Absences & Leaves
Jury Duty/Witness Leave

Provide copies of your summons or subpoena

If you receive a jury summons or witness subpoena, make two copies of this document as soon as possible—one for your supervisor and the other for Human Resources. Note that the summons/subpoena is not proof that you completed jury or witness service; it simply alerts your department and Human Resources that you may be absent from work. Discuss your possible absence with your supervisor to plan coverage while you are away.

Report your absence if you are selected to serve

If you are called and/or selected for a jury or if you testify as a witness, you must report your absence via Aesop by calling 1 (800) 942-3767 or online at www.aesoponline.com.

Obtain proof of service when you serve

You will need to provide proof of your actual service. *Note that the courts do not automatically give jurors and witnesses proof of service, so you must request a verification slip from the court clerk.* Submit this proof of service slip to Human Resources as verification that your absence was due to jury duty or testifying as a witness.

If you forget to obtain proof of service, you can call the court and request that it be faxed to you. Here are some numbers should you have to make a follow-up call:

■ Sonoma County, 521-6640 (press 2 to speak to a live person)
■ Lake County, 866-838-9172
■ Napa County, 299-1150

What to do with any stipend or payment you receive

If you serve in a Sonoma County court, you will not receive a juror stipend. If you serve in another jurisdiction and are paid a juror stipend or if you receive a fee for testifying as a witness, you must turn the payment over to SCOE. If you prefer to keep your witness fee, you may do so only if you request leave without pay while you are testifying.

If you receive a mileage check, it does not need to be turned over to SCOE. You may keep this payment.

Questions

Question regarding jury duty or witness leave should be directed to Terri Walker, twalker@scoe.org or 524-2824.

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