

By reading all of the paperwork mailed to you and the information below you can respond as required to your summons.

Answers to FAQ:

Persons over the age of 70 can claim an exemption from serving by returning their questionnaire and answering questions 15 and 15 (A) on the back of the form. You do not need to complete the whole form. A doctor statement is not required for persons over 70. Over 70 exemptions can also be claimed if you do the questionnaire online.

ALL hardship or postponement requests MUST be in writing. It must be received in writing on your questionnaire or by email. **NO** requests can be considered until the questionnaire is received by mail or done online.

Persons with a medical condition-please read the information given on question #19 on the back of the questionnaire. These guidelines must be strictly followed.

Full-Time Students- please complete your jury questionnaire online or mail in the original with a copy of your current school schedule verifying your enrollment. School ID's are not accepted as proof of enrollment. juryduty@caddocourt.org

Non-Residents- This summons was issued to you because you are still registered to vote in Caddo Parish. To be excused from the summons please email or mail a copy of your new driver's license, voter registration, utility bill or lease to the Jury Coordinator at juryduty@caddocourt.org. To make sure you are taken off the list of Caddo registered voters, you can go to www.caddovoter.org and complete the form to cancel your registration.

I have lost my paperwork: Email the jury coordinator and request a new copy be mailed out to you. Please provide your current mailing address.

I cannot get my reporting instructions when I call in on Sunday night because I've lost my participant number- you must report at 9:30 a.m. on your summoned date to room G-18 to receive your reporting instructions.

The summons is not for me, but for someone that no longer lives at this address-please write RETURN TO SENDER NO LONGER AT THIS ADDRESS on the outside of envelope and place back in the mail.

Military- If possible, please send a copy of your orders. If not please return the questionnaire with this indicated on the hardship portion on the back of the form. If you have received a summons for someone that is in the military and stationed elsewhere please write this on the form and mail it back. Thank you.

What is the dress code- No shorts, tank tops or shirts with inappropriate slogans. Jeans are permitted.

Where do I park- Parking is your responsibility. We advise you not to park at a meter. If you are chosen to serve as a juror we will give you a parking pass for the remainder of your service.

The night before your summons date you will need to call into the automated jury line as instructed on your summons. The phone number to call is 318-226-6611. Step by step instructions on how to call the automated jury number are on the back of your summons under STEP 2.

If you have lost your participant number and cannot get your reporting instructions when you call in, you must report on your summoned date at 9:30 a.m. to room G-18

If you do not get an answer the first time calling in please be patient and call again. There are limited phone lines and it may take several attempts to get through.