

SHELLY ASHLEY-PALMERTREE  
WARREN COUNTY CIRCUIT CLERK OF MISSISSIPPI

Ladies and Gentlemen:

You have been summoned to appear before the Circuit Court to potentially serve as a juror on the date indicated on your summons. Jury service is not only a privilege but a responsibility of free men and women, as citizens in the republic of United States. Mississippi law permits certain claim exemptions or excuses from jury service. Should you claim an exemption or excuse under Section 13-5-23, you should proceed as follows:

1. If you claim an exemption because of illness to yourself or illness to another who would require your attendance, please complete the affidavit, located on the back of this letter and return it along with a doctor's excuse to the Court Administrator immediately. Be sure to include a **telephone number** where you can be reached. It will not be necessary for you to call the Court Administrator or the Clerk. You will receive a phone call as to whether you are excused. **If you are not notified that you are excused, then you are expected to appear at the time indicated on your summons or as per recorded instructions.** If an excuse is claimed because your attendance is required due to illness of another, every effort should be made to have someone else attend the person so that you can serve on jury duty.
2. If your attendance would cause serious financial loss to yourself or your business, please complete the affidavit, located on the back of this letter, explaining this and return it to the Court Administrator immediately with a **telephone number** where you can be reached. It will not be necessary for you to call the Court Administrator or the Clerk. You will receive a phone call as to whether you are excused. **If you are not notified that you are excused, then you are expected to appear at the time indicated on your summons or as per recorded instructions.** The affidavit can also be completed on-line at [www.9thcircuitcourtva.com](http://www.9thcircuitcourtva.com). When using the online form, you will be notified *via* e-mail if you are excused.
3. If you are over 65 years of age or have served on the jury panel in the Circuit Court in the actual trial within two (2) years and do not wish to serve, so state on the affidavit and return to the Court Administrator immediately. **It will not be necessary that you appear for duty.** You may serve if you desire. If there is a deficiency of jurors, you may be notified to appear.
4. If you claim any other excuse because of emergency or hardship to yourself, please state your reasons on the affidavit and return it to the Court Administrator immediately with a telephone number where you can be reached. You will receive a phone call as to whether you are excused. **If you are not notified that you are excused, then you are expected to appear at the time indicated on your summons or as per recorded instructions.**
5. Names are randomly selected from the Warren County voter rolls. If you are no longer a resident of Warren County and have received a jury summons, you will need to contact the Circuit Clerk's office to have your name removed from the voter roll. **Also**, please complete the affidavit and return it to the Court Administrator immediately. You do **not** need to appear for duty.

6. Unless you are notified by the Court Administrator or the instructions above so state, you **must report** for jury service. Failure to attend could result in a fine not exceeding one hundred dollars (\$100.00), three (3) days in the Warren County Jail, and/or ten (10) hours community service being assessed by the Court under Section 13-5-34 of the Mississippi Code of 1972. The affidavit can also be completed on-line at [www.9thcircuitcourtvollor.com](http://www.9thcircuitcourtvollor.com). When using the online form, you will be notified *via* e-mail if you are excused.

Thank you for your attention and cooperation.

  
Shelly Ashley-Palmtree, Circuit Clerk

(cut along and return)-----

### JURY EXCUSE AFFIDAVIT

This affidavit should be returned to the Court Administrator in one of the following ways:

1. Mail: Lee Ann Stuart, Court Administrator  
Chambers of Judge Frank Vollor  
Post Office Box 351  
Vicksburg, MS 39181
2. Fax: (601) 630.8033 or
3. E-mail: The form is available online at [www.9thcircuitcourtvollor.com](http://www.9thcircuitcourtvollor.com)

It is not necessary to complete this affidavit if you appear in Court as Summoned.

STATE OF MISSISSIPPI  
COUNTY OF WARREN

I, \_\_\_\_\_, first being duly sworn state that I have been summoned for jury duty before the Circuit Court of Warren County, Mississippi on \_\_\_\_\_, and that I do not wish to serve for the following reasons:

Please give a phone number where you can be reached:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cellular: \_\_\_\_\_

On your jury summons, located at the top right corner please insert the following information:

Voter ID# \_\_\_\_\_ Sequence # \_\_\_\_\_

By signing this statement, I hereby swear (or affirm) to the Circuit Court that the matters and facts set forth above are true and correct to the best of my knowledge and belief.

Juror: \_\_\_\_\_ Date: \_\_\_\_\_