

JURY DUTY

1. Notify supervisor and Aesop Coordinator of jury duty date by submitting a copy of your Jury Summons. AESOP Coordinator: **Kelly Kmetty**
2. **If you are not called to serve**, contact supervisor the night before or early AM to cancel absence and substitute for the day.
3. **If you are called to serve**, cash the check issued from your county for jury duty.
4. Write a personal check made out to SWCCCASE or submit cash in the amount of the payment received per day, minus \$2.20 for your travel pay.
5. Bring in or mail your personal check along with a copy of jury duty check stub to Kelly Kmetty in the business office. (Please do not mail cash).
6. Please try to submit your check on the first day you return to work.

Address envelope to:
Southwest Cook County Co-Op
6020 West 151st Street,
Oak Forest, IL 60452
Attn: Kelly Kmetty

Thank you for your cooperation