



# JURY DUTY

You have received a Jury Summons ...

What steps do I take now?

**As your employer, we ask that you take the following steps:**

- A) Please inform your supervisor that you have received a jury summons and when it is to take place.
- B) Follow the instructions on the summons. The following are the different options they might tell you:
  - 1. Your service is cancelled and you are released.
  - 2. You are to appear the following morning.
  - 3. You are placed on "Standby" and you will need to call back during a specific hour(s) during the day for further instruction. (*i.e., between 11:30am and 12:00pm, after 5:00pm that same day*)

**After you figure out your status from the phone call or website:**

- A) If you are released, you need to report to your assigned position.
- B) If you are required to appear on the following morning, please take the appropriate steps to contact the web-based substitute calling system (AESOP) to request a substitute and contact your supervisor. Once you report to the courthouse and are released from the jury selection, please report to your position if time permits.
- C) If you are placed on "Standby" to call mid-day, you are to report to your worksite as usual. You may make any necessary mid-day calls from the worksite.
  - 1. If you are required to appear, please contact your Site's Secretary to arrange for a substitute for that day. You may also contact Kathy Barnes at 927-6135 to assist you in finding a substitute.
  - 2. Once arrangements have been made to cover your classroom/position, report to Jury Duty as instructed.
  - 3. Should you become part of the jury selected and the hearing goes on for more than just that one day, please make sure to arrange for a substitute and report your absence through the AESOP system.

**When you actually report to Jury Duty service:**

- A) Check in with the Jury Commissioner's staff to let them know you work for a government agency. Since you work for a government agency you are no longer paid for jury service **UNLESS** you work part-time **OR** if you are on a break (*i.e., summer months, winter break, etc.*) and you are not being paid. They will request that you complete a form verifying your employment and to determine if you are eligible for mileage reimbursement.

**PLEASE NOTE:** If you are in full paid status, you will not receive payment from the Jury Commissioner for your time ... however, you should receive payment for any eligible mileage.

- B) Upon returning to duty, please submit the Verification of Jury Duty form from the court to the Payroll Office. If you are part-time and receive monies, please contact the Payroll Office **prior** to cashing the check.

*Thank you for following the steps!*