

POLICY & PROCEDURE REGARDING JURY DUTY

Introduction:

Jury Duty is a civic responsibility, and residents may be called for Jury Duty during residency. If a resident receives a Summons for Jury Duty, the resident should follow this procedure

Procedure:

1. The resident should register for Jury Duty over the phone as instructed in the Summons.
2. The resident should not postpone service.
3. The resident should bring the summons to the Program Coordinator, Gus Chavez, and include the Juror ID Number.
4. The Program Coordinator will work with the resident to select a future date suitable for possible Jury Duty, usually during a consult, clinic, or other non-call rotation.
5. A Jury Duty letter will be mailed on the resident's behalf requesting that any potential Jury Duty service be moved to a courthouse closer to Olive View-UCLA Medical Center (i.e. San Fernando, Van Nuys).
6. Once the letter is accepted, the resident will be put in a "Special Group" and a new summons will be issued by mail.
7. On the Sunday evening before the chosen Monday, the resident will be required to call in for Jury Duty.
 - a. If the Juror Group is not called in, then the resident should not be required to call again.
 - b. If the Juror Group is called in for service, then the resident should report in person to Jury Duty on Monday (the next day) and may be asked to serve on a jury.
8. The Chief Residents must be notified of any absence from work.