



**OFFICE OF THE STAFF JUDGE ADVOCATE  
501st COMBAT SUPPORT WING  
RAF ALCONBURY / RAF CROUGHTON, UK**



**JURY DUTY EXEMPTION**

**Introduction**

State and federal courts obtain names of prospective jurors from pools of registered voters. Therefore, if you are registered to vote in your state of legal residence, you may be summoned for jury duty. If you are an active duty military member stationed outside the United States, and you have been summoned to jury duty by either a state or federal court, you are eligible for an exemption under 10 U.S.C. §982. Under DODI 5525.8, you are exempt from jury duty if you are:

- a general officer,
- a commander,
- a member assigned to the operating forces
- in a training status; or
- stationed outside the United States

Air Force Instruction 51-301 paragraph 2.8.3 explains the procedures for obtaining an exemption from jury duty.

**Resources**

DoDI 5525.08, *Service Member Participation on State and Local Juries*, 7 January 2021

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/552508p.pdf>

AFI 51-307, *Civil Litigation*, 2 October 2018

[https://static.e-publishing.af.mil/production/1/af\\_ja/publication/afi51-301/afi51-301.pdf](https://static.e-publishing.af.mil/production/1/af_ja/publication/afi51-301/afi51-301.pdf)

**Conclusion**

If you are stationed overseas, you are exempt from jury duty. However, you still must officially notify the court of your exemption with a letter from your immediate commander. On the last page is a sample letter that your commander can send on your behalf.

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**RAF Alconbury and RAF Croughton Legal Office Hours**

All Services by Appointment Only (email [501cswja@us.af.mil](mailto:501cswja@us.af.mil))

*Tuesdays and Thursdays 1000-1200 & 1300-1400*

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Current as of May 2022

**Immediate Commander's Letterhead**

**RETURN ADDRESS  
COURT CLERK  
ADDRESS**

Re: Excusal From Jury Service (**NAME OF SERVICE MEMBER**)

Dear Sir or Madam:

(**YOUR GRADE AND NAME**), a member of the United States Air Force on active duty, has been summoned to perform jury duty (**WHEN, WHERE, AND ON WHAT JURY**). Under 10 U.S.C. 982, Department of Defense Instruction 5525.08 and Air Force Instruction 51-301, this member has been determined by me, an authorized designee of the Secretary of the Air Force, as exempt from duty on the jury in question because such jury service would unreasonably interfere with the performance of the member's military duties or would adversely affect the readiness of the unit, command, or activity to which the member is assigned. Under 10 U.S.C. 982(b), this determination is conclusive.

Please excuse (**GRADE AND NAME**) from jury duty. If you have questions or cannot accommodate this request, contact me at (**COMMANDER'S DUTY PHONE NUMBER**) or the RAF Alconbury Legal Office at 011-44-1480-84-3535. Thank you for your cooperation.

Sincerely,

**IMMEDIATE  
COMMANDER'S  
SIGNATURE BLOCK**