



# JURY DUTY

The following is the correct procedure for submitting payment to the Co-Op when you are called to serve jury duty.

1. Notify supervisor and attendance clerk of jury duty date
2. Keep the check issued from your county for jury duty. (Turn in copy of summons or check stub)
3. Write a personal check, or you may submit cash, in the amount of the payment received per day, (minus \$2.20 for your travel pay), to Southwest Cook County Co-Op.
4. Bring in, or mail, your personal check along with a copy of jury duty check stub, to the business office. (Please do not mail cash).
5. You must submit your check on the first day you return to work. Address envelope to:  
Southwest Cook County Co-Op  
6020 West 151<sup>st</sup> Street,  
Oak Forest, IL 60452  
Attn: Rachel Wisniewski

**Thank you for your cooperation**