

Form TJ-101, REQUEST FOR NAMES OF CITIZENS FOR JURY SERVICE
(Section 12(b), Rule 3, JSR)

The _____ Trial Court
_____ Judicial District of _____
Street Address _____
Municipality/City/Province _____
Date today- _____

(Note: Legible hand-printed information is sufficient to accomplish this form. No need to type)

Attach the Pattern List on the back. Fold this letter into 3 equal parts and paste the needed mailing labels on outside fold, then staple, stamp and mail. No need for envelope.

The Election Registrar
Street Address _____
Municipality/City/Province _____

Subject: Form TJ-101, Procurement Order
of Names of Citizens To Serve in the Trial Jury

Greetings:

This Order is made pursuant to Section 12(b), Rule 3, of the Jury System Rules promulgated by the Supreme Court on _____.

You are hereby required to serve this Court a list of all the names with voter registration numbers and addresses of the citizens residing within the Judicial Jurisdiction of this court. The judicial jurisdiction of this court is comprised by the [()-district ()-barangays ()-towns ()-municipalities ()-cities ()-province of (if this space is insufficient, write names in a separate sheet) _____

Please type or print the information which shall be laid out similar to the pattern shown in the attached "Form TJ-102" in a white 8-1/2 by 11 inch bond paper and each page list shall contain exactly 12 names. Upon receipt in this court of the sheets containing the names of citizens, the corresponding names will be cut apart to serve two purposes: the cut apart sheets of the names of citizens will be entered in a raffle bin in this court. When drawn from the raffle bin, each cut apart piece of names shall then serve as mailing label for pasting on the summons sent to each citizen called for jury service in this court.

You are required to bring in the information to this Court no later than (date) _____.

For the Presiding Judge of this Court, by:

(Printed Name) _____ (Signature) _____

(Title/Position) Jury Commissioner, Telephone # _____ Faxphone # _____

