

## Requesting a Postponement for Jury Duty

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Students that are currently enrolled in a term of study can request that their Jury Duty be postponed via the Office of the Registrar. When you receive a summons from the Court please follow steps 1-4 listed below. Please send in your request as early as possible to give our office time to process your Jury Duty letter.

1. Fill out your portion of the Jury Summons
2. Print and fill out the Verification Request form located at <http://www.westernu.edu/bin/registrar/verification-request-form.pdf>
3. Attach the summons to the Verification Request form and submit both forms to the Office of the Registrar
4. Call the court at least 1 week prior to the scheduled date on your Jury Summons to confirm your request to postpone Jury Duty was granted

Typically California Courts will postpone Jury Duty up to 3 months, however your postponement date may fall on a date that you are currently enrolled in a term of study and if this happens you will need to follow steps 1-4 listed above again.

If you submit your request to our office less than 3 business days prior to your scheduled appearance date please let our office know so we can process the letter immediately. To ensure that you are not "Held in Contempt of Court" for not showing up to Jury Duty on your scheduled date, you may be required to hand carry the letter to the respective Court to request a postponement.