



P.O Box 1663  
 Los Alamos, New Mexico 87544

ATTN: CRAFT PAYROLL DEPARTMENT – P238

**JUROR ATTENDANCE FORM**

TO: COURT CLERK

DATE:

The following LANL employee has been summoned as a juror in your court. To confirm the employee's presence and to allow us to pay for those scheduled workdays on which they report for jury duty time, please furnish the following information:

NAME:

Day Day Day Day Day

Dates Served:

Reporting Times:

Dismissal Times:


COUNTY:

LOCATION:

Court Clerk Signature

**NOTICE TO EMPLOYEE:**

This form must be completed by the Court Clerk and submitted to your supervisor in order to receive pay for jury service.