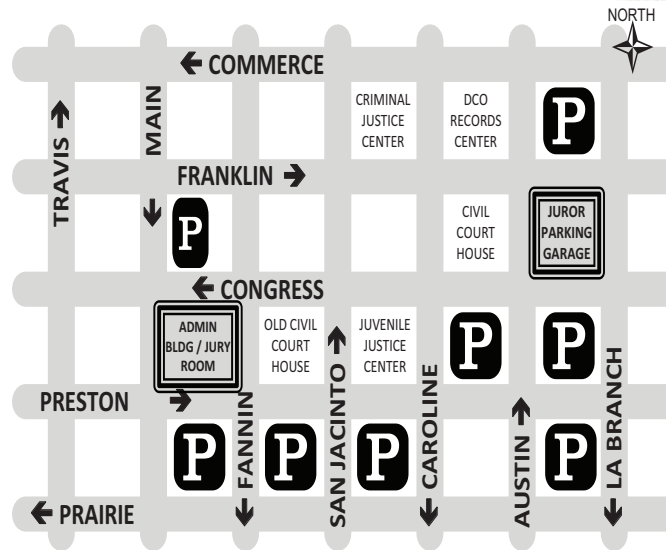
**Jury Summons:** The papers sent to potential jurors that require their attendance in court for possible service on a jury.

**Jury Selection:** The process by which jurors for a trial are selected from the larger group of potential jurors summoned to the courthouse.

**Perjury:** A false statement made willfully and knowingly while the speaker is under oath in a court proceeding.

**Verdict:** The formal decision or finding made by a jury, which has been impaneled and sworn for the trial of a case and reported to the court.

**Voir dire:** French for "to speak the truth" or "to see them say." Voir dire is the preliminary examination of a prospective juror by a judge or lawyer in the case to decide whether that person can serve on the jury.



The Parking Garage located at 1401 Congress is the only parking garage that will give you the discounted parking rate of \$6.00 per day.

## Your Day of Jury Service



Visit our website at

[www.hcdistrictclerk.com](http://www.hcdistrictclerk.com)



## A message from District Clerk Marilyn Burgess

Serving on a jury is a right for all Americans. Without jurors, the legal system fails. That's why you can think of it not as a duty, but as a service to your community. Together, we can make sure justice is served.  
Thank you for your participation.



Marilyn Burgess  
District Clerk

## What can I expect from jury service?

### How do I get selected?

Jurors are selected from a randomized list of residents who are registered to vote in the county and/or have a Texas driver's license or a Texas ID card.

### What do I wear?

You may be selected for and actually serve on a jury the day you are summoned, so it is important that you dress appropriately. Business attire is recommended. When in doubt, dress seriously but with comfort in mind.

### What should I bring with me?

- Bring your completed jury summons with you when you report.
- Free wireless internet is available to you in the Jury Assembly Room, so you may want to bring a laptop with you to use while you wait on the jury selection process.
- Bring change for vending machines.
- It is advisable to eat breakfast as we do not know when or if the court will break for lunch.

### What if I can't go?

Jurors can reschedule their jury service at [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com). Prospective jurors may reschedule twice, up to six months from the original scheduled date of service.

### What do I get paid?

Jurors will receive \$6 for the first day of service. Jurors serving more than one day of jury service will be compensated at a rate calculated by the State Comptroller based upon available state funding. Payment is processed at the end of jury service, and a check is mailed to jurors within a week of jury service, unless the juror elects to donate their jury pay to a qualifying charity.

### What about my job?

The law protects your job while you are fulfilling your jury service; you cannot be fired for serving. Your employer is not required to pay you for the time missed from work while serving.

### Where do I go and where do I park?

Parking is available at 1401 Congress St. Garage entrance is on Austin or La Branch. The Jury Assembly is in the basement of the Administration Building located at 1001 Preston St.

### Beware of identity thieves.

Identity thieves have contacted Harris County residents and threatened them for failing to report for jury service. The thieves are seeking confidential information. The local courts and Jury Assembly Room staff will NEVER call you or e-mail you and ask for personal information. Do not give out such information to anyone claiming to be with the judicial system who calls or e-mails you.

### 418 Harris County Jury Shuttle

Jurors who park at 1401 Congress Garage are encouraged to utilize the free shuttle service provided by Metro. The shuttle will drop you off in front of the Administration Building which is located at 1001 Preston St. The Jury Assembly is located in the basement of the Administration building.

### 418 Jury Shuttle Hours of Operation

The Jury shuttle hours of operation will be Monday– Friday: 7:00 a.m.– 7:00 p.m. Will run continuously every 15 minutes. Pick up and drop off locations are 1401 Congress, 1001 Preston St., and San Jacinto and Polk. Please see shuttle route on the reverse side of brochure.

### What will **not** excuse me from jury service?

- Being the sole owner of a business
- Having an employer who will not pay for jury

### What if I lose my summons?

If you have lost your summons, you may print a copy of your summons at [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com) Or upon arrival please request a copy at the information counter,