

****Jury Duty Application Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Clerk of Court's Name]

[Name of Court]

[Address of Court]

[City, State, Zip Code]

Dear [Clerk of Court's Name],

Subject: Application for Exemption/Deferral from Jury Duty

I hope this letter finds you well. I am writing to formally submit my application for [exemption/deferral] from jury duty scheduled for [date] due to [brief explanation of reason].

****Personal Information:****

- Full Name: [Your Name]

- Date of Birth: [Your Date of Birth]

- Juror ID Number: [Your Juror ID Number]

****Reason for Exemption/Deferral:****

[Provide a detailed explanation of your reason, such as medical, financial hardship, caregiving responsibilities, etc.]

****Supporting Documentation:****

[If applicable, mention any attached documents that support your request, such as medical certificates, employer letters, etc.]

I appreciate your understanding and consideration of my request. I am willing to provide any additional information if necessary and remain committed to fulfilling my civic duty at a more suitable time.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

****Attachments:**** [List any attached documents]