



SUPERIOR COURT IN MARICOPA COUNTY

State of Arizona

Committed to the Timely, Fair and Impartial Administration of Justice

ALT-F FREQUENTLY ASKED QUESTIONS

1. **What if I work on commission or self-employed or contract or a temporary employee?**
As long as you can provide documentation of your loss of income you would still be reimbursed for your loss (*up to the maximum allowable amount depending on your loss of income*). **This applies to employees that are paid hourly and salary as well.**
 - a. **Commission:** 3 months of income verification such as check stubs prior to your first day of jury service **plus** checks received during the duration of the trial (*if you do not receive income during the trial a statement from your employer on letterhead will suffice*).
 - b. **Self-employed:** Prior year 1040 Income Tax Return and schedule C (*Submit any additional checks or documentation received thru out the trial for loss of income*). Proof of income for last 3 months, as well as proof of income for the duration of the trial.
 - c. **Temporary:** At least 2 check stubs prior to your first day of jury service (**refer to A**).
 - d. **Contract:** Proof of last 3 months income prior to jury duty, proof of income throughout length of trial, and prior years 1040 Income Tax Return and schedule C (**refer to B**).
2. **What if I am a business owner and my business suffers a loss of income due to my absence, can I apply for reimbursement to my company?**
No, the fund is for individuals only, and cannot be paid to a business. *This applies to S-Corporations as well.*
3. **If I take PTO or Vacation can I still apply for ALTF Funds?** No, it's not considered loss of income if you receive PTO or Vacation while on Jury Duty.
4. **What if I work for a few hours in the mornings before court, or weekends or extra hours on days when there is not court, will I still receive my daily rate of pay?**
You are only eligible for lost wages up to your daily rate of pay. So if you make up time you will not be paid more than what your loss is. You will also only be paid for days you are in court. For example if your trial does not meet on Friday's, and you do not go to work, you cannot be paid for that day out of this fund.
5. **What if my employer pays for only part of the days I'm serving? (Like the first 5 or 10 days?)**
You would be reimbursed for the days they did not pay.
6. **What if my employer pays my regular wages, but I'll lose overtime pay?**
If you can provide documentation that you work overtime on a regular basis, you can be reimbursed for that amount. Please submit last 6 check stubs prior to your first day of jury service.
7. **How long do I have to turn in my claim?**

30 days from the conclusion of the trial to submit your claim form and all supporting documents. However once you are in the court room 6 business day you are eligible to submit your claim. Please keep in mind that if you wait till the last day to submit your application and are missing required documents you may be denied.

8. Employer does not have written policy?

If your employer does not have a written policy please have your employer submit a statement regarding your jury duty service on letterhead. They must indicate how many days you are compensated or not.

9. Does my Claim need to be notarized?

- a. Self-employed, Commission: *Must be notarized.*
- b. Retired or Unemployed, Hourly & Salary: *Does not require notary.*

For more information contact the Office of the Jury Commission ask for Justin Anderson, or Krista Hohn. Email your questions to ALTJury@superiorcourt.maricopa.gov , 175 W. Madison Street, Suite 1308, Phoenix, AZ 85003 * 602-506-5879 Jury line Fax 602-506-6078 fax.