

OFFICE OF THE REGISTRAR

Jury Duty Summons

Complete and sign the form below; your physical signature is required. Please allow 2-3 business days for processing; please send in your request as early as possible to give enough time to process your Jury Duty letter. You must complete your portion of the Jury Duty summons. You must attach the summons to this form and submit both to the Office of the Registrar.

Name _____ Phone Number _____

Student ID (or SSN) _____ Program _____ Graduation year _____

Notice to Students: 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 courthouse to request a postponement.

Completion of this request does not guarantee excusal from jury duty.

Please refer to your Summons and return envelope for the following information:

Court Name _____ Juror ID Number _____

Court Address:

Street _____ City _____ State _____ Zip _____

With my signature, I hereby authorize the release of the requested document(s) to the above/person organization.

Signature _____ Date _____

An electronic signature is not valid

KGI Office Use:

Date Received _____ Date Processed _____ Initial _____