



# Pam Childers

Clerk of the Circuit Court and Comptroller, Escambia County

Clerk of Courts • County Comptroller • Clerk of the Board of County Commissioners • Recorder • Auditor

**Report Date:**

**Report Time:**

**Juror Number:**

**Please bring completed summons with you when reporting:**

<b>Name (Last, First):</b>	<b>Years Of Residence In Florida:</b>
<b>Address:</b>	<b>Years Of Residence In Escambia County:</b>
<b>Phone Number:</b>	<b>Age:</b>
<input type="radio"/> <b>Check Here If New Address and Write Below:</b>	<b>Occupation:</b>
<b>Present Employer and Address:</b>	<b>Marital Status:</b> <input type="radio"/> <b>Single</b> <input type="radio"/> <b>Married</b>
<b>Spouse's Employer And Address:</b>	<b>Spouse's Occupation:</b>

## REQUIRED PRELIMINARY JUROR QUESTIONS FOR JURY SERVICE (not disqualifications)

- Yes**  **No** Have you ever served as a juror?
- Yes**  **No** Are you a close friend or relative to a Law Enforcement Officer?
- Yes**  **No** Have you or a family member been the accused, the complainant, or a witness in a criminal case?
- Yes**  **No** Have you or a family member made a claim for personal injury?
- Yes**  **No** Has a claim for personal injury been made against you or a family member?
- Yes**  **No** Have you or an immediate family member been party to any lawsuit?
- Yes**  **No** Are you compensated by your employer while serving as a juror.
- Yes**  **No** Does your employer or school require a form to verify attendance.

## MANDATORY JUROR DISQUALIFICATIONS (F.S. 40.013)

- I am a convicted felon and have not had my civil rights restored.
- I am **currently** under prosecution for a crime.
- I do not live in Escambia County, Florida.
- I am not a citizen of the United States of America.

## OPTIONAL JUROR EXCUSAL (F.S. 40.013)

- I have been summoned and reported as a prospective juror within the last 12 months.
- I am an expectant mother.
- I am 70 years of age or older. Excuse me for this summons date only.
- I am 70 years of age or older. Excuse me permanently. (Signature required below)
- I take care of a person who is mentally or physically unable to care for themselves.
- I am a full-time federal, state, or local law enforcement officer or investigator.
- I am a parent not employed full time, and have custody of a child less than 6 years of age.
- I am a full time high school or college student between 18 and 21 years of age. (Student must be attending high school, state university, private post-secondary educational institution, Florida College System institute, or career center)
- Permanent Excusal. I am permanently incapable of caring for myself due to mental illness, intellectual disability, senility or other physical or mental incapacity. The permanent medical excusal form is required and must be signed by a licensed physician. The form is available at [escambiaclerk.com/jury](http://escambiaclerk.com/jury).

### Other Excusal Request \_\_\_\_\_

The excusal must be in writing and submitted via email [juryduty@escambiaclerk.com](mailto:juryduty@escambiaclerk.com), by Fax (850) 595-4380, or mail to Jury Management, PO Box 333 Pensacola, FL 32591. The written excusal request must be received **five (5) business days prior** to your scheduled report date.

**The above statements are true to the best of my knowledge. Bring this completed summons with you when you report.**

\_\_\_\_\_  
**Signature (Required)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Phone Number (required)**

## JURY SUMMONS

**Notice: Failure to comply is subject to a \$100 fine and contempt of court. F.S. 40.023(3)**

By order of the Circuit Court and County Court of the First Judicial Circuit, Escambia County, Florida you are hereby summoned to report for jury service at the date, time, and place shown below with your completed questionnaire.

**NAME:**  
**ADDRESS:**

**JUROR NUMBER**  
**REPORT DATE:**                      **TIME:**  
Jury Assembly, Room 23003 (Second Floor)  
M.C. Blanchard Judicial Building  
190 W. Government St.  
Pensacola, FL 32502

### **BEFORE YOU REPORT:**

**After 5pm on the Friday before your report date, CALL 850-595-4356 or CHECK YOUR STATUS ONLINE at [escambiaclerk.com/jury](http://escambiaclerk.com/jury) TO VERIFY IF YOUR ATTENDANCE IS NECESSARY.** If the automated message is not in operation or if your juror status on the web is "Summons Issued," report to jury duty as directed by your summons.

### **TERMS OF SERVICE:**

Jury selection may take an entire day and exceed 5:00 p.m. Unusual circumstances may require you to report another day for the selection process. If you are selected for a case, your trial may begin that day or you may be instructed to report at a later date for the trial. Late arrivals will have their service deferred to a later date.

### **REQUEST FOR EXCUSAL/POSTPONEMENT:**

The excusal request form located at [escambiaclerk.com/jury](http://escambiaclerk.com/jury) must be in writing and submitted via email to [juryduty@escambiaclerk.com](mailto:juryduty@escambiaclerk.com), by Fax (850) 595-4380, or mail to Jury Management, PO Box 333 Pensacola, FL 32591. You may also use the "Other Excusal Request" area on the opposite side of this summons. The completed excusal request form must be received **five (5) business days prior** to your scheduled report date.

Requests for excusals or postponement are not accepted by phone. You will only be contacted if your request is denied or further information is needed.

### **PARKING INFORMATION:**

Jurors should park across the street from the Pensacola Bay Center on the corner of Alcaniz and Gregory Streets. Free transportation to and from the Judicial building will be provided from this location only beginning at 7:15 a.m. until jury selection is complete. Metered parking is **not** provided. **Jurors are solely responsible for any parking fees, parking citations, or damage to vehicles or personal property.**

### **PROHIBITED ITEMS:**

Weapons and firearms are strictly prohibited. Weapons of any kind will be confiscated and not returned. Types of weapons include: pocket knives, knitting needles, box cutters, metal nail files or clippers, scissors, guns, and other items deemed weapons under the discretion of Court Security. No liquids may be brought into the courthouse. Newspapers are not permitted during jury service.

### **DRESS CODE:**

Business or dress attire is required. Shorts, halter tops, shower shoes, and hats are not permitted in the courtroom. Failure to comply may result in your service being deferred. Jackets and sweaters are encouraged due to temperature variations.

### **ADDITIONAL INFORMATION:**

**BEWARE OF JURY SCAMS.** Please see our website for more information on a known jury scam affecting our citizens. There are several restaurants within walking distance. An ATM is located on the first floor across from the elevators.

For more information regarding jury service, please visit [escambiaclerk.com/jury](http://escambiaclerk.com/jury), call Jury Information (850) 595-4350 or call (850) 595-4349.

### **AMERICANS WITH DISABILITY ACT NOTICE**

If you have a disability and need accommodation in order to participate in this proceeding, you are entitled at no cost to you, to the provision of certain assistance. Please contact Court Administration at least 7 days prior to your report date for ADA accommodations only. Do not contact this office to request an excusal. If you are hearing or voice impaired call 711. 190 W. Government St, 5<sup>th</sup> floor Pensacola, FL 32502 Phone: 850-595-4400 Fax: 850-595-0360 [ADA.Escambia@flcourts1.gov](mailto:ADA.Escambia@flcourts1.gov)