

A. REQUEST FOR EXCUSAL OR POSTPONEMENT

IF YOU CLAIM AN OPTIONAL EXEMPTION OR MANDATORY DISQUALIFICATION LISTED BELOW, YOU WILL BE EXCUSED UNLESS OTHERWISE NOTIFIED.

OPTIONAL - EXEMPTION

- ___ Expectant mother
- ___ Parent not employed full time and who has custody of a child under 6 years of age
- ___ Person 70 years of age or older
- ___ Full Time Law Enforcement Officer
- ___ Any person that is responsible for the care of a person who, because of mental illness, mental retardation, senility, or other physical or mental incapacity is incapable of caring for himself
- ___ Reported for Jury Duty within one year

MANDATORY - DISQUALIFIED

- ___ Convicted felon, civil rights not restored
- ___ Under prosecution for a crime
- ___ No longer resides in Manatee County
- ___ Not a citizen of the United States
- ___ Not a legal resident of this state and Manatee County

B. EXTRAORDINARY REQUEST FOR EXCUSAL OR POSTPONEMENT

All requests for excusal / postponement must be received no less than seven (7) working days prior to your reporting date. A representative from jury services will notify you if your request is being denied. If you are not contacted, your request is being granted. MAIL ALL REQUESTS FOR "A" OR "B" TO: JURY SERVICES, P.O. BOX 25400, BRADENTON, FL 34206.

EXTRAORDINARY REQUEST FOR EXCUSAL OR POSTPONEMENT

JUROR NUMBER:

THE STATEMENTS ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE.

REPORT DATE:

SIGNATURE

HOME PHONE

WORK PHONE

MANATEE COUNTY
JUROR INFORMATION

PLEASE READ YOUR SUMMONS CAREFULLY. THE DATE, TIME AND PLACE TO REPORT ARE PRINTED ON IT, ALONG WITH YOUR JUROR NUMBER.

1. **IMPORTANT REPORTING INFORMATION:** You must call 748-7407 the night before you are to report, even if this is a Sunday or holiday. A recorded message will tell you whether you still need to report. IF THE TELEPHONE RECORDING IS NOT OPERATIONAL, REPORT FOR JURY DUTY AS DIRECTED BY YOUR SUMMONS.
2. FOR YOUR INFORMATION: A recorded telephone message provides jurors with general information about jury, service. Call 741-4028 to receive information about excusals, parking, and rescheduling.
3. **JURY TERM:** Your term of service will usually be for one day only or the completion of one trial. Jury trials usually last two to four days. You will only be asked to serve on one trial. HOWEVER: If selected, you may serve for a longer period of time.
4. **FREE PARKING:** Your juror identification is located in your packet, just place it on the dashboard of your car. The following locations are the only parking lots where this identification is valid. Please park in the parking garage, 414 10 St. W. spaces 39 through 128 only, (do not back into any space). If those spaces are full, please park at one of the following locations. Downtown post office parking lot, 824 Manatee Ave. W., parking lot behind the First Baptist Church, 14th St. W. and 4th Ave. Dr. W., or the City Centre parking lot, 12 St. W. and 3rd Ave. W. For bus schedules call (941) 749-7116.
5. **COMPENSATION:** Pursuant to Chapter 40.24, Florida Statutes, jurors who are regularly employed and who continue to receive regular wages while serving as a juror are not entitled to receive compensation from the state for the first 3 days of juror service. Jurors who are not regularly employed or who do not continue to receive regular wages while serving as a juror are entitled to receive \$15 per day for the first 3 days of juror service. All jurors who serve more than 3 days will be paid \$30 per day for the fourth day of service and each day thereafter, regardless of employment status.

Regular employment includes full-time employment and part-time, temporary, and casual employment as long as the employment hours of a juror can be reasonably determined by a schedule or by custom and practice established during a 3 month period preceding the term of service as a juror.
6. **AMERICANS WITH DISABILITIES ACT (ADA):** In accordance with this act, persons needing a special accommodation should contact the Jury Office not later than seven days prior to the date of service at P.O. Box 25400, Bradenton, FL 34206. Telephone 941-741-4062, 1-800-955-8771 (TDD), OR 1-800-955-8770 (V), via Florida Relay Service.
7. **ATTIRE:** Please use good judgment and dress appropriately. No shorts allowed. Courtrooms are air-conditioned, and you may wish to bring a sweater, or light jacket.
8. **EXCUSALS:** Please refer to the excusal instructions on the other side of this form. Business hardships that may result from jury duty are not grounds for an excuse. The only way to be excused is by following the instructions on the excusal form.

The right to trial by jury is one of the fundamental American rights guaranteed by the State and Federal Constitutions. It is the duty of every citizen to help preserve this right by serving as a juror when called.