



CARMEL CLAY SCHOOLS
TOGETHER WE ACHIEVE

 5201 East Main Street
Carmel, IN 46033

 317.844.9961

 www.ccs.k12.in.us

See the procedure below on how to handle the checks you receive from the court.

- You can cash or deposit the check from the court whenever you receive it. The check usually includes a per-day payment, plus mileage and possibly a meal allowance.
- You will need to send a check or money order payable to Carmel Clay Schools (preferably not cash) to ESC, Attn: Finance. Write the check for the per diem only. Please include a copy of the letter showing what day(s) you missed due to jury duty and the per-day pay.
 - Example: if the court pays \$25 per day plus \$6 for mileage, and you attend jury duty for 3 days, you will receive a check for \$93. The check you write to Carmel Clay Schools would be for \$75. You keep the difference of \$18, which is the court's mileage payment to you. Let me know if you

Contact **Monique Hernandez (Staff)** with any questions.

Monique Hernandez, Accounting Assistant

mhernand@ccs.k12.in.us

O (317) 844-9961, ext. 1065

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