

JUDGE’S STANDING ORDER NO. 15

JURY SERVICE

On this date, the Court entered the following **ORDER** with respect to jury service:

A. REQUESTS FOR EXEMPTION, REMOVAL OR POSTPONEMENT

The Clerk is authorized to take the following actions with respect to requests for exemption, removal or postponement by persons summoned for jury service:

1. *Juror age 76 or older.* If a person 76 years of age or older requests to be exempted permanently, the person shall be removed from the wheel after the Clerk has verified that the person’s date of birth shows the person to be 76 or older. If a person 76 years of age or older requests to be exempted temporarily, the person shall be excused from the panel without being reset.
2. *Custody of child under 12.* If a person requests an exemption because the person has legal custody of a child under 12 years of age and service would leave the child without adequate supervision the person shall be excused.
3. *High school student.* If a person requests an exemption because the person is a student at a public or private secondary school, the person shall be excused without being reset.
4. *Enrolled and attending post-high school education.* If a person requests an exemption because the person is enrolled and in actual attendance at an institution of higher education, the person shall be excused without being reset.
5. *Employee of legislative branch of state government.* If a person requests an exemption because the person is an officer or an employee of the senate, the house of representatives, or any department, commission, board, office, or other agency in the legislative branch of state government the person shall be excused without being reset.
6. *Primary caregiver of a person who cannot care for himself or herself.* If a person requests an exemption as the primary caregiver of a person who is unable to care for himself or herself, the person shall be excused without being reset.
7. *Conviction, probation or pending charge of felony or theft.* If a person claims a disqualification because of a conviction, probation including deferred adjudication or pending charge for a felony or theft, the Clerk shall give the juror’s questionnaire to the warrant officer, who shall verify that the person has such a disqualification. If verified, the person shall be removed from the jury wheel. If the request cannot be verified, the Clerk shall notify the person that they must appear.
8. *Active duty military.* If a person requests an exemption because the person is a member of the United States military forces serving on active duty and deployed to a location

away from the person's home station and out of the person's county of residence, the person shall be excused without being reset.

9. *Residence outside the city.* If a person claims a disqualification by stating the person lives outside the city, the Clerk shall verify the residence address, and if it is outside the city the person shall be removed from the jury wheel.
10. *Physical or mental impairments.* A person presenting a doctor's letter that the person has a permanent inability to perform jury service shall be removed from the wheel. A person presenting a doctor's letter that the person has a temporary inability to perform jury service shall be excused without being reset. A person claiming a physical or mental impairment without providing a doctor's letter shall be reset within 90 days of the current summons date, and the Clerk by email or letter shall advise the person of the new date and the ability to present a doctor's letter for the Judge's review.
11. *Request for postponement.* If a person requests a postponement without otherwise claiming an exemption, the Clerk shall grant the postponement and reset the person if the person has not been granted a postponement during the one-year period preceding the current summons date. The Clerk shall reset the person within 90 days of the current summons date, unless the person indicates that he or she will not be available until a date further than 90 days, in which event the Clerk shall reset the person in the calendar month after the date indicated. The Clerk shall communicate the new summons date to the person by mail or email. If the person has already been granted a postponement during the one-year period preceding the current summons date, the Clerk shall present the request to the Judge.
12. *Other claims or requests.* All other claims of disqualification or requests for exemption shall be presented to the Judge for review.

B. HOW CLAIMS AND REQUESTS MAY BE PRESENTED

A person summoned for jury service must present a claim or request as follows:

1. A claim of disqualification or request for exemption must be made by filling out both sides of the jury summons form and returning the form to the Clerk at least one business day prior to the date for which the person was summoned.
2. A request for postponement of jury service may be presented in person, by mail or email, or by phone at least one business day prior to the date for which the person was summoned.

C. UNTIMELY CLAIMS OR REQUESTS

If the Clerk is unable to act on a request for exemption or postponement prior to the summons date because the request is untimely, the person shall be reset within 90 days of the date summoned and notified that jury service has been reset on the new date because the Clerk did not

receive sufficient notice of the request to take action before the original summons date. For untimely claims of disqualification, the Clerk shall verify the claim. If verified, the person shall be removed from the jury wheel; if not verified, the person shall be reset and notified of the new date.

D. SEVERABILITY

1. If any provision of this standing order or the application thereof to any person or circumstance is held invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or application of this order, which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this standing order are severable.
2. The standing order set forth herein is applicable to criminal, civil and administrative proceedings heard in the Amarillo Municipal Court.
3. This rule shall not be construed so as to enlarge, diminish, modify or alter the jurisdiction, power or authority of the Municipal Court of the City of Amarillo.

E. AVAILABILITY

A copy of this local rule shall be available in the courtroom of the Amarillo Municipal Court and on the City of Amarillo Municipal Court website, which may be accessed at <https://www.amarillo.gov/court>.

IT IS SO ORDERED.

Signed and Entered this 18th day of MARCH, 2024.



Laura Hamilton
Presiding Judge