

**Compensation, Mileage Reimbursement,  
and Lodging Reimbursement for Jury Duty**

**Section 1. Purpose and Scope.**

- A. **Purpose.** This *Administrative Order* is to establish compensation and travel reimbursement for jury duty.
- B. **Scope.** The provisions of this *Order* govern compensation, mileage reimbursement, and lodging reimbursement for those summoned to appear for jury duty and while serving as a juror.

**Section 2. Definitions.** The following terms have the accompanying meanings:

- A. "Juror" means an individual summoned and/or sworn in to serve on a jury.
- B. "Local Travel" means travel within a 60-mile radius of an individual's home to the Court and a duration less than 12 hours.

**Section 3. Jury Duty Compensation.** A juror will be compensated at a rate of \$25.00 per each two (2) hour increment, and any part thereof, for jury selection and/or jury duty. Time does not include lunch time, drive time, nor other non-juror time.

**Section 4. Juror Mileage.** Jurors summoned to court for jury duty will be compensated for mileage at the current Internal Revenue Service rate per mile from the juror's home address to the courthouse located at 58620 Sink Road, Dowagiac, MI 49047. Mileage will be calculated by Court staff based on driving distance from the juror's home address to the Court by use of an internet mapping tool.

**Section 5. Lodging Reimbursement.** Reimbursement for hotel lodging will only be made for travel exceeding Local Travel, as defined above, pursuant to the Pokagon Band of Potawatomi Indians Travel Policy. Hotel lodging must be pre-approved by the Court to be eligible for reimbursement. A juror will be reimbursed for the actual cost of lodging not to exceed \$150.00 per day (inclusive of all taxes and fees). A juror must provide the hotel receipt to the Court to be reimbursed. If a juror cannot afford hotel lodging, the juror must contact the Court in order that the Court may make a reservation for that juror. In situations of inclement weather, the presiding judge may approve overnight lodging if necessary to ensure the safety of those called for jury duty.

**Section 6. Payment.** Payment will be made by check from the Pokagon Band of Potawatomi Indians Finance Department. Each juror seeking jury compensation and lodging reimbursement must complete an IRS W9 form which will be provided to the juror by the Court. The completed W9 form will be provided to the Pokagon Band Finance Department. It may take up to three weeks to receive payment.

02/08/23  
Date

*Michael Petoskey*  
Michael Petoskey, Chief Judge