



# MAP OF DOWNTOWN COURTS COMPLEX

This map includes parking locations and places to buy lunch or snacks.



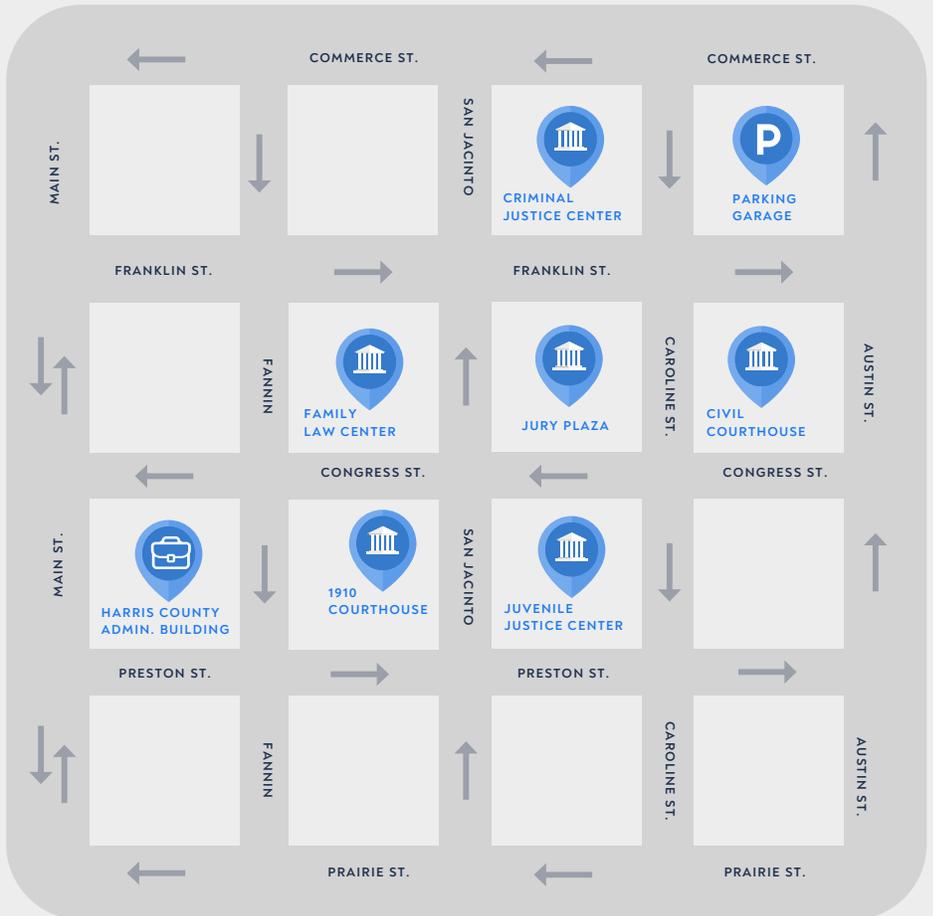
## FOOD AND DRINK

### Vending Machines -

- Jury Assembly Plaza (FREE coffee for jurors here.)
- Administration Building Basement

### Cafeterias -

- Family Law Center - Snack Bar in Basement
- Criminal Justice Center - Cafeteria on 2nd Floor
- 201 Caroline St. - Cafeteria in Basement



## ADDRESSES

- Jury Assembly Plaza - 1201 Congress St.
- Parking Garage 1401 Congress St.
- Civil Courthouse - 201 Caroline St.
- Juvenile Justice Center 1200 - Congress St.
- Criminal Justice Center - 1201 Franklin St.
- Family Law Center - 1115 Congress St.
- 1910 Courthouse, Court of Appeals - 301 Fannin St.
- Harris County Administration Building - 1001 Preston St.





## OTHER HARRIS COUNTY CONTACTS:

- County Judge's Office  
713-755-4000
- Commissioner, Prec. 1  
713-274-1000
- Commissioner, Prec. 2  
713-755-6220
- Commissioner, Prec. 3  
713-755-6306
- Commissioner, Prec. 4  
713-755-6444
- District Attorney's Office  
713-274- 5800
- Sheriff's Office  
713-755-6044
- County Attorney's Office  
713-755-5101
- County Clerk's Office 713-274-6390

## NEED TO CONTACT US?

Here are a few numbers and departments you may find helpful

### 1 CIVIL INTAKE & NO FEE FILING

201 Caroline, 1st Floor Room 110  
Mon - Fri 8:00 a.m. to 4:30 p.m.  
832-927-5600

### 2 CRIMINAL CUSTOMER SERVICE

201 Caroline, 1 st Floor Room 110  
Mon - Fri 7:30 a.m. to 4:30 p.m.  
832-927-5900

### 3 DISTRICT CLERK'S RECORDS CENTER

5900 Canal St, 1 st Floor  
Mon - Fri 8:00 a.m. to 5:00 p.m.  
832-927-5860

### 4 FAMILY INTAKE

201 Caroline, 2nd Floor Room 210  
Mon - Fri 7:30 a.m. to 4:30 p.m.  
832-927-5700





# GLOSSARY

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**Bailiff:**

A deputy from the Sheriff's Office who maintains courtroom order and jury custody.

**Civil Case or 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 or 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.

## ABC's OF JURY SERVICE

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**Verdict:**

The formal decision or finding made by a jury that 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 to decide whether that person can serve on the jury.



# WHAT CAN I EXPECT AT JURY SERVICE?

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## What about my job?

Texas law protects your job while you are fulfilling your jury service. You cannot be fired for serving, however, your employer is not required to pay you for the time missed from work while serving.

## Where do I park?

Parking is FREE for jurors at 1401 Congress St. The entrances to the garage are on Austin and La Branch. Parking is on a first come, first serve basis.

## Beware of identity theft.

In the past, identity thieves have contacted Harris County residents and threatened them for failing to report for jury service. They are seeking confidential information. Neither local courts or Jury Assembly staff will call or email you asking for personal information. Do not provide such information to anyone who contacts you claiming to work for the judicial system.

## How can I be excused from Jury Service?

Any special circumstances must be presented to the Judge at the time of Jury Service or by emailing [jury@hcdistrictclerk.com](mailto:jury@hcdistrictclerk.com). Your request will be forwarded to the Judge for consideration. The law does not allow persons to be excused because they are the sole owner of a business, nor because their employer will not pay for Jury Service.

## What are the different types of cases?

**Criminal Cases:** A criminal case results when a person is accused of committing a crime. As a juror, you must decide whether the person charged is guilty or not guilty. The accused person is presumed innocent and the State, represented by the District or County Attorney, must prove guilt beyond a reasonable doubt.

**Civil Cases:** A civil case results when there is a disagreement or a dispute between two or more parties. As a juror in a civil case, you must answer questions about disputed facts based upon the testimony and evidence admitted by the Judge.

## May I discuss the case after it is over?

After you are dismissed from jury service, you are released from the obligation of secrecy. You will then be free to discuss the case and your deliberations with anyone. However, you are also free to decline to discuss the case and your deliberations.





# WHAT CAN I EXPECT AT JURY SERVICE?

## Why is Jury Service important?

The United States Constitution and the Texas Constitution guarantee all people, regardless of race, religion, sex, national origin, or economic status, the right to a trial by an impartial jury. Justice ultimately cannot be served unless a jury panel is comprised from the community at large.

## What is my duty as a juror?

As a juror, you must be fair and impartial. Jurors must be able to put aside any bias or prejudice. Your actions and decisions are the foundation of our judicial system.

## How was I selected to be summoned?

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 should I wear?

Business attire is recommended. When in doubt, dress professionally. Remember to keep comfort in mind.

## What do I do in case of an emergency?

Contact the court you have been assigned to for information regarding cancellations or complications of service. Here are instructions to access our phone list:

1. Visit our Homepage at [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com)
2. Click on the "About Us" tab
3. Scroll down to "General and Contact Information"
4. Click on "District Clerk Phone List"

## What should I bring with me?

- Bring at least one form of ID.
- Bring change for vending machines.
- Eat breakfast beforehand, as we do not know when or if the court will break for lunch.

