



## BILLINGS MUNICIPAL COURT

P.O. Box 1178 • Billings, MT 59103

P: (406) 657-8490 • F: (406) 657-3075

Judge Sheila R. Kolar

Municipal Court Judge Department 1

Judge Katie M. Heller

Municipal Court Judge Department 2

### HOW TO BE EXCUSED FROM JURY DUTY:

**PROVIDE A WRITTEN NOTE FROM YOUR DOCTOR**

**-OR-**

**FILL OUT THE BELOW REQUEST FOR EXCUSAL AND RETURN TO:**

**BILLINGS MUNICIPAL COURT**

**P.O. BOX 1178**

**BILLINGS, MT 59103-1178**

**OR**

**Email: mcjuryduty@billingsmt.gov**

**These must be submitted to the court by 5 PM the Friday before your Jury Summons Date. Please note that you are not officially excused until you receive verbal or written confirmation.**

**MCA 3-15-313. Who may be excused** -- affidavit to claim excuse **(1)** The court or jury commissioner with the approval of the court shall excuse a person from jury service upon finding that jury service would entail undue hardship for the person or the public served by the person.

**(2)** If a person believes jury service would entail undue hardship for the person or the public served, the person may make and transmit an affidavit to the jury commissioner for which the person is summoned, stating the person's occupation or other facts that the person believes will excuse the person from jury service. The affidavit must be filed with the jury commissioner, who shall transmit it to the court. The court or jury commissioner with the approval of the court may excuse a prospective juror from jury service if the prospective juror satisfies the provisions of subsection (1).

### **JURY DUTY REQUEST FOR EXCUSAL**

BILLINGS MUNICIPAL COURT  
STATE OF MONTANA  
COUNTY OF YELLOWSTONE

I, \_\_\_\_\_, Jury Number \_\_\_\_\_, being first duly sworn upon oath, depose and say that; I would like to be excused from jury service for the following reason

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**Juror Signature**

**Date**

**Approved By**

**Date**