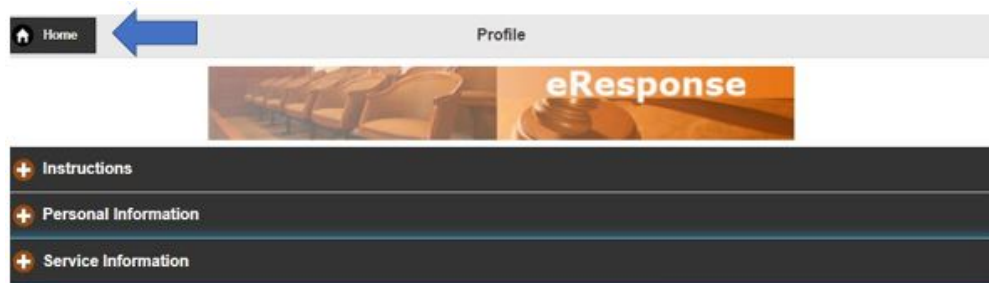
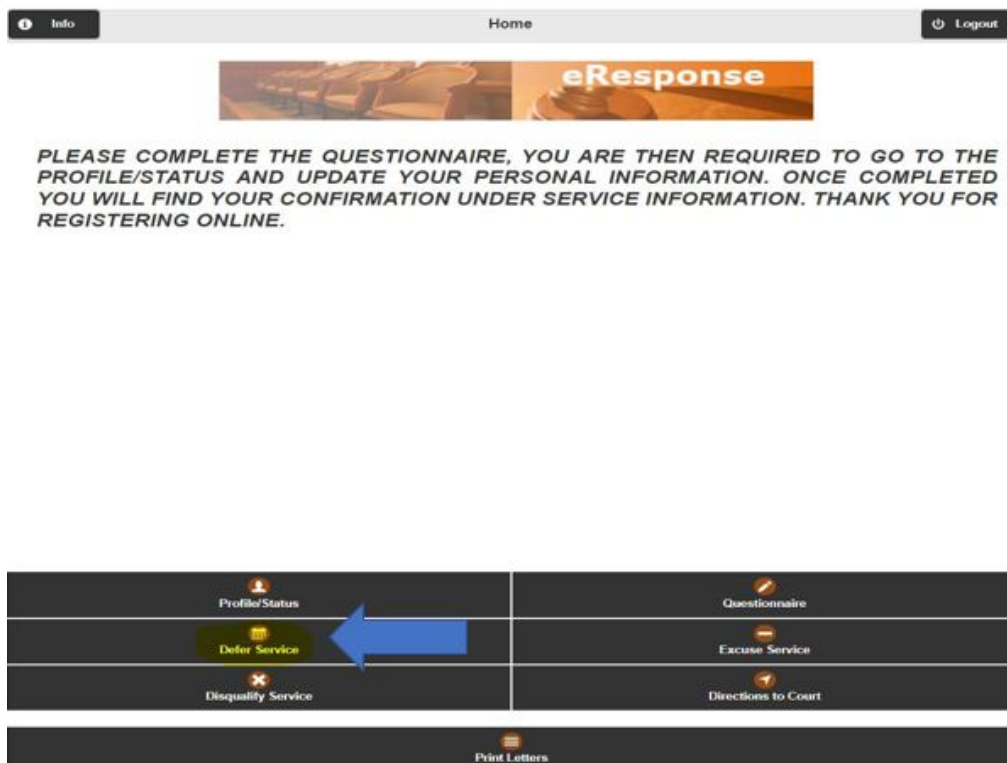


## How to reschedule jury service online:

- The request for reschedule must be submitted **no later** than 1 day before the “Reporting Date & Time” on the summons. Any reschedule request submitted after this date or after you have already been selected for a jury panel will be denied.
  - If you have already been assigned to a panel and you are unable to serve, you will need to contact the assigned court directly to get permission from the judge. For court contact information, please click the following link:  
[Lubbock County Courts](#)
  - You may only reschedule one time.
- Once you have reported online and confirmed service on the [eResponse](#) website, you may do the following steps to request a reschedule:
1. Go to the home screen while you are signed in under your name:



2. Click on Defer Service on the home screen:



3. Once the deferral calendar comes up, choose a reason for deferral from the drop-down menu. On the calendar itself, you may choose a new Tuesday “Report date”. To allow time to receive a new summons in the mail, please choose a date no sooner than 3 months from your original report date and no later than 6 months out. Please choose a date you are sure will work as you may only reschedule one time:

Home Deferral

eResponse

To select your new deferral date, please select a reason and click on an available day from the calendar below followed by the OK button. You may also click on other months to view more available days.

DOCTOR'S APPOINTMENT

Supporting Notes:

June		July 2024					August
Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

Available/Unavailable  
Defer To July 30, 2024

4. Click OK at the bottom left side of the screen.

5. Your reschedule request will be sent to Central Jury for approval. Once approved/denied, you will get a text message/email. Please do not respond to the text or email. If you have further questions, please call Central Jury at (806) 775-1369, Monday – Friday, 8 a.m.-5p.m.

6. If approved, you will receive a new summons in the mail with your new report date and service week date.

\*Please Note: If you have already been rescheduled, your reschedule requests will not be approved. You will need to call Central Jury at (806) 775-1369, (806) 775-1367, (806) 775-1577 or email [jurypool@lubbockcounty.gov](mailto:jurypool@lubbockcounty.gov) for further information.

Click here to register online for jury service: [Online Registration](#)