

# Current Summons File Processing

The summons file contains both blue and black printing.

The summons file is 8.5" x 14" and is duplexed.

Currently, the vendor batch orders the blue-printed summons sheets.

We FTP a file to the vendor that contains:

- Juror Name and Address

- Juror Badge Number

- Juror Group Number

- Juror PIN for accessing online and phone services

- Reporting Date and Time

- Reporting Location

Some of this information is repeated throughout the FRONT of the summons file only.

There are two spaces for "add-on" messages that apply to all summons.

One is just above the perforated blue line near the bottom of the front of the summons. The other is below the address at the lower left corner of the front of the summons. (both are shown in-use on the example file)

The blue color does NOT need to be Pantone 301, so long as it is similar and consistent throughout our documents. We do not require drop-out blue.

There are two sets of perforations on the summons file:

- One is below the signature field towards the middle of the summons.

- The other contains a vertical and horizontal perforation and is indicated by the blue dashed lines above and beside the parking permit on the front of the summons.

# Example .SPF file (summons upload file)

```
██████████ ANGEL ██████████ 851
██████████ DR APT 5 LOS
ANGELES CA 90024 0034272192711109192A71000RWC
20130701$DFLT 19880130029R5300035785300SMATE
RWC Redwood City Courthouse Hall of Justice
400 County Center Redwood City CA 94063
6505991700 Monday Friday 8:00 am 5:00
pm
$DFLT RWC Reporting Instructions Report RWC
Jury Assembly Room 8:30am
6505991719 6505991720 Hall of Justice 400
County Center
*
██████████ NICKILA SUZANNE 3901
██████████ DR BELMONT
CA 9400212560035725263011106980A71002RWC 20130701$DFLT
19761212011R0400043130400SMATE RWC
Redwood City Courthouse Hall of Justice
400 County Center Redwood City CA 94063
6505991700 Monday Friday 8:00 am 5:00
pm
$DFLT RWC Reporting Instructions Report RWC
Jury Assembly Room 8:30am
6505991719 6505991720 Hall of Justice 400
County Center
*
██████████ BARBARA D L 3503
██████████ DR BELMONT
CA 9400213030034771833022205694A71002RWC 20130701$DFLT
00000000011R8400003008400SMATE RWC
Redwood City Courthouse Hall of Justice
400 County Center Redwood City CA 94063
6505991700 Monday Friday 8:00 am 5:00
pm
$DFLT RWC Reporting Instructions Report RWC
Jury Assembly Room 8:30am
6505991719 6505991720 Hall of Justice 400
County Center
*
```

See other side of document for important information and for contacting the court.  
You can go online to update your information, request an exemption, excusal or continuance.

**REQUEST A CONTINUANCE - I NEED A NEW DATE**

You will receive confirmation of your new date by mail.  
You may also check your status at [www.sanmateocourt.org](http://www.sanmateocourt.org)

A.  I request a continuance until: mm dd yy  
(you are entitled to one request for a maximum length up to 6 months from the original date, no Fridays)

B.  I am a student and request a continuance until the next school break on: mm dd yy  
Name of school: State

C.  I am a nursing mother (you will be excused for one year)

**REQUEST TO BE EXCUSED - I CANNOT SERVE**

J. I am not medically able to serve (please check one):

I am 70 years of age or older and am not medically able to serve (no doctor's letter is required). State your age and medical condition:

1. Age: \_\_\_\_\_

2. Medical Condition: \_\_\_\_\_

I am under 70 years of age and I have a physical or mental incapacity or disability (attach a dated doctor's verification if you are claiming this exemption). The note should include an estimated length of disability. If this is for a long term disability the same letter can be submitted for up to three years. Please see the reverse for more information.

K.  I am responsible for the care of a person who is incapable of caring for himself/herself because of a physical and/or mental illness (must attach a doctor's note).

**CONTACT INFORMATION - UPDATE CONTACT INFORMATION HERE**

Last Name: First Name:

Complete Mailing Address:

City: State: Zip:

Home Phone: Work Phone:

Email:



Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.



Superior Court of California  
County of San Mateo - Jury Division  
400 County Center  
Redwood City, CA 94063

PLEASE BRING THIS FORM WITH YOU WHEN  
YOU REPORT FOR JURY DUTY

PLEASE READ ALL INSTRUCTIONS CAREFULLY

**JURY SUMMONS**

**YOU ARE HEREBY ORDERED TO REPORT FOR JURY DUTY**

\* 3433065  
58 N [redacted]  
ATHERTON CA 94027-4010

In the San Mateo County Superior Court, we work with and for each other to achieve justice. Jurors are the core of our justice system – without citizens like you, the justice system could not function. I recognize that your time is valuable and that performing this civic duty means making a sacrifice. On behalf of our judges and court staff, I appreciate your attention to this summons and sincerely thank you for your service to the San Mateo County community.

John C. Fitton, Court Executive Officer and Jury Commissioner

Due to budget cuts and a reduction in workforce, staff are available to answer your call between 10:00 a.m. to 3:00 p.m. Monday through Friday.

**Your Juror Information:**

Badge Number: 3433065  
PIN: [redacted]  
Juror Group Number: 1010  
Time: 8:30am  
Date: 06/[redacted]

Location: Hall of Justice  
400 County Center  
Redwood City CA 94063

Please do not park in spaces designated as reserved.

**Pre-reporting instructions:**

Please call 650-599-1700 or go online to [www.sanmateocourt.org](http://www.sanmateocourt.org) after 6:00 PM the evening before your scheduled service date for reporting instructions. If you are scheduled for service on a Monday then you may call or go online after 6:00 PM on the previous Friday or over the weekend for reporting instructions. Please see the other side for more information.

Please place on dashboard (this side up)

**PARKING PERMIT**

**VALID:** DATE ISSUED: 06/19/2013

GROUP NUMBER: 1010

BADGE NUMBER: 3433065





**Pre-Reporting Instructions:** The status of cases can change, so it is possible that you will not be needed to serve or that you will be asked to serve at a different time, day or location. Therefore, please call 650-599-1700 or go online to [www.sanmateocourt.org](http://www.sanmateocourt.org) the night before you are scheduled **after 6:00 PM**. If you are scheduled for a Monday, then you may call or go online after 6:00 PM on the previous Friday for reporting instructions. This information is available overnight and on the weekend for those with Monday report dates. When verifying reporting instructions you may be given another time to call back. **If this occurs, please note that you may be required to report on short notice (less than 2 hours).** For more help, call 650-599-1700 (TTY 650-599-7205) Monday through Friday 8:00 AM – 5:00 PM to talk directly with jury services staff.

**To Request an Exemption, Excusal or Continuance:** You can fill out and mail the form on the other side (see mailing address below), go to [www.sanmateocourt.org](http://www.sanmateocourt.org) or use our automated phone system 650-599-1700 (TTY 650-599-7205). Please be sure to have your Group number, Badge number and PIN ready (see other side) before calling or going online. Please Note: Continuances will not be granted on the date of service.

You can check your Jury Duty status anytime by going to the website or calling our 24-hour help line. Staff is available to assist you Monday through Friday from 8 a.m. to 5 p.m.

To return this information in the mail, please mail this form back to the address below. If you have already updated your record or requested a postponement online or via the automated phone system, you do not need to mail in the form.

**Superior Court of California**  
**County of San Mateo - Jury Division**  
400 County Center  
Redwood City, CA 94063

**Medical Excuse:** Everyone under the age of 70 is required to provide a dated doctor's verification when requesting to be excused from jury service for a medical condition. All doctor's notes must specifically request that you be excused from jury service, list the duration of the condition and be signed by the doctor. Please keep a copy of your doctor's note for future excuses; the same doctor's note can be submitted up to three years from the issuing date.

