

How to Register for Jury Service

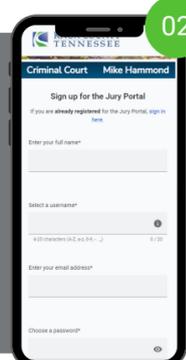
01



CREATE MFA ACCOUNT

Before you can register for Jury Service, you will need to create an account using Multi-Factor Authentication. To begin, please click the link "fill out the sign up form to register."

02



CREATE USERNAME AND PASSWORD

Enter your full name, username, email address, and password. Knox County will send the provided email address a code to complete the account set up. Please submit an email address that you can easily access to retrieve your authentication details. Select submit after all information is entered.

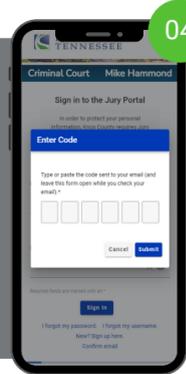
03



CONFIRM EMAIL ADDRESS

Knox County will email you a code to confirm your email address. Please enter the code displayed on the page. After you successfully enter your unique confirmation code, you will be directed to the Jury Portal Sign-In Page.

04



SIGN-IN TO JURY PORTAL

Please sign in to the Jury Portal using your chosen username and password. After you click submit, an "Enter Code" box will appear. Knox County will send you a one-time, unique code to your provided email address to authenticate your login. Enter the emailed code into the box and select "Submit."

05



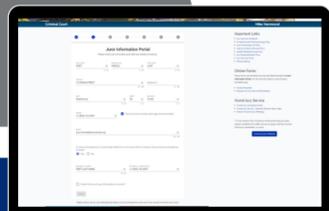
JUROR ID & SERVICE TYPE

Please enter your Juror ID Number found on your jury summons notice. Also select your date of birth. *Note: Please include the "TN" with your Juror ID number.* After you successfully enter your credentials, an option will appear to select your type of service. Please select "Jury Service (2-Week Service Period)."

06

VERIFY & TEXT OPTION

Please verify that the automatically populated information is correct and/or make any necessary changes. Also, please check off the box that says "Text me at this number" to receive updates regarding your service.



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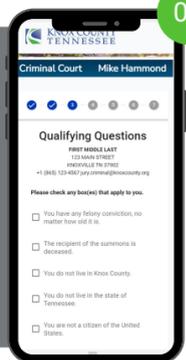
EMERGENCY CONTACT

On the same page, please enter an emergency contact and a phone number for your contact. When all information is accurate and verified, please check the box labeled "Check this box if your information is correct."

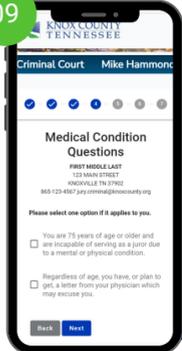
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QUALIFYING QUESTIONS

To see if you qualify for service, please review the qualifying questions. Select any of the options that apply to you, or leave blank, and select "Next"



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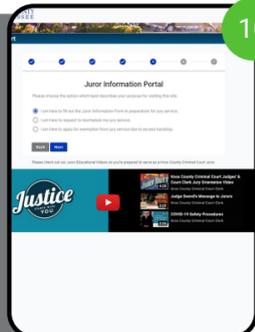
MEDICAL CONDITION

You may be excused from Jury Service due to your age or medical condition. Please select one option from the list if it applies to you, or, select "Next" to proceed with your registration.

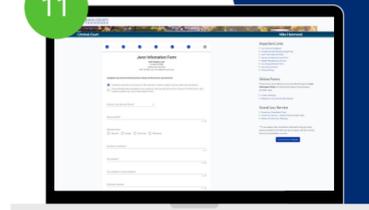
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JURY SERVICE PREPARATION

On the next page, you will be asked why you are visiting the Jury Portal. Please select, "I am here to fill out the Juror Information Form in Preparation for Jury Service."



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SERVICE PERIOD CHOICE

First, select your two-week service period of your choice. Then, enter information about yourself as thoroughly as possible. Please select "Submit" when done.

Congratulations! You have successfully registered for service. You will receive an email shortly confirming your two-week service period and panel number. Please contact Knox County Jury Services if you have any questions.