

## Postponement Policy

We may offer a one-time postponement of your jury service. If you believe jury service would result in an undue hardship you may request a postponement. When completing the second questionnaire, you will be asked to provide a month within the next calendar year that you would like your service postponed to.

**IMPORTANT: When selecting a month, please be prepared to keep that month available for jury service because a second postponement will most likely be denied.**

Written approval will not be provided, please wait ten (10) days for processing. Call the [Automated Jury Information System \(AJIS\)](#) at 1-800-699-9840 for confirmation that your jury service has been postponed. You will be asked to provide your nine (9) digit juror participant number which is located on your summons.

**If your postponement is granted, our office will mail you a new summons packet for your new month of service. We will be unable to use the questionnaires that you previously filled out.**