**RESIDENT JURY DUTY POLICY and PROTOCOL**

Resident physicians must respond to calls for jury duty. In the event the resident is summoned and not able to defer (deferment is not always possible), the residency office will support the resident in managing paperwork for FMC as appropriate.

Residents should notify the residency office ([residencysupport@ccfamilymed.com](mailto:residencysupport@ccfamilymed.com)) or call 925-370-5216 informing them of summons and date of jury duty right away.  Residency office will submit paperwork to site staffer, appointment unit, Med Staff Office (MSO), preceptor and resident informing them that the clinic on the day of service and following day (if clinic) is cancelled. Paperwork must say “Jury Duty” so that the clinic staffers are aware of the possible reinstate and don’t release their nurse. (No permission is needed to reinstate cancelled clinics for jury duty summons.)

If a preceptor is left without residents due to resident jury duty, residency office is to inform preceptor that they should still plan to precept in case clinic gets reinstated or he/she will be assigned to inbasket. Resident will call to confirm if he/she is needed for their jury service at 5pm the night before their day of service (or on Friday for a Monday service date) and update the residency office (is this via the “same day” email as below or do they do something separate?).

As soon as the resident has called the court, he/she should send an email to sameday@hsd.cccounty.us after 5:00pm to say yes they are called, no they aren't and reinstate or they have to call back at 11 and reinstate AM only.  Paperwork is not needed for this.  If they have to call back at 11am another sameday@hsd.cccounty.us should be sent to keep canceled or reinstate the PM clinic.     
  
The resident must contact the residency office if called back for another day or are selected, so the Residency office can manage the paperwork.

Additionally, the county pays its employees for Jury Service up to 30 days; the resident should not fill out the form to take the stipend pay from the court as they will not be eligible for their standard County paycheck if they accept jury pay.