

Current Post Card Processing Information

The post cards are currently printed on-demand with variable information.

The variable information is encoded in one of two files that we send to the vendor.

File 1: .NEX file contains All notices except the second Failure to Appear notice.

An example of the raw data in the .NEX file follows, along with example output.

The records within the .NEX file will not be grouped by post card type, but they will be grouped by juror.

Upon receipt of the .NEX file, the vendor has a system that parses the data and performs a virtual layout for us to review. Once we review the virtual layout, we either approve the batch or notify them of any errors we encounter.

File2: .TXT file contains the second Failure to Appear notice (these are issued when a juror fails to appear on two different occasions.)

an example of the .TXT file is below and an example of its output is included.

Detailed analysis of the data inside these files will be discussed with the awarded vendor.

.NEX file
SAMPLE

FTFailure to Appear P Our records indicate you failed to appear for jury service on the date noted above. You must contact our office and reschedule your jury service or you may be subject to court sanctions, fines or other enforcement actions as provided under the laws of the State of California.

Thank you.

699639SMATEO [REDACTED] KENNETH E
1025 [REDACTED] RD HILLSBOROUGH
CA 940107238 002857252100020130430Redwood City Courthouse
A527110841882013050116420500Redwood City Courthouse Hall of
Justice 400 County Center Redwood City
CA 94063 6505991700 RWC 000@PIN=YES,@FTP=YES,@REFTP=NO
20130506X

FTFailure to Appear P Our records indicate you failed to appear for jury service on the date noted above. You must contact our office and reschedule your jury service or you may be subject to court sanctions, fines or other enforcement actions as provided under the laws of the State of California.

Thank you.

724433SMATEO [REDACTED] LIZA KRISTINE
564 S [REDACTED] REAL SAN MATEO
CA 944021723 002851118100020130430Redwood City Courthouse
A531112022632013050116420500Redwood City Courthouse Hall of
Justice 400 County Center Redwood City
CA 94063 6505991700 RWC 000@PIN=YES,@FTP=YES,@REFTP=NO
20130506X

PDPostponement Denied P Your request to postpone your jury service has been reviewed and denied because you have been given the maximum number of postponements that can be given to a juror. You must follow the reporting instructions on your summons and report for jury duty as the Court requires.

Thank you.

530183SMATEO [REDACTED] DAVID JOSEPH
849 [REDACTED] WAY EMERALD HILLS
CA 940624054 003096350100420130506Redwood City Courthouse
A627110158242013043008194700Redwood City Courthouse Hall of
Justice 400 County Center Redwood City
CA 94063 6505991700 RWC 000@PIN=YES,@FTP=YES,@REFTP=NO
20130506X



**Redwood City Courthouse
Hall of Justice**
400 County Center
Redwood City CA 94063

PRESORTED
FIRST-CLASS MAIL
US POSTAGE PAID
MAIL DEPT
85021

JOHN C. FITTON, Jury Commissioner

OFFICIAL COURT BUSINESS



Badge: 3613287
Group: 1001



~~MARIA ANTONIA CASTRILLO~~
~~336 SAMSON STREET~~
REDWOOD CITY CA 94063-1323

Example of front
of postcards
prior to cut & mail



**Redwood City Courthouse
Hall of Justice**
400 County Center
Redwood City CA 94063

PRESORTED
FIRST-CLASS MAIL
US POSTAGE PAID
MAIL DEPT
85021

JOHN C. FITTON, Jury Commissioner

OFFICIAL COURT BUSINESS



Badge: 3356205
Group: 5001



~~MARY LAINES ALBA~~
~~306 FARALLON AVE~~
PACIFICA CA 94044-1436



**San Mateo Courthouse
San Mateo Co. Superior Court**
800 N. Humboldt Street
San Mateo CA 94401

PRESORTED
FIRST-CLASS MAIL
US POSTAGE PAID
MAIL DEPT
85021

JOHN C. FITTON, Jury Commissioner

OFFICIAL COURT BUSINESS



Badge: 3397255
Group: 1006



~~SANDRA MARCOLE DAVIS~~
~~3321 COUNTRYSIDE DR~~
SAN MATEO CA 94403-3855



**Redwood City Courthouse
Hall of Justice**
400 County Center
Redwood City CA 94063

PRESORTED
FIRST-CLASS MAIL
US POSTAGE PAID
MAIL DEPT
85021

JOHN C. FITTON, Jury Commissioner

OFFICIAL COURT BUSINESS



Badge: 3510454
Group: 1010



~~CHERIE HERNANDEZ TORALDO~~
~~300 WESTWOOD AVE~~
DALY CITY CA 94015-4612

POSTPONEMENT GRANTED

Your request to be rescheduled has been granted. Please note that you may receive an additional summons in the mail closer to your service date; if so, please use the group number on the new summons for your reporting instructions.

You are hereby summoned to appear for jury service in the Superior Court of San Mateo County for:

June 19, 2013 at 8:30 A.M.

South San Francisco Courthouse
San Mateo Co. Superior Court
1050 Mission Road
South San Francisco CA 94080

example of
.NEX output

You are instructed to call 650-599-1700 or check the Court's website www.sanmateocourt.org after 6:00 p.m. the evening before your scheduled appearance date. Please have your group and badge number from the other side of this postcard to access the reporting instructions.

JOHN C. FITTON
Jury Commissioner

110020 acc1072_050-20130517152002-1-291183168 Fri May 17 15:22:29 2013

REQUEST DENIED

Your request to be excused from jury service has been reviewed by the Jury Commissioner. Based on the information that has been provided to our office, your request has been denied. You may call our office at 650-599-1700 between the hours of 10:00 a.m. and 3:00 p.m. to speak with a member of the jury staff to receive more details regarding your request and to answer any questions you have. You are still scheduled for jury duty on your original date.

You are hereby summoned to appear for jury service in the Superior Court of San Mateo County for:

May 22, 2013 at 8:30 A.M.

Redwood City Courthouse
Hall of Justice
400 County Center
Redwood City CA 94063

example of
.NEX output

You are instructed to call 650-599-1700 or check the Court's website www.sanmateocourt.org after 6:00 p.m. the evening before your scheduled appearance date. Please have your group and badge number from the other side of this postcard to access the reporting instructions.

JOHN C. FITTON
Jury Commissioner

110020 acc1072_050-20130517152002-1-291183169 Fri May 17 15:22:29 2013

FAILURE TO APPEAR

According to the records of this office, you failed to appear for prospective jury duty on May 15, 2013. Jury duty is not a voluntary activity and must be complied with unless excused in advance by the Court.

It is recognized that legitimate reasons may exist for such non-appearance and you are hereby requested to immediately contact the Office of the Jury Commissioner, in person or by telephone, and explain the reason for your absence. The Jury Commissioner's Office is located at:

Hall of Justice and Records
400 County Center
Redwood City CA 94063

Telephone: 650-599-1700
Hours 10:00 a.m. - 3:00 p.m.

example of
.NEX output

JOHN C. FITTON
Jury Commissioner

110020 acc1072_050-20130517152002-1-291183166 Fri May 17 15:22:29 2013

FAILURE TO APPEAR

According to the records of this office, you failed to appear for prospective jury duty on California Code of Civil Procedure section 209 states:

Any prospective trial juror who has been summoned for service, and who fails to attend the court as directed, or to respond to the court or jury commissioner and to be excused from attendance, may be attached and compelled to attend. Following an order to show cause hearing, the court may find the prospective juror in contempt of court, punishable by fine, incarceration, or both, as otherwise provided by law.

This is the SECOND notice that this office has sent you regarding your failure to appear for prospective jury duty. If you do not respond, you may be fined, jailed, or both, as cited above. Jury duty is not a voluntary activity and must be complied with unless excused in advance by the court.

It is recognized that legitimate reasons may exist for such nonappearance and you are hereby requested to immediately contact the Office of the Jury Commissioner, in person or by telephone, and explain the reason for your absence. The Jury Commissioner's Office is located at:

HALL OF JUSTICE AND RECORDS
400 COUNTY CENTER
REDWOOD CITY CA 94063

JOHN C. FITTON
Jury Commissioner

example of
.TXT output

110020 acc1072_050-20130517152002-1-291183170 Fri May 17 15:22:29 2013