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3 **~~Right to a Jury Trial.~~**

4 ~~The Constitutions of the United States and the State of New Mexico guarantee the right of~~
5 ~~trial by jury. Juries consist of six or twelve members depending on the court and type of case.~~

6 **~~Who May Serve.~~**

7 ~~Any person who is qualified to vote may be summoned for service as a juror.~~

8 **~~Selection of Jurors.~~**

9 ~~Jurors are selected by the clerk of the district court, at random, by _____~~

10 _____

11 _____ *(set forth method used to select jurors).*

12 **~~Exemption from Service.~~**

13 ~~The following persons may be exempted from jury service:~~

14 ~~persons incapable of serving because of physical or mental illness or infirmity;~~

15 ~~persons exempted from jury service at the discretion of the district court;~~

16 ~~persons who have served as members of a petit jury panel or a grand jury in either~~

17 ~~the courts of the United States or the State of New Mexico, within the preceding thirty-six (36)~~

18 ~~months are exempt from jury service in the courts of the state at the juror's option; and~~

19 ~~persons exempted from jury duty by the judge upon satisfactory evidence presented~~

20 ~~to him, although the person requesting to be excused need not be personally present in court when~~

21 ~~making the request.~~

1 The clerk of the court will provide a juror with a form which must be completed in order
2 to claim an exemption from jury service because of physical or mental illness or infirmity or to
3 express a claim for exemption for other reason.

4 **Length of Service.**

5 A person is not required to remain a member of a jury panel for longer than
6 _____ (set forth the number) months.

7 **Obligation of Employers.**

8 Employers who deprive their employees of employment or threaten or coerce them with
9 respect to jury duty, upon conviction, are guilty of a petty misdemeanor.

10 **Emergency.**

11 If illness or other emergency requires that you be delayed or absent, telephone
12 _____, promptly.

13 **Failure to Appear.**

14 Willful failure to appear as a juror is a criminal offense.

15 **Compensation.**

16 Jurors may be reimbursed for mileage for traveling to and from their place of residence to
17 the court at the rate of _____ (set forth rate) cents (\$.) per mile. In addition a juror
18 may receive compensation for each hour in attendance and service as jurors at the prevailing
19 minimum wage rate for New Mexico of _____ (set forth minimum wage).

20 **Meals.**

21 The court may provide meals to jurors who are serving on a case. You are not required to
22 eat with other jurors except when you are in deliberation or otherwise restricted by the judge.

23 **Function of Jurors.**

1 Jurors judge the facts in both criminal and civil cases. In a criminal case a jury determines
2 the guilt or innocence of a person accused of committing a criminal offense. In a civil case a jury
3 determines disputes involving money, property and other things of value.

4 **Juror Responsibilities.**

5 Members selected must not have personal knowledge regarding the facts of the particular
6 case which might influence their decision. In order to reach this objective, the judge or attorneys
7 question the jurors concerning their family relationship with or their personal knowledge of the
8 parties or the attorneys and their personal knowledge of the facts of the case. This is called the
9 "voir dire", meaning "to tell the truth". If the relationship or knowledge would tend to influence
10 the juror's decision in the case, the juror is disqualified from serving in the case.

11 **Disqualification of Jurors.**

12 The qualification of jurors is one of the most important aspects of any trial, thus making
13 the honest and forthright answers to the questions of the judge and attorneys unusually important.
14 Jurors may be selected or rejected for many and various reasons, none of which reflect upon the
15 individual juror. Jurors should not take it as a personal insult if they are not selected to serve. In
16 the event that the questions asked by the judge or attorneys become offensive, a juror may request
17 permission of the court to refuse to answer.

18 **Juror Oath.**

19 Once a jury has been selected, each juror selected is required to take an oath or affirmation
20 that he will return a verdict according to the law and evidence as presented in court.

21 **Types of Cases.**

1 Jurors are called upon to hear both criminal and civil cases. Criminal cases are brought by
2 the State of New Mexico, or in some cases, by a city or county, against an individual charged with
3 a crime. The individual is not guilty until the jury unanimously makes that determination.

4 Civil cases vary somewhat from criminal cases in that the dispute is between individuals,
5 business organizations or governmental entities, such as the state, a county or a municipality.
6 Ordinarily, one party, called the plaintiff, will be making a claim for damages against another party
7 called the defendant. In some instances, the defendant will also make a claim for damages against
8 the plaintiff, called a counterclaim. A third party, called a third party defendant, may also be a
9 party in the action and damages or other relief may be requested from this party. In civil cases the
10 jury determines the amount of money or other damages to be awarded.

11 In both civil and criminal cases after the evidence has been presented, an explanation of
12 the law applicable to the case and other instructions to the jury are given. This is usually followed
13 by closing arguments or statements by the lawyers. The jury is then asked to deliberate and reach
14 a verdict in the manner described by the court.

15 **Evidence.**

16 Evidence is usually presented in the courtroom by question and answer. The attorneys or a
17 party will question the witnesses and the answers become the evidence which you consider.

18 At times, the court will prohibit a witness from answering to avoid the jury from hearing
19 improper evidence. The lawyers may object to certain evidence and the judge will then decide if
20 the evidence may be presented to the jury. The jury should not consider as evidence any statement
21 made by a witness or a lawyer which the judge has ruled to be improper evidence.

22 In listening to testimony, the jury should consider whether or not a witness is truthful. It is
23 important that a jury's decision or verdict not be based upon false evidence.

1 Any documents, photographs or objects admitted into evidence are to be considered equally
2 with the testimony of witnesses. The jury may also be asked to consider evidence in the form of
3 depositions which are statements made by witnesses prior to trial. These will be read by the parties
4 or attorneys and are just as important as other evidence.

5 **Juror Conduct.**

6 Jurors remain seated throughout the proceedings in court except when requested by the
7 bailiff to stand.

8 The attitude and conduct of each juror throughout the trial is equally as important as that
9 of the judge, parties, attorneys and witnesses. Because the jury has the important duty of deciding
10 the true facts and applying those facts to the law applicable to the particular case, it is important
11 that each juror understand the facts and apply the applicable law in order to reach a proper result.

12 It is important that jurors arrive at the time scheduled for the case to begin.

13 Jurors must remain alert throughout the trial. IF A JUROR IS UNABLE TO HEAR OR
14 SEE THE EVIDENCE PRESENTED, IT IS THE JUROR'S DUTY TO MAKE THIS KNOWN
15 TO THE JUDGE SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.

16 Jurors may not discuss the case with anyone including the other jurors and if anyone
17 attempts to discuss the case with a juror, it is the juror's duty to report this to the judge through the
18 bailiff. Discussions concerning the evidence, witnesses or any aspect of the case with family
19 members or friends is prohibited.

20 Jurors must avoid news accounts of the trial, whether they be on radio or television or in
21 the newspaper or other written publications.

22 Jurors may not inspect the scene of the occurrence which is the subject of the trial unless
23 the court specifically makes provision for a view of the scene. This is important because the place

1 ~~where the incident occurred may be entirely changed from what it was at the time of the~~
2 ~~occurrence.~~

3 ~~Only in rare cases are members of the jury kept away from their home continuously during~~
4 ~~the trial. They can leave to go home at night, but they cannot discuss the case with anyone, not~~
5 ~~even a member of their family.~~

6 ~~Jurors should dress comfortably and conservatively in order to avoid distracting others by~~
7 ~~their attire.~~

8 ~~Jurors may not take notes or draw pictures, diagrams or other memoranda to remind them~~
9 ~~of the facts, but must rely entirely upon their memory. This is to avoid overemphasizing some facts~~
10 ~~and de-emphasizing others.~~

11 **Deliberations of Jury.**

12 ~~After the judge has provided the jury with the law applicable to the case, it is the juror's~~
13 ~~sworn duty to follow the law as explained by the judge and apply it to the facts presented in court.~~

14 ~~The manner in which the jury deliberates in the jury room is completely within the jury's~~
15 ~~control. The jurors should first select a foreman. The foreman may be either a woman or a man.~~
16 ~~Once a foreman of the jury is selected by the jurors, it is advisable that the foreman act as~~
17 ~~chairperson for the procedural guidance of the jury during its deliberations. The foreman has only~~
18 ~~one vote and should not be permitted to influence the other jurors any more than any other juror.~~

19 ~~Each juror's vote should reflect the juror's opinion. No juror should permit himself to be~~
20 ~~pressured or pushed into a decision. Each juror should carefully consider the opinions and reasons~~
21 ~~of other jurors and avoid a stubborn attitude in order to prove a point. A juror may not agree with~~
22 ~~the law as explained by the judge in the instructions to the jury. Any disagreement as to the law~~
23 ~~should have no effect on the decision of the juror. The jury is not deciding the law, but is~~

1 determining the true facts. The juror's duty is to carefully listen to the judge, witnesses and lawyers,
2 to deliberate, and deliberate calmly and fairly, and to decide intelligently and justly.

3 **Verdict of Jurors.**

4 In criminal cases, the agreement of all jurors is required to reach a verdict.

5 In civil cases, if the jury consists of twelve persons, ten or more must concur in a verdict.

6 If the jury consists of six persons, five or more must concur in a verdict.

7 After a verdict is reached by the jury, the foreman should notify the bailiff that the jury is
8 ready to report to the judge.

9 **Questions During Deliberation.**

10 Jurors' questions that cannot be resolved among the jurors may be submitted by a note to
11 the judge setting forth the question. The note should be folded so that it cannot be seen by anyone.
12 It is delivered to the bailiff for delivery to the judge. Jurors should make every effort possible to
13 resolve all questions among themselves in order to avoid any outside influence from anyone
14 including the judge.

15 **Time Spent Waiting.**

16 Jurors may be required to sit and wait for periods of time prior to and during a trial. This
17 time is usually spent by the judge and attorneys considering legal matters necessary for a fair
18 determination of the rights of the persons involved or to save time later on in the proceedings.
19 Oftentimes, however, the judge may be called upon to consider emergency matters.

20 Conflicts in schedules may sometimes develop which result in delays. The courts are
21 constantly searching for and implementing new ways to eliminate or avoid jurors having to spend
22 unnecessary waiting time.

23 The courts will appreciate any suggestions on how the process may be improved.

1 **Civic Duty.**

2 ~~You have been summoned to render an important service as a juror. As a juror, you will~~
3 ~~serve as an officer of the court, along with the lawyers and the judges.~~

4 ~~Trial by jury has long been one of the cornerstones of judicial administration. The right has~~
5 ~~survived through the centuries as a vigorous and necessary force in the lives of free men and~~
6 ~~women.~~

7 ~~The decisions of the jury affect the property rights, and even the life and the liberty of those~~
8 ~~whose cases come before it. Those chosen for jury service should take pride in performing this~~
9 ~~most important duty to their country and to their fellow men.~~

10 ~~The proper and efficient functioning of the jury system requires that each juror exercise~~
11 ~~intelligence, integrity, sound judgment and complete impartiality in the performance of his duty.~~

12 ~~When you give to the performance of jury service the best combined efforts of your mind,~~
13 ~~heart and conscience, you will feel that you are making a substantial contribution to the stability~~
14 ~~and perpetuation of an institution which must be preserved if freedom under a democratic~~
15 ~~government is to endure.~~

16 **SOME TERMS YOU WILL HEAR IN COURT AND THEIR MEANING**

17 **Action, Case, Suit, Lawsuit:**

18 ~~These words mean the same thing. They all refer to a legal dispute brought into court for~~
19 ~~trial.~~

20 **Answer:**

21 ~~The paper in which the defendant answers the claims of the plaintiff.~~

22 **Bailiff:**

1 ~~The bailiff is an officer of the court who waits upon the court and the jury and maintains~~
2 ~~order in the court.~~

3 **Civil Case:**

4 ~~A lawsuit is called a "civil case" when it is between persons in their private capacities or~~
5 ~~relations, or when the government, whether federal, state or local, or some department thereof,~~
6 ~~sues an individual under the law, as distinguished from prosecuting a criminal charge. It results~~
7 ~~generally in a verdict for the plaintiff or the defendant and, in many cases, involves the giving or~~
8 ~~denying of damages.~~

9 **Clerk:**

10 ~~The clerk sits at the desk in front of the judge during selection of the jury, is an officer of~~
11 ~~the court and keeps a record of papers filed. The clerk has custody of the pleadings and records of~~
12 ~~the trial of the case, orders made by the court during the trial and the verdict at the end of the trial.~~

13 **Complaint:**

14 ~~The document or legal pleading in which the person who brings the lawsuit sets forth~~
15 ~~allegations, accusations or charges against another person.~~

16 **Court Reporter:**

17 ~~The court reporter takes down in shorthand or on a machine everything that transpires~~
18 ~~which constitutes the stenographic record in the case. The notes so made are subject to transcription~~
19 ~~later, should occasion, such as an appeal, require it.~~

20 **Criminal Case:**

21 ~~A lawsuit is called a "criminal case" when it is between the state on one side, as plaintiff,~~
22 ~~and a person on the other side, as defendant, charging the defendant with committing a crime, the~~
23 ~~verdict usually being "guilty" or "not guilty".~~

1 **Cross Examination:**

2 ~~The questions asked by a lawyer to the opposing party or witnesses of the opposing party.~~

3 **Defendant:**

4 ~~In a civil case, the defendant is the person against whom the lawsuit is brought. In a~~
5 ~~riminal case, the defendant is the person charged with an offense.~~

6 **Deposition:**

7 ~~Testimony taken under oath in the same manner as during a trial. This is ordinarily done~~
8 ~~because of illness or absence of a party, or to determine prior to trial how a witness will testify at~~
9 ~~trial.~~

10 **Examination, Direct Examination:**

11 ~~The questions which the lawyer asks the lawyer's client or the client's own witnesses.~~

12 **Exhibits:**

13 ~~Objects including pictures, books, letters and documents which are produced as evidence~~
14 ~~in a case. These are called "exhibits".~~

15 **Instructions or "Charge" to Jury:**

16 ~~The outline of the rules of law which the jury must follow in their deliberations in deciding~~
17 ~~the factual issues submitted to them.~~

18 **Issue:**

19 ~~A disputed question of fact is referred to as an "issue". It is sometimes spoken of as one of~~
20 ~~the "questions" which the jury must answer in order to reach a verdict.~~

21 **Jury Panel:**

22 ~~The whole number of prospective jurors from which the trial jury is chosen.~~

23 **Objection:**

1 ~~A reason or argument by a lawyer that a question asked or statement made was not proper~~
2 ~~or in accordance with the law.~~

3 ~~Objection Overruled:~~

4 ~~This term means that, in the judge's opinion, the lawyer's objection is not proper or correct~~
5 ~~under the rules of law. The judge's ruling, so far as a juror is concerned, is final and may not be~~
6 ~~questioned.~~

7 ~~Objection Sustained:~~

8 ~~When a lawyer objects to a question or the form of a question, the judge may say "objection~~
9 ~~sustained". This means that the judge agrees that under the rules of the law, the lawyer's objection~~
10 ~~to a statement or a question is proper. This ruling likewise is not subject to question by the jurors.~~

11 ~~Opening Statement:~~

12 ~~Before introducing any evidence for their side of the case, lawyers are permitted to tell the~~
13 ~~jury what the case is about and with what evidence they intend to prove their side of the case. This~~
14 ~~is called the "opening statement".~~

15 ~~Parties:~~

16 ~~The plaintiff and defendant in the case. They are also sometimes called the "litigants".~~

17 ~~Plaintiff:~~

18 ~~The person who starts a lawsuit.~~

19 ~~Pleadings:~~

20 ~~The parties in a lawsuit must file in court papers stating their claims against each other. In~~
21 ~~a civil case, these usually consist of a complaint filed by the plaintiff, an answer filed by the~~
22 ~~defendant and, oftentimes, a reply filed by the plaintiff. These are called the "pleadings".~~

23 ~~Record:~~

1 ~~This refers to the pleadings, the exhibits and the word for word record made by the court~~
2 ~~of all the proceedings at the trial.~~

3 Rests:

4 ~~This is a legal phrase which means that the party has concluded the evidence he/she wants~~
5 ~~to introduce in that stage of the trial.~~

6 Striking Testimony:

7 ~~On some occasions, after a witness has testified, the judge will order certain evidence~~
8 ~~deleted from the record and will direct the jury to disregard it. When this is done, the jury will treat~~
9 ~~this evidence as though it had never been given and will wholly disregard it.~~

10 Subpoena:

11 ~~The document which is issued for service upon a witness to compel the witness to appear~~
12 ~~in court.~~

13 Verdict:

14 ~~The finding made by the jurors on the issues submitted to them is the "verdict".]~~

15 [Approved, effective September 1, 1981; withdrawn by Supreme Court Order No. S-1-RCR-2025-
16 00176, effective December 31, 2025.]