

[Requesting to be Excused from Jury Service](#)

For a jury service excusal request to be considered, the following steps must be completed:

STEP ONE: Complete either the mailed Juror Summons Questionnaire or the Online Juror Response Pages through the Wahkiakum Juror Portal: jury.co.wahkiakum.wa.us. If you are mailing or hand-delivering your Juror Questionnaire, be sure to check the appropriate box at the bottom of the questionnaire and write the reason for the excusal request.

STEP TWO: Provide documentation supporting your excusal request. Documentation can be uploaded through the Online Juror Portal, mailed, emailed, or hand-delivered to the Clerk's office.

REQUIRED SUPPORTING DOCUMENTATION:

Medical: Requires a letter from your physician or health care provider. This statement does not need to include personal medical information, but simply the provider's recommendation as to whether you should serve. The letter must include your full name and the doctor's full name and signature.

Employer Related : Requires a letter from your employer on company letterhead and must state the hardship that would occur should you serve. The letter must include your full name, employer's name and contact information.

Washington Law recognizes no exemptions based solely on a person's profession and that RCW 2.36.165 requires an employer to provide an employee with a sufficient leave of absence to serve as a juror when that employee is summoned.

Student: Requires a copy of your class schedule or letter from the registrar's office.

Military: Request needs to include copy of deployment order or commander's letter designating that the service member is mission essential in accordance with 10 USC 982. Redact your Social Security Number and any other sensitive information.

HOW TO SUBMIT DOCUMENTATION:

SUBMIT ONLINE:

You can upload documentation through the Wahkiakum Juror Portal online here: jury.co.wahkiakum.wa.us. Uploaded documentation can be uploaded as a scanned .pdf attachment or a photo in .jpeg format only.

EMAIL DOCUMENTATION TO:

juryservice@co.wahkiakum.wa.us

MAIL DOCUMENTATION TO:

Wahkiakum County Superior Court
PO Box 157
Cathlamet, WA 98612

Requests must be received at least **FIVE business days** before your term of service begins. Whether your request for excusal is granted or denied, you will receive a written response in the form of a yellow postcard.