



Juror Application for Extraordinary Expenses

When jurors must pay for things in order to serve on a jury, they can request reimbursement from the court. These requests are reviewed on a case-by-case basis, and expenses must be approved by the court before your jury service begins. Examples include child/elder care; taxi services; lodging for a juror who must travel a great distance and stay overnight to attend jury service.

Before you pay for extraordinary expenses: Fill out the light blue sections below. The court will let you know if your request is approved by email, phone call, or letter.

After your request is approved and you have paid for the expense: Upon completion of your jury duty, turn in all original receipts to your local jury coordinator. The receipts must clearly show the expense date and actual cost per day. The court will review your receipts and your original request for preapproval (below) and mail you a check for approved expenses. The court has discretion to deny payments if the actual cost is unreasonably more than the approved amount.

JUROR NAME	JUROR NUMBER	COUNTY
JUROR MAILING ADDRESS		
REASON FOR REIMBURSEMENT REQUEST:		

REQUEST FOR PREAPPROVAL Completed by Juror			REIMBURSEMENT Completed by Court		
Expense Type	Name of Facility or Provider	Estimated Cost Per Day <i>(For child/elder care, list hourly rate)</i>	Approved/Denied <i>(Include Reason)</i>	Expense Date(s)	Actual Cost Per Day & Total Cost
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason:		\$ <hr/> TOTAL \$
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason:		\$ <hr/> TOTAL \$
<i>I have read and understand the above information and certify that all the information in the application is accurate and complete and that I am not requesting payment from any other source.</i>			<i>I have reviewed and approved or disallowed the request for preapproval.</i>		
<hr/> Juror Signature Date			<hr/> Court Staff Signature Date		
			<i>I certify that funds for payment of this claim are available in the approved budget for the period covered.</i>		
			<hr/> Court Staff Signature Date		

Completing the OJD Juror Application for Extraordinary Expenses Form

JUROR PORTION – PREAPPROVAL:

Juror Name: The juror's full name as it appears on the summons.

Juror Number: The number assigned to the juror as it appears on the summons.

County: The county where jury service will be performed.

Juror Mailing Address: The juror's current mailing address.

Reason for Reimbursement Request: The juror's explanation for having extra expenses.

Expense Type: The type of expense the juror wants reimbursed (not including juror fee, mileage, or use of public transportation). Examples are child or dependent care, taxi service, lodging, or meal expenses.

Name of Facility or Provider: The business name or name of the person who will provide the requested service.

Estimated Cost Per Day: The maximum amount the juror expects to pay for the service requested. If requesting child or dependent care reimbursement, include the hourly rate for care.

Juror Signature: Signature of the juror requesting the preapproval for extra expenses. Be sure to include the date signed.

COURT STAFF PORTION – REIMBURSEMENT:

Approved/Disallowed: Indicate whether the expense is approved or denied. If the expense is denied, give the reason for the denial.

Expense Date(s): Actual date(s) of the expense per the juror's receipt.

Actual Cost Per Day and Total Cost: Actual cost per day per the juror's receipt and total cost for all days of jury service.

Approving Official's Signature and Date Signed: Signature of the presiding judge, trial court administrator, or court designee who reviewed the request.

Court Staff Certification: Signature of budgetary authority (or designee) who approved the payment and the date signed.