

COMPLETE FORM (PARTS 1 & 2) AND MAIL WITHIN 10 DAYS - KEEP TOP PORTION

BY ORDER OF THE CIRCUIT COURT FOR HARFORD COUNTY, YOU ARE HEREBY SUMMONED TO SERVE AS A PETIT JUROR for one day or one trial on date shown below. **ALL qualification forms must be completed and returned within 10 days (even if you are requesting a postponement or excusal). Failure to appear for jury duty or to return your completed qualification form is a serious matter and is punishable by a fine and/or imprisonment.** Please follow all instructions carefully. Direct questions to www.harfordcountymd.gov/juryduty FAQ's, 410-838-3172, 410-638-3251, or Fax 410-638-4184, or email: jurycommissioner@harfordcountymd.gov.


If Deceased - give year: _____

YOUR PANEL NUMBER IS



William O. Carr, Administrative Judge

1. DATE AND TIME TO REPORT:


-  **2. CALL 410-838-3172 AFTER 5:00PM THE EVENING BEFORE YOUR REPORTING DATE (INCLUDING SUNDAY), FOR FINAL REPORTING INSTRUCTIONS (you must have both panel number and first letter of last name, if indicated) OR GO TO www.harfordcountymd.gov/juryduty.**
- 3. WHERE TO REPORT: Harford County Court House, 20 W. Courtland St., Bel Air 21014, Jury Assembly Room, 3rd Floor
- 4. PARKING: Park in the garage, on the roof only, and place this summons in your windshield, map side up (See map on reverse).
- 5. Proper attire is required (NO Uniforms or Tank/Tube/HalterTops are permitted).
- 6. Do not bring items such as knives (sharp objects), guns, mace, cell phones or any electronic devices with you, as they are not permitted in the courthouse.

COMPLETE FORM (PARTS 1 & 2) AND MAIL WITHIN 10 DAYS - KEEP TOP PORTION

 cut along line

CIRCUIT COURT FOR HARFORD COUNTY - JUROR QUALIFICATION FORM - PART 1

Yes No

- 1. _____ Are you a U.S. Citizen? **IF NOT, YOU ARE AUTOMATICALLY EXCUSED. PLEASE SIGN AND RETURN THIS FORM WITH VERIFICATION (COPY OF GREEN CARD OR PASSPORT).**
- 2. _____ If you are age 70 or older, do you wish to be excused? **IF YES, YOU ARE AUTOMATICALLY EXCUSED. PLEASE SIGN AND RETURN THIS FORM.**
- 3. _____ Are there any errors in your name or address? **IF YES, MAKE CORRECTIONS BELOW. IF YOU ARE NOT A HARFORD COUNTY RESIDENT, YOU ARE AUTOMATICALLY EXCUSED. PLEASE SIGN AND RETURN FORM WITH VERIFICATION (COPY OF MVA LICENSE OR BILL).**
Last Name _____ First Name _____ M.I. _____
Address _____ City _____ State _____ Zip _____
- 4. _____ Do you wish to be excused for recent service (reported & received pay voucher) in the last three years? If yes, give year of service. **Provide your own verification if service was not in Harford County.** _____
- 5. _____ Can you read, write, speak, and understand the English language?
- 6. _____ Do you have a disability preventing satisfactory jury service? **(PLEASE PROVIDE VERIFICATION)**
_____ Do you require accommodation under the Americans with Disabilities Act? (specify) _____
- 7. _____ Do you qualify for, and request exemption under one of the following: **(ATTACH VERIFICATION)**
_____ Active Duty member of armed forces; _____ Elected official of federal legislative branch;
_____ Member of Maryland's organized militia
- 8. _____ Have you been convicted of a crime, sentenced to more than 6 months, and not been legally pardoned, **OR**
_____ Do you have charges pending for a crime punishable by a sentence exceeding 6 months? 
IF YES, ATTACH NOTE EXPLAINING CHARGE, ORIGINAL AND/OR SUSPENDED SENTENCE, OR PENDING CHARGE, BE SPECIFIC.

SEE REVERSE 

PARKING PERMIT

JURY DUTY:

For your convenience, jury duty is **1 day or 1 trial**. The average length of a trial is 2-3 days, 9 AM - 5 PM; however some trials may take longer. Generally, if you are not selected for a trial, your service will be completed after one day.

EXCUSE AND POSTPONEMENT:

The Court adheres to a very strict excuse and postponement policy, and will only consider cases of undue hardship, extreme inconvenience, and public necessity, and only for the period of time that it exists. **ALL REQUESTS MUST BE IN WRITING AND MAILED WITH YOUR COMPLETED FORM WITHIN 10 DAYS OF RECEIPT OF THIS SUMMONS.**

You will be notified if you are excused or postponed (panel # and call-in instructions do not change).

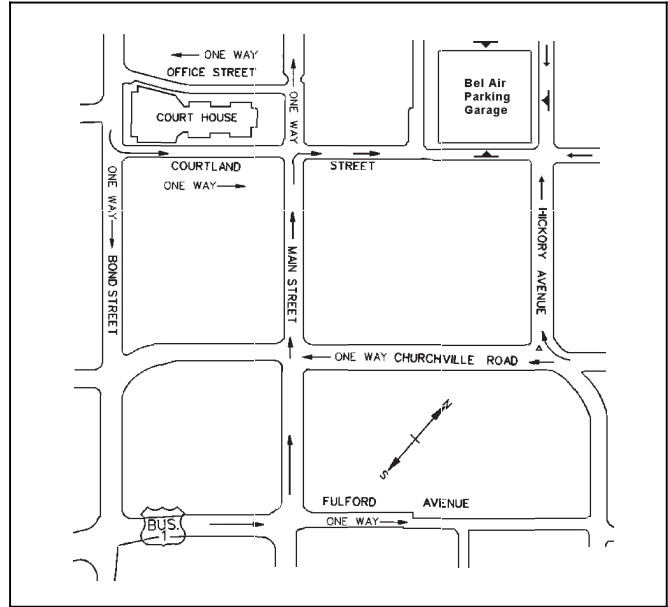
NOTE: Excusal is automatic for "age 70 or older, non-resident, or non-citizen" (see questions 1 - 3).

EXPENSES:

You will receive \$20 expense money for each day of service.

INCLEMENT WEATHER

In the event of extreme weather, listen for Harford County Public School closings. If Harford County Public schools are closed due to weather, you need not report. If Harford County Public schools have a delayed opening, the same applies for jury duty (Example - If schools open 2 hours late, you will report for jury duty 2 hours late.). If you are hearing a case you are to report as instructed by the presiding judge.



Park, free of charge, **ON THE ROOF ONLY**, of the parking garage, Courtland Street and Hickory Avenue. **If roof is closed, use level 4 or 5. Put your summons in the windshield, map side up, as your parking permit.** If your vehicle exceeds the height of the garage (6'11") or you need handicap parking, please contact our office for parking instructions.

COMPLETE FORM (PARTS 1 & 2) AND MAIL WITHIN 10 DAYS - KEEP TOP PORTION



CIRCUIT COURT FOR HARFORD COUNTY - JUROR QUALIFICATION FORM - PART 2

Birth Date: Month _____ Day _____ Year _____ Age _____
 Marital Status (circle one): Single Married Separated Divorced Widowed
 Gender (circle one): Male Female
 Telephone Number: Home _____ Work _____ Cell _____
 Email Address: _____
 Education (circle one): Elem High School Current Student College Grad Post Grad
 Your Occupation (be specific): _____ Employed Unemployed Retired (Circle One)
 Spouse's Occupation (be specific): _____ Employed Unemployed Retired (Circle One)

If you believe you have other grounds for excuse, please attach note of explanation and verification (i.e. student). You will be notified if excused, otherwise use call-in procedure.

I hereby certify under penalties of perjury that these responses are true to the best of my knowledge.

Signature _____ Date _____

Signature of Other (Individual completing form for juror) _____

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED TO THE JURY COMMISSIONER, COURT HOUSE, 20 W COURTLAND STREET, BEL AIR, MD 21014 WITHIN 10 DAYS OF RECEIPT. FAILURE TO DO SO, OR WILLFUL MISREPRESENTATION OF A MATERIAL FACT ON THIS FORM, MAY RESULT IN FINE AND/OR IMPRISONMENT.

Please be sure to attach verification, if required.

You will be notified if excused (Questions 4-8 only), otherwise use call-in procedure.