

**9-513A. Juror summons.**

[For use with Rules 5-606, 6-605, 7-605 NMRA]

\_\_\_\_\_ COURT  
[Street Address]  
[City, NM, Zip Code]

**JURY SUMMONS**  
PLEASE BRING SUMMONS  
TO ALL APPEARANCES

**STATE OF NEW MEXICO**  
**COUNTY OF \_\_\_\_\_ TO:**

**FOR QUESTIONS CALL:**  
[Name]  
[Telephone Number]

[Juror name]  
[Street Address]  
[City, State, Zip Code]  
[USPS Bar Code]

**SUMMONS TO JURY SERVICE**

Por favor preste atención a lo siguiente: Si no le es posible leer o llenar estos formularios, llame al número telefónico indicado en la primera página del citatorio para servir como jurado. Estos formularios están disponibles en español en \_\_\_\_\_ (*insert web address*).

In accordance with the law, Sections 38-5-1 and 38-5-10 NMSA 1978, you have been selected for jury service. Your term of service is from \_\_\_\_\_ (*date*) through \_\_\_\_\_ (*date*).

**Your Juror Badge Number is:** \_\_\_\_\_  
**Your Juror Group Number is:** \_\_\_\_\_

In order to comply with this summons you must go to \_\_\_\_\_ (*insert web address*) to complete and submit your **online Juror Questionnaire and Qualification forms** by \_\_\_\_\_ (*insert date forms are due*). If you do not have internet access, you must call our office at \_\_\_\_\_ (*insert telephone number from top of page*) by \_\_\_\_\_ (*insert date to be determined*).

**Any person willfully failing to complete and submit these forms may be punished for contempt of court. Any person willfully failing to appear at the time ordered by the court may be punished under Section 38-5-10 NMSA 1978. Both contempt of court and failure to appear are criminal charges that may result in jail time, a fine, or both.**

The court complies with the Americans with Disabilities Act and provides signed and spoken language interpreters at no cost to jurors. The court will make reasonable accommodations for jurors with special needs. Please notify the court at \_\_\_\_\_ (*insert telephone number from top of page*) of your need for an accommodation for a disability or for a signed or spoken language interpreter by \_\_\_\_\_ (*insert same date forms are due*).

Witness the Honorable \_\_\_\_\_ (*Judge's name*) of the \_\_\_\_\_ (*court name*) and  
the Seal of the Court, this \_\_\_\_\_ (*date*).

*[SPACE RESERVED FOR A CUSTOMIZED MESSAGE FROM INDIVIDUAL COURTS]*

**PLEASE READ ALL INSTRUCTIONS AND INFORMATION CAREFULLY. RETAIN  
THIS PAGE FOR YOUR RECORDS.**

## General Information and Instructions for Jurors

***THE RIGHT TO TRIAL BY JURY IS GUARANTEED TO ALL PERSONS BY BOTH THE UNITED STATES AND NEW MEXICO CONSTITUTIONS. THE SUCCESS OF THE JURY SYSTEM DEPENDS UPON CITIZENS PERFORMING THEIR SOLEMN DUTY TO SERVE AS JURORS, WHILE ACTING WITH INTEGRITY IN DISCHARGING THIS RESPONSIBILITY.***

### **Reporting an Emergency Absence**

It is very important that you report as directed for jury service. Only the most urgent, unexpected, and unavoidable emergencies can be considered as valid reasons for your absence. If you **MUST** be absent, you **MUST** call the number at the bottom of this page as soon as possible. If you fail to report or call in, an order to show cause why you should not be held in contempt of court may be issued.

### **Travel and Medical Appointments**

We understand that some jurors may have conflicts that occur during their term of service. We strive to accommodate all jurors. You **ONLY** need to notify the court if your preplanned vacation, work-related travel, or medical appointments **CONFLICT** with the dates you are scheduled to appear. Please send this information in writing to the court including your name, Juror Badge Number, telephone number, and any other information necessary to expedite your request. Telephone calls or messages regarding these types of conflicts **will not** be accepted except in emergencies.

**Meals** will not be provided by the court, nor will meals be reimbursed, unless jurors are deliberating at the close of the case during the lunch hour or after 5:00 p.m.

### **Dress**

Please dress comfortably but befitting the dignity of the court. **Shorts, hats, sunglasses, tank tops, bare midriffs, sweats, and similar dress are not allowed.** Men are **not** required to wear coats and ties, nor are women required to wear similar business attire. Due to the variable temperature in the courtroom it is recommended that you dress in layers.

### **Juror Fees and Payments**

The court is authorized by Supreme Court order to reimburse for jury service at the rate of \$\_\_\_\_\_ per hour (*insert current rate*). In addition, if your round-trip mileage from your home to the courthouse is more than forty (40) miles, you will be paid at \$\_\_\_\_\_ per mile (*insert current rate*). Mileage is computed based on the information you provide on the juror qualification form and your mailing ZIP code. Checks will be mailed to your mailing address. Your payment cannot be split between hourly and mileage reimbursement. Reimbursement payments take about six (6) weeks to process. If you have not received payment within ten (10) weeks of jury service, please call the number at the bottom of this page.

Employers are not required by law to pay employees for time spent in jury service. Contact your employer regarding its policy. The court does not compensate those employed by the public schools, local government, or the State of New Mexico.

**NO CITIZEN IS EXEMPT FROM JURY SERVICE BECAUSE OF HIS OR HER JOB, RACE, ETHNICITY, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, ECONOMIC STATUS, OR LACK OF ENGLISH PROFICIENCY.**

**Request for Postponement:** If the date scheduled for your service will create a severe hardship for you, you may request a postponement and must complete and submit ALL forms. Please specify your reasons for requesting a postponement and submit the completed forms by the date noted above. Your request will be reviewed by the court, and you will be notified of the decision. Be assured that the court will work with you around scheduled vacations, medical appointments, etc., whenever possible.

**Request for Excusal:** If you have an extreme mental, physical, or financial hardship that prevents you from serving as a juror, you may request an excusal and must complete and submit ALL forms. *See* Section 38-5-1(A) NMSA 1978. Please specify your reasons for requesting an excusal and submit the completed forms by the date noted above. You also must submit a letter from a healthcare provider with any request for excusal for medical reasons. Until you have received notification from the court, you are not excused.

**Request for Exemption:** If you have served on a jury in state or federal court in the past three (3) years or are seventy-five (75) years of age or older, you may request an exemption from jury service and must complete and submit ALL forms. If you are requesting an exemption based on age you must also submit an affidavit form. *See* Sections 38-5-2(A) and (B) NMSA 1978. Until you have received notification from the court, you are not exempted.

**Employment Protections:** State law prohibits your employer from penalizing you for your jury service. *See* Sections 38-5-18 and -19 NMSA 1978.

**All Jury Service Statutes Cited in This Summons Can Be Found Online at**  
\_\_\_\_\_ (*insert web address*)

***First Step to Successful Jury Service***

Fill out all forms. Please answer all questions, taking special care to provide the court with contact information. Submit the completed forms by the dates listed under “SUMMONS TO JURY SERVICE.”

[Adopted by Supreme Court Order No. 17-8300-016, effective December 31, 2017.]