WESTERN MICHIGAN UNIVERSITY
Human Resources
1300 Seibert Administration Building, Mail Stop 5217
Phone (269) 387-3620 Fax (269) 387-3441

Court Required Service or Jury Duty Certification (Staff Compensation System & All Other Non-Bargained Employees)

To receive regular pay from the University in the event you must appear for Jury Duty or Court Required Service, follow these procedures:

1. Confirm eligibility. You are eligible to receive regular pay and retain any jury or witness fees received if:
   A. Called for jury duty; or
   B. Subpoenaed to appear as a witness in a legal action involving Western Michigan University to which you *are or are not* a party.
   C. You report for regular University duty when court attendance is not required.

   Please note that if you are subpoenaed to appear as a witness in a legal action not involving Western Michigan University, you are *not* eligible to receive regular pay. You may either use annual leave or no-pay leave for the time lost from work; please make the necessary arrangements directly with your supervisor.

2. Submit a copy of your summons/ subpoena to your supervisor as soon as possible
3. Complete and sign the Employee's Statement of Court Required Service (below). Return the completed, signed form to your supervisor or office coordinator and attach the form supplied by the court that confirms the date and time of your service

   Please note this form is to be submitted before the end of the pay period during which the jury duty/court service occurred. If the jury duty/ court service occurred on the last day of the pay period, submit the form on the following Monday.

Instructions for department:
1. Confirm eligibility and that required documentation is attached.
2. Note jury duty/ court required service on departmental time records and report regular, paid time to Payroll.
3. Retain this form and attachment with departmental time records.

Employee's Statement of Court Required Service

I state that I (check one)

☐ Served on jury duty; or

☐ Appeared under subpoena as a witness in a legal action involving WMU to which I was or was not a party.

I performed this court service on _____ from _____ to _____
(date) (starting time) (ending time)

at _____ located in the County/City of _____
(name of court) (name of county or city)

☐ I have attached a statement from the court confirming the date and time of my service.

Print Name	Signature	Date Signed

Department	Employee Number