

**PENNY CLARKSTON
SMITH COUNTY DISTRICT CLERK
100 N. BROADWAY ROOM 204
TYLER, TEXAS 75702
903-590-1700**

JURY RESET REQUEST

You may reset your jury service up to six (6) weeks from the date on your original summons. All jury dates are on Monday, Tuesday, and Wednesday (except county holidays).

Make sure your calendar is clear for a least that week and the following week. Please select a new date to report, along with an alternate date.

Prepare a reset request as follows:

Juror Name: _____

Juror Number: _____

Original Summons Report Date: _____

Requested Report Date: _____

Alternate Report Date: _____

Daytime Telephone Number: _____

Fax Number: _____

E-mail address: _____

Send your request to the Jury Coordinator:

Mailing address: 100 N. Broadway, Suite #204, Tyler, Texas 75702

Fax: Attn: Jury Coordinator at 903-590-1661

E-mail: jurycoord@smith-county.com