

**REPORT LOCATION:  
FORT BEND COUNTY JUSTICE CENTER  
1422 EUGENE HEIMANN CIRCLE  
JURY ASSEMBLY ROOM #1  
RICHMOND, TEXAS 77469**

**Jury Contact Information**  
Telephone: (281) 344-3988 (281) 344-3900  
(281) 341-4523 (281) 344-3993  
Fax: (281) 238-3337  
e-Mail: [jurydept@fortbendcountytx.gov](mailto:jurydept@fortbendcountytx.gov)

**Before Reporting for Jury Service**

Call (281) 341-4506 after 5:00 P.M. the evening before you are scheduled to appear or the day of jury service and a recorded message will inform you if there has been a change in your jury service.

***Proper Clothing Required: All persons entering the courtroom should be dressed in clothing reasonably befitting the dignity and solemnity of the court proceedings. Shorts may not be permitted. Courtrooms remain at 72 degrees all year round.***

Dear Prospective Juror:

You are hereby summoned for jury service on **APRIL «GO\_DAY», «GO\_YEAR»** at **«DAY1HR1»** at the **Fort Bend County Justice Center Jury Assembly Room #1.**

**INSTRUCTIONS**

You must report for jury service unless you (1) claim an **exemption**; (2) are **disqualified**; or (3) choose to **postpone** your service.

**To Claim an Exemption:** Check the exemption(s) that you claim. Sign the form and return via Fax - (281) 238-3337; e-Mail [jurydept@fortbendcountytx.gov](mailto:jurydept@fortbendcountytx.gov); Mail - District Clerk, Attn: Jury Department, 301 Jackson Street, Richmond, Texas 77469 or in person at 1422 Eugene Heimann Circle Room 31004, Richmond, Texas 77469. NOTE: You do not have to claim an exemption and may instead choose to serve.

**If you are Disqualified:** Check the qualification(s) that you do not meet. Sign the form and return via Fax - (281) 238-3337; e-Mail [jurydept@fortbendcountytx.gov](mailto:jurydept@fortbendcountytx.gov); Mail - District Clerk, Attn: Jury Department, 301 Jackson Street, Richmond, Texas 77469 or in person at 1422 Eugene Heimann Circle Room 31004, Richmond, Texas 77469. NOTE: If you claim to be disqualified because you are not a resident of this county, you may become ineligible to vote in this county. If you state that you are not a U.S. citizen, you will no longer be eligible to vote if you fail to provide proof of U.S. citizenship to your county voter registrar.

**To Postpone your Service:** Contact the Fort Bend County District Clerk's – Jury Department before your scheduled date of service. You are allowed ONE postponement. Please contact our office for available reschedule dates at (281) 344-3900; (281) 341-4523; (281) 344-3988; (281) 344-3993 or e-Mail us at [jurydept@fortbendcountytx.gov](mailto:jurydept@fortbendcountytx.gov) or in person at 1422 Eugene Heimann Circle Room 31004, Richmond, Texas 77469.

**Upon Receipt of your Summons:** Please complete the juror questionnaire and return via Fax - (281) 238-3337; e-Mail [jurydept@fortbendcountytx.gov](mailto:jurydept@fortbendcountytx.gov); Mail - District Clerk, Attn: Jury Department, 301 Jackson Street Richmond, Texas 77469 or in person at 1422 Eugene Heimann Circle Room 31004, Richmond, Texas 77469.

**Questions or Special Accommodations:** Accommodations for the hearing and speech-impaired are available upon request. Please contact the Fort Bend County District Clerk's – Jury Department at: (281) 344-3900; (281) 341-4523; (281) 344-3988; (281) 344-3993 or e-Mail us at [jurydept@fortbendcountytx.gov](mailto:jurydept@fortbendcountytx.gov)



**Beverly McGrew Walker**  
Fort Bend County District Clerk  
1422 Eugene Heimann Circle  
Richmond, Texas 77469

**STATE OF TEXAS  
COUNTY OF FORT BEND**

**OFFICIAL BUSINESS  
Penalty for Private Use**

**JURY SUMMONS**

**IMMEDIATE  
ATTENTION  
REQUIRED**

«FIRSTNM» «MIDDLENM» «LASTNM» «NMSUFFIX»  
«PS\_TRYNUM»/ «SORTSEQ»  
«STREET2» «UNIT»  
«STREET»  
«DestAddr\_CITY», «DestAddr\_STATE» «ZIP»