

# JURY DUTY SUMMONS LETTER

Court Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

## Jury Member Information:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Summons Details:

Summons Number: \_\_\_\_\_

Reporting Location: \_\_\_\_\_

Reporting Time: \_\_\_\_\_

Jury Duty Period: \_\_\_\_\_

## Important Instructions:

You have been selected for jury service and are required to report to the court at the location and time specified above. Failure to appear for jury duty as summoned may result in penalties, including fines or other legal consequences. Please bring this summons letter with you when reporting. Notify the court immediately if you have a valid excuse such as a hardship, disqualification, or prior commitment that conflicts with your jury service. Requests for deferral or excusal must be submitted in accordance with court rules and deadlines.

## Legal Notices:

This summons is issued pursuant to applicable state and federal law, including but not limited to the Jury Selection and Service Act, and any relevant state statutes governing jury service. Your participation is a civic duty and legal obligation. The court is committed to protecting your rights and ensuring a fair and impartial jury process. If you believe you have been summoned in error, or if you have questions regarding your jury service, please contact the jury administration office at the telephone number or address provided by the court.

## Jury Service Accommodations:

If you require accommodations due to disability, language barriers, or other special needs, please notify the court as soon as possible so that appropriate arrangements can be made to ensure your full and equal participation in the jury process.

## Contact Information:

For questions, requests, or further information regarding your jury duty summons, please contact the Jury Office at:  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

**JURY MEMBER SIGNATURE**

**COURT OFFICIAL SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Original source of this document:

<https://letter247-us.com/jury-duty-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letter247-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.