[NAME OF PERSON SEEKING TO BE EXCUSED]

[ADDRESS OF PERSON SEEKING TO BE EXCUSED]

[PHONE NUMBER OF PERSON SEEKING TO BE EXCUSED]

[eMAIL ADDRESS OF PERSON SEEKING TO BE EXCUSED]

[DATE]

[NAME OF COURT TO WHICH YOU HAVE BEEN SUMMONED]

[ADDRESS OF COURT]

**Re**: Request to be Excused from Jury Service

To Whom It May Concern:

My name is [NAME OF PERSON SEEKING RELIEF]. On [DATE OF JURY SUMMONS] I received a jury summons and was assigned the juror ID number of [JUROR ID NUMBER]. This letter is a request to be excused from jury service, because serving on a jury would pose a severe financial hardship to me.

Here is an overview of my financial situation: I currently work as [NAME OF POSITION OR TITLE] for [NAME OF EMPLOYER]. The division I work in has [NUMBER OF EMPLOYEES, INCLUDING YOURSELF, IN THE DIVISION OF THE COMPANY WHERE YOU WORK] employees, and my employer will cover [NUMBER OF DAYS OF JURY SERVICE FOR WHICH AN EMPLOYER WILL PAY; IF NONE, WRITE "ZERO"] days of jury service. My household consists of [NAME, AGE, AND RELATIONSHIP TO YOU OF EACH PERSON IN YOUR HOUSEHOLD]. Our household’s monthly income is $[COMBINED MONTHLY INCOME OF EVERYOONE IN HOUSEHOLD], of which [APPROXIMATE PERCENT OF MONTHLY HOUSEHOLD INCOME THAT COMES FROM YOUR INCOME] is from me. Our monthly expenses are $[MONTHLY HOUSEHOLD EXPENSES].

[EXPLANATION OF HOW, GIVEN INFORMATION IN PREVIOUS PARAGRAPH, SERVING ON A JURY WOULD CONSTITUTE A SEVERE FINANCIAL HARDSHIP; IF YOUR EMPLOYER DOES OFFER PAY FOR SOME PERIOD OF JURY SERVICE, EXPLAIN WHY SERVING ON A JURY WILL NONETHELESS POSE A HARDSHIP].

Thank you for your consideration.

Sincerely,

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(Name)