

# Submitting the Civil Grand Jury Application

There are several ways to submit the Civil Grand Jury application.

**Option 1** – Use the “Submit Application” button on Page 6 of your completed application.

*Please note, depending on the version of Adobe Acrobat or Adobe Reader that your computer has, this option may require that you save the data file to your computer and email it to: [CGJ@scscourt.org](mailto:CGJ@scscourt.org)*

*The pop-up message that appears will provide details about this. If you use a Desktop Email Application, an email with the attached application that you completed will automatically be generated for you to send. If you use an Internet Email Application, you will need to open a new email message and attach the file.*

**Option 2** – Save the filled out form to your computer, and send in a separate email.

1. Fill out the Civil Grand Jury Application.
2. Select “File”, “Save As”, and type in the file name (*example: CGJApplicationJDoe.pdf*) and select the location of where you would like the file to be saved. Select “OK”.
3. Open your email account and create a new email message. Attach the file you just created, and send the email to: [CGJ@scscourt.org](mailto:CGJ@scscourt.org)

**Option 3** (If your computer will not save the file) – Complete the form, print, and scan it to your computer. Open your email account and create a new email message. Attach the scanned file, and send the email to: [CGJ@scscourt.org](mailto:CGJ@scscourt.org)

**Option 4** – Complete the form, print, and send via fax to: (408) 882-2795, Attn: Britney J. Huelbig, Deputy Manager – Civil Grand Jury

**Option 5** – Complete the form, print, and send by mail to:

Britney J. Huelbig  
Deputy Manager, Civil Grand Jury  
Santa Clara County Superior Court  
191 North First Street  
San José, California 95113