

HUMAN RESOURCES MEMORANDUM 02-020	DATE ISSUED: 07/08/2002
SUBJECT: JURY DUTY PROCEDURES - CORRECTED	REFERENCE: None
TO: Personnel Liaisons; Attendance Clerks	SUPERCEDES: HR Memo 02-013

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The attached describes the procedure for remittance of jury duty fees to the state for employees of the Department of General Services. The only change to the memorandum and information is the mailing address, physical location and phone number.

Questions regarding this memorandum should be directed to the Office of Fiscal Services, Receivables at (916) 376-5194.

LYNN W. CATANIA, Manager
Personnel Operations Section

cc: Personnel Analysts
Personnel Transactions Staff
Office of Fiscal Services, Receivables

JURY DUTY FEE PROCEDURES

The Department of General Services, Office of Fiscal Services is following the process suggested in the State Administrative Manual Section 8594 that says an employee can serve on a jury for any court. Employees who perform Jury Duty will receive their regular salaries only if they remit to the State the Jury Duty Fees collected for performing such Jury Duty. The Jury Duty Fees cannot be waived. The employee will retain any travel expense payment.

EMPLOYEE/JUROR

Submit to your attendance clerk the following items:

- 1) your subpoena to appear for jury duty
- 2) your daily stamped slips from the Jury Commissioners' Office
- 3) an "approved" copy of your Electronic ABMS Project and Leave Form (PAL) that shows the days taken for Jury Duty
- 4) a personal check for the amount of the Jury Duty Fee(s) received from the court. Keep any money paid to you by the Court for Travel Expense.

ATTENDANCE CLERK

1. Will receive a personal check for the amount of the Jury Duty Fee along with a copy of the approved PAL Form showing the days used for Jury Duty.
2. Do not accept a check containing the Court payment for Travel Expense.
3. Enter the Payroll Agency and Unit Code on the PAL Form.
4. Mail the Subpoena for Jury Duty, the daily stamped slips, a personal check for the amount of the Jury Duty Fee(s) and the PAL Form to the following address:

Department of General Services
Office of Fiscal Services – 10th Floor
PO Box 989052
West Sacramento, CA 95798-9052

Or, deliver to:

Department of General Services
Office of Fiscal Services
Receivable Unit
707 3rd Street, 10th Floor
West Sacramento, CA 95605

We hope you find these procedures user friendly and that you will contact the Office of Fiscal Services, Receivables at (916) 376-5194 with any questions.

LYNN W. CATANIA, Manager
Personnel Operations Section

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Personnel Transactions Staff
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