

## IMPORTANT - PLEASE READ

\* \* \* PLEASE READ CAREFULLY \* \* \*

have been summoned for Jury Service on MONDAY, OCTOBER 31, 2016, as explained above. Because trials often cancel at the last moment you must call \*\*257-3693\*\* after 4 p.m. on OCTOBER 28 to listen to reporting instructions (including appearance time and free parking info) OR go to [www.mesacourt.org/report/report.doc](http://www.mesacourt.org/report/report.doc) for reporting information. Reporting info also available Sat/Sun. REQUESTS FOR POSTPONEMENT OR DISQUALIFICATION MUST BE

SUBMITTED AT LEAST 7 DAYS PRIOR TO APPEARANCE DATE. For fastest response please email your request to [Mesajury@judicial.state.co.us](mailto:Mesajury@judicial.state.co.us) or go to [www.mesacourt.org](http://www.mesacourt.org). If no email or web access: 1) submit your request in writing to the return address on this summons and include a self-addressed, stamped envelope for the court's reply; OR 2) fax your request to 970-257-8767; OR 3) call 970-257-3650. You may not bring children to jury service.

### SUMMONS FOR TRIAL JUROR SERVICE Mesa County

JUROR NUMBER: 2530  
APPEARANCE DATE: MONDAY, OCTOBER 31, 2016  
TIME:  
LOCATION: MESA COUNTY JUSTICE CENTER  
JURY ASSEMBLY ROOM (3RD FLOOR)  
125 NORTH SPRUCE STREET  
GRAND JUNCTION, CO 81501  
JURY COMMISSIONER: ROSE ANNE KELLEY  
TELEPHONE NUMBER: SEE BLUE BOX

KEEP THIS SUMMONS AND BRING IT WITH YOU ON YOUR APPEARANCE DATE

JS-01 (8-07)

# JUROR

JUROR #: 2530  
CODE: 103116 39 77158-2530  
LISA GAIL ANDERSON



### WORK FORM Information

**Employed Jurors:** If you are missing work please complete the following and give to your employer. When you are excused from jury service you should return to work.

Juror number: 2530

Last name as it appears on the summons: Anderson

Court location: Mesa

Date of appearance: 10/31/16-11/2/16 00/00/0000)

**Employers:** Employer's rights, duties and penalties, along with Juror Certification Reports (ie work forms) are now available online. To obtain your employee's Juror Certification Report, go to [www.courts.state.co.us/Jury/JurorCert.cfm](http://www.courts.state.co.us/Jury/JurorCert.cfm). Input the above information, then click "Submit" and the work form will appear. Online work forms do not indicate the exact hours the juror was present; jurors are instructed to return to work upon completion of their jury service. If you need to know specific times, please contact the Jury Commissioner at 970-257-8703 or email [mesajury@judicial.state.co.us](mailto:mesajury@judicial.state.co.us)  
Note: If your employee is selected as a juror on a multiple day trial the Juror Certification Report will not be available until the completion of the trial; if you need information prior to that time please contact the Jury Commissioner.



## Request and Approval for Leave

Name:  ID#:  School:

Dates Requested:  
From (use date picker):

To (use date picker):

Number of Days Requested: (number only)  
(If less than 1 day put hours in comments to HR)

Check Leave Type You Are Requesting: for an explanation of leave types please refer to Board Policy

### Personal

☐ Personal Leave, I affirm that this leave is not being used for vacation

### FMLA (to run concurrent with Personal Leave)

Purpose of Personal/Sick Leave: if 11 or more consecutive days

- ☐ FMLA own serious health condition (if more than 11 consecutive days)  
☐ FMLA care for immediate family member with a serious health condition (if more than 11 consecutive days)  
☐ FMLA Military Exigency Leave  
☐ FMLA Military Caregiver Leave

☐ Leave without Pay

☐ Vacation

•Substitute requested ☒ Yes ☐ Not Needed

Comments to HR or explanation if day before or after a vacation period:

had a sub on 10/31 and 11/2

☐ Sick Leave

☐ Bereavement

Statement of relationship required

☐ Community Service

**MUST submit documentation**

☐ Officiating/Judging

**MUST submit documentation**

☐ Emergency

**MUST submit documentation**

☒ Jury/Witness

Documentation required: **MUST** submit subpoena or juror certificate with this form

Employee Signature (type in name):

Date: 11/03/2016

Enter Supervisor's Email address (you must search for email address):

Enter Secretary or Secondary Supervisor's Email address (you must search for email address):

\* Any requests for "Community Service," "Officiating," "Emergency," or "Jury/Witness" will not be reviewed until documentation has arrived.