



Business Office
435 Stanley Avenue
Chambersburg, PA 17201
Telephone (717) 709-4016
Fax (717) 261-3321

Jury Duty Information

Once you are notified or selected for jury selection or jury duty, the following steps will need to be taken for the absence to be considered Court Leave. Please read through the entirety of this document.

1. Copy the court summons you received notifying or selecting you for jury selection or jury duty.
2. Print the Employee Absence Report located on the school district website.

www.casdonline.org > Departments > Human Resources > Forms > Employee Absence Report Form

3. Complete the information section at the top of the form, select "Reason for Absence" as E. Jury Duty (Attach summons), and indicate if a substitute is needed.
 - a. The court summons will specify absence dates or time period.
4. Once the form is completed, attach the copy of your court summons.
5. Sign on the "Signature of Employee" line.
6. Submit the completed form to your supervisor for approval.
7. Once the form is approved and received by the Payroll Department, you will be notified via your district email with a letter similar to the one provided at the end of this document.
8. Within 60 days from your date of jury selection or jury duty, you can expect a check from the court to compensate you for juror fees and mileage. The check you forward should only include juror fees, **not mileage**. CHECKS MADE PAYABLE TO YOU FROM THE COURT WILL NOT BE ACCEPTED.

Note:

If a copy of the court summons or the check for juror fees is not received, applicable paid leave and/or absence without pay may be used to cover the absence(s).



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[Date of Letter]

[Employee Name]
[Building/School]

Dear [Employee Name]:

I received notification that you have been summoned for jury selection on [Date]. If you haven't already submitted your summons, please attach it to an Employee Absence Report and submit to your immediate supervisor. Upon receipt in the Business Office, your absence will be entered in Aesop. If jury selection would be cancelled, please let me know.

If you are chosen as a juror for trial, the court administrator will provide you with a written notice of the trial date(s). Please attach it to an Employee Absence Report and submit to your immediate supervisor. Upon receipt in the Business Office, your absence will be entered in Aesop. If jury duty would be cancelled, please let me know.

Our policy states that you will be compensated by the District in the amount of your regular daily rate, provided you submit an official summons or subpoena and the amount received as juror fees.

You will receive a check from the County or State for juror fees and roundtrip mileage the month following your service. **Please deposit the county check and forward a personal check payable to CASD for the amount received as juror fees. You keep the amount received as mileage. Please submit your check to me by [Date]. If payment is not received by due date a personal day may be deducted from your leave balance.**

Currently, the juror fees are:

County Court - \$9 per day for the first 3 days, and \$25 for each subsequent day

Federal Court - \$50 per day

If you have any questions, please contact me at jessica.blacker@casdonline.org or (717) 709-4016 Ext. 14016

Sincerely,

Jessica Blacker

Chambersburg Area School District
Assistant Payroll Clerk