

Jury Duty Procedure

You have received the dreaded notice from the county that you have been selected for Jury Duty. The law does not require employers to pay people serving on Jury Duty, but it has been the district's policy to compensate employees serving Jury Duty at their regular pay rate. Please read the following instructions. Following these steps will ensure that we can pay you for your Jury Duty service days.

- Please forward a copy of your Jury Summons to the Business Office. You need to do this when you receive the summons. The court will collect the summons when you appear, and then it is too late to get a copy to us.
- You should request your Jury Duty days as Professional Days in Skyward. There is a reason code for Jury Duty.

Once your Jury Duty is completed, I can remove any unneeded time off from Skyward. Please email me if you requested more days off than you end up using.

- When you appear for court, the court may offer a letter of your attendance for your employer. We would appreciate receiving that letter to place in your payroll file.

When you receive the check in the mail:

Most counties will pay jurors a small amount per day, and we ask that you sign that check over to the district. In order to reimburse you for the day, we need the check and the attached voucher that explains what you have been paid for. Some counties pay a mileage reimbursement or a food allowance for jurors, and if you receive either of those reimbursements, we will return that amount to you. Please bring your check to the District Office when you receive it.

Please contact the Business Office if you have any questions.
We appreciate your service to our country by participating in the jury duty process.