



# Iberia Parish Clerk of Court

## JURY SUBPOENA INSTRUCTIONS

*On behalf of the 16<sup>th</sup> Judicial District Court, we welcome you as you have been selected for jury duty in District Court in Iberia Parish, New Iberia. We thank you for performing your civic duty as it is vital to our democracy. Below are instructions that will make your experience as easy and stress-free as possible. Please read all instructions carefully.*

1. The Jury Summons in the package of materials is a COURT ORDER for you to appear at the Iberia Parish Courthouse in New Iberia for Jury Duty. If you do not appear for Jury Duty after receiving your summons, you can be arrested and placed in jail for your failure to appear. You are urged to take whatever steps necessary to make arrangements to appear for your summons.
2. You are required to call **337-365-3221** 24 hours prior to your scheduled date and time for Jury Duty. **THIS IS VERY IMPORTANT** as some cases are settled before the trial begins.
  - You will listen to a recorded message that will inform you whether or not you will need to report for Jury Duty.
  - Be sure to listen to the entire message as you may be given a different date and time to appear for Jury Duty.
3. You are to show up at the Courthouse, on the 2<sup>nd</sup> Floor, on the date and time shown on the Jury Summons, or as per instructions on the voicemail you are instructed to call.
  - Parking at the Courthouse is limited and may require you to park offsite. Arrive early enough to be on time.
4. Attire: come dressed presentable, in comfortable clothes. NO SHORTS, NO MUSCLE SHIRTS, NO FLIP FLOPS, etc.
  - Typically, the Court Room is kept at a cooler temperature, you may want to bring a jacket for your comfort.
5. Bring your Jury Subpoena with you to court.
  - You will be paid \$25.00 per day for your jury service. The check will be mailed to your address.
  - If you require a work excuse, we are happy to provide that for you.
6. **ACTION ITEMS YOU NEED TO RETURN TO OUR OFFICES:**
  - 1) Completely fill out the Juror Qualification Questionnaire in this package of materials. Mail your completed form using the enclosed self-addressed stamped envelope within ten (10) days. **THIS IS A REQUIREMENT!**
    - a. NOTE: If we do not receive your completed questionnaire, **law enforcement** will be sent to verify that you did receive the Jury Subpoena.
7. **EXCUSES FOR NOT BEING ABLE TO FULFILL YOUR COMMITMENT TO SERVE ON JURY DUTY:** Any excuse for your not appearing for Jury Duty can be granted **ONLY BY THE PRESIDING JUDGE**. The presiding Judge's name and number where he/she can be reached can be found on the Jury Subpoena.
  - If you are excused by the presiding Judge, you will receive a written notice granting your excusal.
  - **YOU MUST APPEAR FOR JURY DUTY UNLESS YOU RECEIVE A WRITTEN EXCUSE FROM THE PRESIDING JUDGE!**
  - If you claim that you cannot serve as a juror for any reason other than health reasons, you must ask the presiding Judge to be excused.
  - If you are not able to serve due to health reasons, you must send a doctor's statement back with you Juror Qualification Questionnaire.
8. **WHEN YOU ARRIVE FOR JURY DUTY:**
  - You will go through security upon entering the Courthouse. After your security screening, report to the 2<sup>nd</sup> floor.
  - No Cell Phones or electronic devices are allowed! Please leave Cell Phones and electronic devices in your vehicle.
  - When you arrive on the 2<sup>nd</sup> floor, you will receive further instructions from Court Personnel.