

SUBPOENAS

All subpoena requests should be emailed to: hr@jordandistrict.org

Employee who receive a subpoena related to their employment can follow these procedures:

- JSD employees are directed to email a copy of the subpoena to:
hr@jordandistrict.org
- The Administrator of Human Resources may contact the agency issuing the subpoena to determine what information is being requested. Often an option to provide documents rather than attend court can be negotiated.
- The employee will be advised as to how they are expected to fulfill the subpoena request.