

**ARIZONA LENGTHY TRIAL FUND
JUROR CLAIM FORM**

The following information is needed to process your claim. The information you provide will be used for administrative purposes only and will not be open to public inspection.

Complete either Section A, B or C of this form, depending on your employment status. Everyone must complete Section D. Everyone must sign this form under oath or affirmation in the presence of a Notary Public or Clerk of Court. If you complete Section B, Part 1, you must submit the form to your employer for completion of Section B, Part 2. If you complete either Section B or C, you must attach documentation to support your claim such as copies of recent pay stubs or your IRS Form 1040 income tax return for the prior year.

Submit your completed claim form and supporting documentation to the Jury Commissioner for processing.

Section A – JURORS WHO ARE UNEMPLOYED OR RETIRED SHOULD COMPLETE THIS SECTION AND THEN GO TO SECTION D.

1. I, [print full name] _____, do hereby claim payment from the Arizona Lengthy Trial Fund for my recent jury service on a trial that lasted more than five days.

2. Check the one box that applies to you:

a. I am currently unemployed and therefore request the minimum payment allowed by statute.

b. I am retired and therefore request the minimum payment allowed by statute.

Go to Section D.

Section B, Part 1 – JURORS WHO ARE PAID A REGULAR HOURLY WAGE OR A REGULAR SALARY SHOULD COMPLETE THIS SECTION. SUPPORTING DOCUMENTATION MUST BE ATTACHED.

1. I, [print full name] _____, do hereby claim payment from the Arizona Lengthy Trial Fund for my recent jury service on a trial that lasted more than five days. My employer does not pay me for all of the time I missed work due to my jury service.

2. (Check the one box that applies to you):

I have attached a copy of my employer's jury service policy.

My employer does not have a written jury service policy.

To determine the amount of your claim, complete the information below. Attach additional pages if you need to explain overtime pay or if your work schedule varies.

3. The following describes how I am paid (choose a or b.):

a. I am paid by the hour and normally work _____ hours per day. I earn \$_____ per hour.

I normally work the following days of the week (circle all that apply):

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

-I am paid by the hour and normally work _____ hours of overtime per day for which I am paid \$_____ per hour.

I normally work overtime the following days of the week (circle all that apply):

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

b. I am paid a salary and normally earn \$_____ per pay period in gross wages.

(Continued on next page)

SECTION B, PART 1 (CONTINUED)

4. My normal workday begins at _____ (AM/PM) and ends at _____ (AM/PM).

5. My pay period is (circle the one that applies to you):

Daily

Weekly

Biweekly

Semimonthly

Monthly

6. I was NOT paid by my employer for the following dates of my jury service (Please indicate whether or not you lost an entire shift due to jury service and whether or not you were able to make up your missed shift at another time.):

I normally would have been paid \$ _____ per day during this time.

7. I have attached copies of my last two pay stubs or (identify other records attached as supporting documentation)

Have your employer complete **Section B, Part 2**, then go to **Section D**.

SECTION B, PART 2 – TO BE COMPLETED BY YOUR EMPLOYER.

1. Company name: _____

2. Company address: _____

3. Contact person to verify the employment information in Section B, Part 1: [print name, title, phone number, address]

I have read the information provided in Section B, Part 1 and swear or affirm under penalties of perjury that it is true and correct.

Signature of employer or authorized agent

Date

SECTION C – JURORS WHO ARE CONTRACT OR TEMPORARY EMPLOYEES, SELF-EMPLOYED, OR WHO ARE PAID COMMISSIONS ONLY SHOULD COMPLETE THIS SECTION. SUPPORTING DOCUMENTATION MUST BE ATTACHED.

1. I, [print full name] _____, do hereby claim payment from the Arizona Lengthy Trial Fund for my recent jury service on a trial that lasted more than five days. Due to my service as a juror, I lost the following earnings that I would otherwise have made: \$ _____ per day.

2. My claim is based on the following explanation:

3. I have attached a copy of my last year's 1040 income tax return (do not include income tax schedules), SE Form or (identify the records you have attached) _____

to support my claim (additional documentation may be required).

Go to **Section D**.

