

**JURY ADMINISTRATOR**

Office of the Yakima County Clerk
Room 323 – Third Floor – Courthouse
128 North 2nd Street
Yakima WA 98901

**Urgent – Complete and
Return within 5 days.**

Official Business Of The Court

**THIS IS YOUR ONLY NOTICE
KEEP THIS HALF FOR YOUR RECORDS**

IMPORTANT! JURY SUMMONS – Immediate Response Required.

You are hereby notified that you have been randomly selected to serve as a juror for the Courts of Yakima County.

REPORTING INSTRUCTIONS: Please read GENERAL INFORMATION on the reverse side of this form. If you have any additional questions, please call the JURY ADMINISTRATOR in the Clerks Office at (509) 574-1450 or toll free 1-800-929-9578, during regular business hours.

Please complete the Juror Questionnaire information below & return it promptly. **OR** on-line at: <https://jury.yakimacounty.us/>

See the map on the reverse side of this summons for directions and parking.

A person summoned for Jury Service who intentionally fails to appear as directed, shall be guilty of a misdemeanor. RCW 2.36.170

Terms of service are approximately two (2) weeks long.

**** KEEP THIS HALF FOR YOUR RECORDS – this is your ONLY NOTICE ****

**** YOUR CALL-IN INSTRUCTIONS are on the back. ****

----- TEAR along this perforation -----

JUROR QUESTIONNAIRE Please complete EITHER:

OR:

- The below questionnaire (detach & return immediately)
- On-Line at: <https://jury.yakimacounty.us/>

ELIGIBILITY REQUIREMENTS

1. Are you a U. S. Citizen? Yes No
2. Are you 18 years of age or older? Yes No
3. Are you a resident of Yakima County? Yes No
4. Are you able to communicate in the English language? Yes No
5. Have you ever been convicted of a Felony?.... Yes No
If Yes, what county / state? _____
- Are you currently: in prison? Yes No
6. Your Occupation: _____
7. Date of birth: ____ / ____ / ____
8. Round trip mileage from your HOME to the courthouse: _____

WHOSE YEAR OF BIRTH IS: _____

Home Telephone: (____) _____
Work Telephone: (____) _____
Cell Telephone: (____) _____
Message phone: (____) _____

9. Corrected Name (if different than addressed): _____

10. Current Mailing Address: _____

IS THERE ANY REASON YOU CAN NOT SERVE ALL OR A PORTION OF THE TERM? IF YES, A WRITTEN DETAILED REASON IS REQUIRED. * No requests made by telephone can be accepted *****

(No person may be excused from jury service by the court except upon showing of undue hardship, extreme inconvenience, public necessity, or any other reasons deemed sufficient by the court for a period of time the court deems necessary. (RCW 2.36.100) **Students** – attach a school schedule as proof of enrollment during the jury term; **Moved?** – attach a copy of your state issued drivers license showing the non-Yakima county address; **Military?** – attach a copy of duty station orders/directives; **Medical?** – briefly explain below **AND** attach a signed note by a primary care physician **which states why** the disability prevents your participation in jury service.

I declare under penalty of perjury that these statements are true to the best of my knowledge and I acknowledge receipt of this summons.

Signature of Juror: _____

Date: _____

**After completing, SEPARATE the form; FOLD this panel UP,
return THIS HALF ONLY in envelope provided.**

GENERAL INFORMATION - KEEP THIS PART FOR YOUR RECORDS

Please complete the questionnaire and **return it immediately**. Upon receipt of the completed & signed questionnaire, we will process the WRITTEN INFORMATION you provide regarding qualifications, postponements or excusal requests. **ALL REQUESTS MUST BE IN WRITING** (RCW 2.36.072). ***** No requests made by telephone can be accepted *****

This is the only reminder you will receive. You will be required to attend court sessions as directed unless and until excused by a Judge. If you have been excused for a specific time during your term, (a medical appointment for example), **those excuses are still valid.**

(No person may be excused from jury service by the court except showing of undue hardship, extreme inconvenience, public necessity, or any other reason deemed sufficient by the court for a period of time the court deems necessary. RCW 2.36.100)

Policy Regarding Jury Panel Selection: It is the policy of the State of Washington that all persons selected for jury service be selected at random from the population of your county and that all qualified citizens have the opportunity to be considered for jury service in this state and have an obligation to serve as jurors when summoned for that purpose. A citizen shall not be excluded from jury service in this state on account of race, color, religion, sex, national origin or economic status. RCW 2.36.080.

Law Regarding Juror Employment Relations: An employer shall provide an employee with a sufficient leave of absence from employment to serve as a juror. An employer shall not deprive an employee of employment or threaten, coerce, or harass an employee, or deny an employee promotional opportunities because the employee serves as a juror. RCW 2.36.165

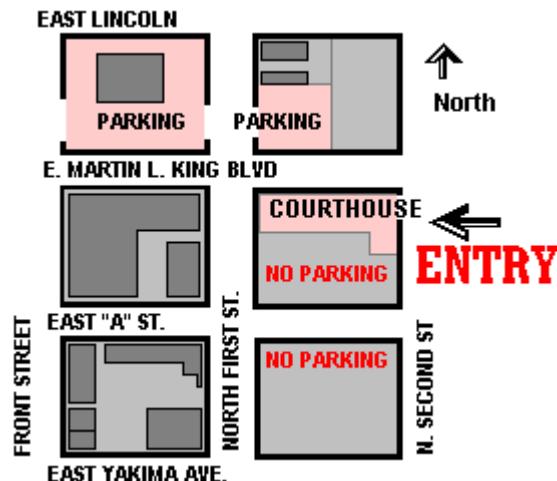
CALL IN INSTRUCTIONS: Your term begins on the date indicated on the reverse side. To find out when to report for duty, **you must call 574-1450 or toll free 1-800-929-9578, AFTER 5:00 P.M. the day before your jury term begins and every day thereafter for the entire length of your term** (expect Fridays and Saturdays). **Please listen to the ENTIRE message.** The message will instruct which **GROUPS** are to report and when. (The Group Numbers recorded on the message change each day at 5:00 p.m. Only report on the day(s) YOUR GROUP number is directed to do so. Not all group numbers are called or required every day.)

Employer Verification: If you need jury service verification for your employer, ask the Jury Administrator and it will be provided for the date(s) and time(s) you were present.

First Day of Service: Please report on time. You will receive a brief explanation of your responsibilities by the Jury Administrator or a Deputy Clerk. It is recommended that you bring reading material as there may be some waiting periods. Do not bring items that could be used as weapons (such as knives or knitting needles).

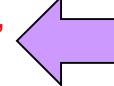
JUROR PARKING: Park in any area marked "County Business Parking" or any 2-hour zone on the street. **Do NOT park in any areas marked: "Employee Parking Only" or "Pay Parking" or areas marked for the City of Yakima.**

~ Thank you for your cooperation.



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If you completed your information On-Line,
DO NOT RETURN THIS PORTION.



Return this half in the envelope provided with the below address showing in the window.

**WRITTEN SUBMISSIONS:
RETURN THIS PORTION
& any WRITTEN requests
(& attachments) TO: **

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