



# OFFICE OF COURT ADMINISTRATION

DAVID SLAYTON  
Administrative Director

**TO:** Texas Court Clerks, Court Administrators, Court Coordinators, Justices of the Peace, & Voter Registrars

**FROM:** Office of Court Administration

**RE: Instructions Concerning the Model Grand Jury Summons and Questionnaire**

**DATE:** July 21, 2015

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As you may be aware, HB 2150 (84<sup>th</sup> Legislature, R.S.), relating to the organization of a grand jury, made significant changes to the way that grand jurors are summoned and qualified. In particular, the bill eliminated the option of utilizing jury commissioners to select grand jurors. In an effort to assist court clerks and others involved in the grand juror summoning process, the Office of Court Administration (OCA) has developed a model grand jury summons and questionnaire. The model form is current with changes made by the legislature that are effective on September 1, 2015. Therefore, the revised form should be used for jurors summoned for grand jury service to begin on or after September 1.

The model grand jury summons and questionnaire is provided for your use but is not required to be used in this format. The model is designed to be printed on an 8 ½" by 11" card with a fold in the middle to result in an 8 ½" by 5 ½" mail piece. Page one of the model is designed to be on the front of the card while page 2 is designed to be on the back.

**Please note that: (1) the four blanks in the sentences on the top of page 2 should be filled in with the title of the appropriate clerk (e.g., district clerk); and (2) the contact information in the area designated as "Clerk Contact Information" on the top of page two should be modified to include the clerk's office contact information.**

Understanding that each Texas county is different, OCA believes counties may format the text of the model to meet their particular needs. Maps, parking information, internet access information, and other similar information may be added to the model. The top portion of page one is especially flexible. Please feel free to adjust this portion of the form to your county's particular needs.

If you have any questions or suggestions concerning the *Model Grand Jury Summons and Questionnaire*, please contact Ted Wood, Assistant General Counsel for OCA.

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