

Administrative Form 1.25-Jury Summons Packet

FIELD(NAME OF COURT) MAGISTRATE COURT
FIELD(ADDRESS)
FIELD(CITY, STATE, ZIP CODE)

FIELD(NAME OF CLERK), CLERK OF THE MAGISTRATE COURT
PHONE: FIELD(NUMBER)

STATE OF NEW MEXICO
COUNTY OF FIELD(NAME OF COUNTY)
IN THE MAGISTRATE COURT

JURY SUMMONS

FIELD(NAME OF POTENTIAL JUROR)

FIELD(ADDRESS)

FIELD(CITY, STATE, ZIP CODE)

I.D. NO. FIELD(SOCIAL SECURITY #)

PETIT JURY

In accordance with the law, NMSA 1978, §§ 38-5-1 and -19, you have been selected for jury duty and you are ordered to appear for qualification and orientation on the _____ day of _____, 19____ at _____:_____.m. at the _____

Any person willfully failing to report at the time stated above may be punished for contempt of court.

Complete the enclosed forms and return immediately to the magistrate court. Failure to return the forms prior to summons date may result in delays and inconvenience to you.

WITNESS the Honorable _____, Judge of the Magistrate Court and the seal of the Court this _____ day of _____, 19_____.

PLEASE READ ALL ENCLOSED INSTRUCTIONS
AND INFORMATION CAREFULLY

Admin. Form 1.25

JUROR INFORMATION SHEET

Juror Service: Your term of service may be six months beginning on the date on the front of your summons. However, you will only have to report periodically during your term. The usual court hours for jurors are 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. with periodic breaks (recesses).

Days of Service: You will not have to appear every day during the term of service. You will be instructed to call a recorded message or the court the day before you are to report, to confirm a trial scheduled for the following day.

Meals: Lunch will not be provided by the Court unless jurors are deliberating, or sequestered during the course of a trial.

Dress: Jurors should be comfortably attired, befitting the dignity of the Court. Men are not required to wear coat and tie.

Parking Facilities: The Court will instruct you as to parking facilities at the time you are qualified as a juror.

Compensation: You will be paid for each hour in attendance at the prevailing minimum wage. If you wish to be compensated for your mileage, please note your roundtrip mileage from your home to the courthouse on the qualification form. Public employees are not compensated for hours attended or mileage (unless roundtrip mileage exceeds 30 miles) but will receive a certificate of attendance, upon request, for their employer for the days and hours served.

For Jury Service:

1. Fill out Forms 1 & 3 (Please answer all questions).
2. Return immediately to the court.

At the time of appearance, you will be qualified and assigned to a panel. PLEASE BE ON TIME.

Postponements: If the date scheduled for your service will create a severe hardship for you, please fill out Forms 1, 2, and 3, and mail immediately. You will be notified if your request has been granted and will be given an alternate date to report. (Please specify when you will be available.) Be assured that the Court does not want your service to be unduly burdensome, and will work with you around scheduled vacations, doctor's appointments, etc. whenever possible.

Additional information will be provided to you on your first day of service. If you have any questions, please call the Court during regular business hours.

Request for Excuse: If you have an extreme mental, physical or financial hardship, please fill out Forms 1, 2, and 3, and return immediately. ALL EXCUSES BASED ON EMPLOYMENT PROBLEMS MUST BE ACCOMPANIED BY SUPPORTING DOCUMENTS FROM YOUR EMPLOYER. Your request will be reviewed by the Court and you will be notified of the decision.

JUROR QUALIFICATION

RETURN FORM 1

Dear Prospective Juror:

Please answer each of the following questions as fully and accurately as possible. Your answers to the questions asked on this page shall be used only by court personnel and shall not be available to the attorneys or parties in the cases for which you are being considered as a juror.

Your answers to the questions numbered 1 through 38 set forth on the pages following this page will be given to the parties and the court in any cases for which you are being considered as a juror to aid them in selecting a jury. If you do not understand a question, please indicate. If you do not have enough room to give adequate explanation to your answer, please use the space in question 38 for additional information. If there is any question that you would rather discuss with the judge and lawyers outside the presence of the jury, please indicate with an asterisk(*).

Thank you for your cooperation.

Name as appears on summons: _____

Preferred

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (Home) _____

(Business) _____

Do you wish to be compensated for your round trip mileage from your home to the courthouse? ()Yes () No

If yes, how many miles? _____

Are you employed by public schools, local government or the State of New Mexico?

() Yes () No

Are you a citizen of the United States? ()Yes ()No

What county do you live in? _____

Do you read, write, speak and understand the English language? ()Yes ()No

If "no," what language do you read, write, speak and understand? _____

Have you served as a juror within the past three years? ()Yes ()No

If yes, do you wish to be excused at this time? ()Yes ()No

Have you ever been convicted of a felony? ()Yes ()No

If yes, please explain: _____

REQUEST FOR EXCUSE/POSTPONEMENT

RETURN FORM 2

PLEASE NOTE: THERE ARE NO STATUTORY EXEMPTIONS FROM JURY SERVICE DUE TO AGE OR OCCUPATION. ONLY SEVERE PHYSICAL, MENTAL OR FINANCIAL HARDSHIP CASES WILL BE CONSIDERED. ALL REQUESTS MUST BE ACCOMPANIED WITH A FULL EXPLANATION. YOU MUST REPORT TO THE ADDRESS LISTED ON THE DATE AND TIME SHOWN ON THE SUMMONS UNLESS NOTIFIED BY THE COURT TO THE CONTRARY.

NAME: _____

ADDRESS: _____

HOME PHONE _____ BUSINESS PHONE _____ EXT. _____

() I am requesting an excusal for the term.

() I am requesting a postponement until _____ (date you will be available).

Authorization for excusal will be considered only after this form has been received. DO NOT ASK TO BE EXCUSED BY TELEPHONE. You will be notified of the Court's decision by return mail. You must report for jury service unless your request has been granted by the Court.

I AM REQUESTING AN EXCUSE (OR POSTPONEMENT) FROM JURY SERVICE AT THIS TIME FOR THE FOLLOWING REASONS:

- () MEDICAL (Please explain below.)
- () EMPLOYMENT PROBLEMS (Please have your employer explain below.)
- () OTHER (Please explain below.)

REASON FOR EXCUSE/POSTPONEMENT _____

Signature of employer (for excuse based on employment problems)

I swear or affirm that the statement above is true and correct to the best of my knowledge.

Signature (person requesting excuse)

FOR COURT USE ONLY

() EXCUSED () POSTPONED _____ POSTPONEMENT DATE
JUROR NOTIFIED BY: PHONE () MAIL () IN PERSON () MESSAGE ()

JUROR QUESTIONNAIRE
RETURN FORM 3
PLEASE ANSWER ALL QUESTIONS ON BOTH SIDES AND PRINT IN BLACK INK

1. Name _____
2. Sex ()Male ()Female _____
3. Date of birth _____
4. Place of birth (city and state) _____
5. How long have you lived in New Mexico? _____
6. How long have you lived in this county? _____
7. Do you live in town ()Yes ()No
If yes, give name of town and section or neighborhood you live in: _____
If no, give name of town nearest to your home and name of neighborhood _____
What major intersection is near your home? _____
8. What other places (city, state or country) have you lived? _____
9. Marital status ()Married ()Never married ()Separated ()Divorced ()Widowed _____
10. What is your ethnic background? _____
11. With regard to your residence, indicate whether you ()Own ()Rent _____
12. Your occupation: _____
(If retired or unemployed, write retired or unemployed and give your previous occupation.)
13. If currently employed outside the home:
Give name of employer and place of work: _____
Length of time worked there: _____
Your job title and duties: _____
About how many hours a week do you work? _____
What are your normal working hours? _____
14. Do you have a second job? ()Yes ()No _____
15. What other types of jobs have you held as an adult? _____
16. How many years of schooling have you completed? _____
17. If you attended college or vocational school:
Major areas of study: _____
What degrees or certificates did you earn? _____
18. If you have had military experience, give highest rank and branch of service: _____
19. What religious, civic, social, union, professional, fraternal, political or recreational organizations do you belong to or participate in, and what offices, if any, do you hold in these organizations? _____
20. What is your current voter registration? ()Republican ()Democrat ()Independent ()Not registered to vote
()No party selected ()Other (specify) _____
21. If you are married, spouse's full name: _____
22. Do you have any children or step children? ()Yes ()No
If yes:
Child #1: Sex _____ Age _____ Occupation _____ City lives in _____
Child #2: Sex _____ Age _____ Occupation _____ City lives in _____
Child #3: Sex _____ Age _____ Occupation _____ City lives in _____
Child #4: Sex _____ Age _____ Occupation _____ City lives in _____
23. Have you ever appeared as a witness in any court proceeding? ()Yes ()No
If yes, was this a ()Civil or ()Criminal case?
What were the circumstances? _____
24. Have you ever served as a juror? ()Yes ()No If Yes:
Year _____ Court/Location _____ Type of Case _____
Were you Foreperson? ()Yes ()No
Year _____ Court/Location _____ Type of Case _____
Were you Foreperson? ()Yes ()No
Year _____ Court/Location _____ Type of Case _____
Were you Foreperson? ()Yes ()No
25. Have you ever had an injury which required hospitalization or extended medical care? ()Yes ()No
If yes, what was the injury? _____
Did the injury cause you to lose time from work? ()Yes ()No If yes, for how long? _____
26. Have you or any member of your family ever filed a civil lawsuit against someone? ()Yes ()No
If yes, please explain: _____

27. Have you or any member of your family ever been sued? ()Yes ()No
If yes, please explain: _____
28. Have you or any immediate family member, ever been an agent, employee or representative of an insurance company? ()Yes ()No If yes, who and relationship to you: _____
29. Have you or any member of your immediate family been the victim of crime? ()Yes ()No
If yes, who was the victim? _____
What crime? _____
When? _____
Was an arrest made? ()Yes ()No
30. Have you or any member of your immediate family been a defendant in a criminal case? ()Yes ()No
If yes, who and relationship to you? _____
Type of crime accused of committing? _____
Was there a conviction? ()Yes ()No
31. Have you, any family member or any close friends ever been an employee of or volunteer for any federal, state or local law enforcement agency or ever worked in a jail, prison, or detention center? ()Yes ()No
If yes, who and relationship to you? _____
Position held _____
Dates of employment _____
Agency _____
32. Have you, any family member or any close friend ever worked for a district attorney or other prosecuting attorney's office? ()Yes ()No
If yes, who and relationship to you? _____
Position held _____
Name of attorney and office _____
Dates of employment _____
33. Have you or any family member ever worked for any other attorney or law office? ()Yes ()No
If yes, who and relationship to you? _____
Position held _____
Name of attorney and office _____
Dates of employment _____
34. Have you or any family member ever been represented by an attorney? ()Yes ()No
If yes, give name of attorney or law firm _____
35. Do you have a physical disability of which we need to be aware? ()Yes ()No
If yes, is there any special equipment or services we can provide to assist you during your jury service?
()Yes ()No
36. Are you presently taking medicine which may affect your ability to serve as a juror? ()Yes ()No
If yes, please explain: _____
37. Is there any reason you could not serve as a juror? ()Yes ()No
If yes, please explain: _____
38. Use this space for any additional comments: _____

I SWEAR OR AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature

Date