

Qualifications or Exemptions for Jury Duty

Excuses and Exemptions are to be sent in no later than the Tuesday before the court date listed on your summons. If it is after this date you will need to appear in court.

If you mark #1 thru 3-

You need to circle the number that applies, sign and return your summons.

If you mark #4-

You need to send a medical excuse from your Dr., along with your summons.

Over 70 years of age-

You will need to put your date of birth on your summons, sign and return. No further action is required.

Military-

You will need to send in a copy of your active orders, along with your summons.

If you are stationed out of state you must return your summons stating where you are currently stationed.

Student-

You will need to send in your proof of enrollment or class schedule along with your summons.

No longer live in Rapides Parish-

You will need to send in verification of your current address. For example, your utility bill, Driver's license, etc., along with your summons.

Out of Town-

You must present the itinerary, plane ticket, etc., for your travel plans along with your summons.

Receive a summons for someone else-

Write on summons that the person no longer lives there and place back in the mail.

All other requests to be excused must be made in writing explaining your hardship as to why you will not be able to serve. If this comes from your employer it must be on letterhead.

Once the Clerk's Office receives your excuse it will be sent to the proper Judge for review. A current phone number, and email will be needed so we can contact you regarding the Judge's decision. If you do not receive a response by the Friday before your court date please contact our office at (318) 473-8153.

Although the summons are issued by the Clerk of Court, only a Judge is authorized to excuse prospective jurors.

You may also send your information in by email: Rapidesjury@rapidesclerk.org or Fax (318) 473-4667.