

**PENN-HARRIS-MADISON SCHOOL CORPORATION**

**JURY DUTY REPORTING FORM**

TODAY'S DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

SCHOOL/LOCATION: \_\_\_\_\_

POSITION: \_\_\_\_\_

---

<b>DATE(S) SERVED</b>	<b>COUNTY</b>	<b>JUDGE</b>

I will/have received \$\_\_\_\_\_ compensation for the services stated above. I have attached a copy of the check received and understand that I may cash the check from the court.

**IMPORTANT:** Attach documentation from the court stating the amount **paid per day**, the date, and length of time served. It is your responsibility to ask for paperwork from the court, if they do not furnish it.

I understand the daily amount paid will be deducted from my regular payroll check.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee Signature*