

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WESTERN-PACIFIC REGION

WP 2700.34
NM 2700.31

2/22/99

SUBJ: JURY DUTY AND WITNESS SERVICE FEES

1. PURPOSE. This order establishes procedures for documentation and reimbursement of fees received for jury duty and witness services.
2. DISTRIBUTION. This order is distributed to all supervisors in the regional headquarters and standard distribution to all field offices and facilities in the Western-Pacific Region and Northwest Mountain Regions.
3. REFERENCE. FAA Order 3600.4, Absence and Leave, Chapter 9, and related Comptroller General decisions.
4. POLICY. Federal regulations prohibit a Federal Government employee, on court leave, from retaining both his/her regular salary and court compensation received for jury duty or witness service. Accordingly, an FAA employee called to jury or witness service in a Federal, State, or local court will collect all fees and allowances payable as a result of the jury/witness service and forward the refundable portion to the appropriate accounting office, as indicated below.
5. PROCEDURES.

a. All supervisors are responsible for assuring that:

(1) A Certificate of Court Attendance, signed by the Court Clerk, and indicating specific days and times attended and daily rate, is submitted by the employee within five workdays of dismissal from jury witness service. The original certificate **only** should be mailed to the following address:

DOT, Federal Aviation Administration
Supervisor, Payroll Branch, AMZ-440
P.O. Box 25082
Oklahoma City, OK 73125

(2) The **refundable portion** of the court compensation and a copy of the certification is submitted as indicated below, by the employee immediately upon receipt.

DOT, Federal Aviation Administration
Supervisor, Cashier and Scheduling Branch, AMZ-320
P.O. Box 25082
Oklahoma City, OK 73125

Distribution:

WP: A-X-5; A-FOF-0 (STD)
NM: A-X-5; A-FOF-0 (STD)

Initiated By:


AWP-20

b. WP Form 2730-108, Certificate of Court Attendance, (Appendix 1), properly completed and signed by the Court Clerk may be used in lieu of a court issued certificate.

c. The **refundable portion** of court compensation includes only the basic jury/witness fees received during paid tours of duty. An employee may keep all mileage, per diem, and that portion of the basic court fee for service on non-workdays, holidays, periods of leave without pay (LWOP).

d. Failure to submit the Certificate of Court Attendance and/or the refundable portion of court compensation will result in the time being converted to **LWOP** instead of paid court leave.

6. COORDINATION. This order has been coordinated with the Northwest Mountain Region.


Ed Herrera
Manager, Accounting Division

APPENDIX 1 - CERTIFICATE OF COURT ATTENDANCE**FEDERAL AVIATION ADMINISTRATION****CERTIFICATION OF COURT ATTENDANCE**

DATE: _____

TO: DOT, Federal Aviation Administration
 Supervisor, Payroll Branch, AMZ-440
 P.O. Box 25082
 Oklahoma City, OK 73125

I certify the attendance of _____, summoned by this court, as follows
 (please provide details):

Dates Attended	COURT	HOURS
	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Jury Service or Witness Fees Paid:

_____ Days Served @ \$ _____ per day = \$ _____

_____ Days Served @ \$ _____ per day = \$ _____

_____ Total Days Total Compensation \$ _____

 Signature

 Title

 Court

 Address

 City and State

 Telephone Number