



Criminal Court for the State of Tennessee Knox County

IMPORTANT INFORMATION PLEASE READ

Dear Prospective Juror:

You have been selected to participate in jury duty for Knox County. Jury duty is an important civic and community duty and your service will have a direct hand in ensuring that our system of justice is preserved.

What Is Required?

- You are required to attend the next scheduled Jury Orientation. Jury Orientation will be held on **Monday, October 3, 2016** at the **Grande Event Center**, adjacent to the Knoxville Expo Center, located at 5441 Clinton Highway. The Knoxville Expo Center is located at the corner of Merchants Road and Clinton Highway. Take I-75 to Merchants Road Exit (108). Turn west and go ½ mile. Parking is free with complete ADA access. Directions and a map to the Expo Center are available on their website at knoxvilleexpocenter.com.
- **We encourage you to arrive no later than 8:30 a.m.** so that orientation can begin promptly at 9:00 a.m., and will conclude by 11:00 a.m.

What to Bring to Jury Orientation?

- We ask that you **please bring a pen** so that your paperwork can be completed in a timely manner.
- Please **complete the enclosed Juror Information Form** and bring it with you to Jury Orientation. Bringing your completed Juror Information Form will expedite your check-in upon arrival.
- **Jury duty requires being available and serving for a two week service period.** Please review the available service periods listed below. In an effort to expedite your time at Jury Orientation, you have the option to indicate your preferred service periods in advance to the Orientation or you may select your period from those service periods available at Orientation.

How to Register Service Period Preferences? (Please note email service is required for this option):

- Email your preferred **first and second choice service periods** to **jury.criminal@knoxcounty.org**.
- Please note that service period preferences are recorded based upon the order in which they are received.
- **YOUR EMAIL DOES NOT CONFIRM YOUR SERVICE DATE**, you **MUST** still attend Jury Orientation for confirmation of your assigned service dates. (*Service Period Preferences cannot be accepted in all circumstances.*)
- If you opt to email your preferred service dates, please check-in at the Preferred Service Period registration table upon arrival.
- **Deadline to Register Service Period Preferences – Thursday, September 29th at 4:30 p.m.**

Service Periods:

- October 17, 2016 – October 28, 2016
- October 31, 2016 – November 11, 2016
- November 14, 2016 – November 25, 2016
- November 28, 2016 – December 09, 2016
- December 12, 2016 – December 16, 2016
- January 09, 2017 – January 20, 2017

Jury Orientation will provide you with a full explanation of what is involved in jury service. You should advise your employer immediately that you are required to appear. Employers must allow you to attend and cannot penalize you in any way for complying with the summons. If you believe your employment or personal circumstances justify postponement or excuse from service, the Judge will consider the situation at orientation. **Only the Judge** can excuse you from service. We look forward to seeing you.