

JUROR INFORMATION

Questions concerning Jury Service should be addressed to the **Jury Coordinator of the Criminal Court Clerk's office, City-County Building, Room 149.** **Telephone: 215-2492**

** If you require ADA Assistance while performing jury duty, please call (865) 215-2492 and ask to speak with the Criminal Court Jury Coordinator, or email jury.criminal@knoxcounty.org.*

JURY TERM: Jury Duty is a two-week service. Juries are used normally Monday through Wednesday. You will report only IF your panel is asked to report. **Please call every evening after 4:30 p.m. for instructions for the next day. The number is (865) 215-2494.** You will also receive a text message if you provided your mobile number, and an email, if any jury panels are requested to report. The recorded message will inform you on panel reporting dates and times. The message will NOT refer to you by name, but by panel number. **The recording goes on at 4:30 P.M. and stays on until 8:00 A.M. the following workday. If you do not know your panel number, please call (865) 215-2492 and ask to speak with a Jury Coordinator.**

Please arrive at the requested time to report. **If there is a day you cannot be here, you should give notice to the Jury Coordinator.** If you are ill or have an emergency and are unable to appear for Jury Duty as you are scheduled, be sure to call 215-2492 as near to 8:00 A.M. as possible.

PARKING: If you are selected as a Criminal Court juror, we advise that you park in the **Dwight Kessel Metropolitan Parking Garage, located at the corner of State Street and Hill Ave. Your parking will be free, so please remember to bring your parking ticket so that we may validate it for you. (This is the only downtown parking garage that will be free parking.)**

FIRST DAY OF SERVICE: Please come to the Criminal Court Clerk's office, Room 149 located on Floor 1 in the City-County Building, **ONLY WHEN YOUR PANEL IS CALLED.** You will be instructed as to which court you will be in for the day. If you are not used in the first court you are sent to, please report back to the Criminal Court Clerk's Office front counter.

JUROR FEES: You are paid \$11.00 per day that you report. Documentation for attendance will be emailed to you each time you check-in when asked to report. If you did not provide an email, please notify us if you need a paper copy of confirmed attendance.

COURT ROOM DRESS CODE: Shorts and tank tops are not allowed in the Courtroom.

COURT ROOM SECURITY: A security system is in effect at the City-County Building. You will have to go through security similar to that at an airport. Any type of pocket knife, fingernail clippers, files, etc. will be confiscated and will not be returned. Please leave any such items in your car.

**MIKE HAMMOND
CLERK OF CRIMINAL COURT
KNOX COUNTY, TENNESSEE**

JUROR FREQUENTLY ASKED QUESTIONS

1. **Where did you get my name?** The Knox County Criminal Court obtains the names of its jurors solely from the Tennessee Department of Safety (Tennessee issued State Identification Cards and Driver's License).
2. **How long is my term of service?** Your term of service depends on whether you are a petit (trial) juror or a grand juror. Term of service for petit jurors is two weeks. Term of service for grand jurors is three months. Most grand jurors report one day per week, or every other week.
3. **When I have completed my service as a juror, will I be called to serve again?** The court's pool of juror names is replenished every two years.
4. **If I am not selected to serve on a trial, how do I know what to do next?** You will be told before you leave the courthouse when to report back or that you are excused until further notice.
5. **How much are jurors paid?** The attendance fee is \$11.00 per day.
6. **How do I get my check?** Checks are mailed to your home address.
7. **Does my employer have to pay me or at least make up the difference when I serve on a jury?** TCA 22-4-106(b) provides "...the employee shall be entitled to such employee's usual compensation received from such employment; however, the employer has the discretion to deduct the amount of the fee or compensation the employee receives for serving as a juror. Moreover, no employer shall be required to compensate an employee for more time than was actually spent serving and traveling to and from jury duty. If an employer employs less than five people on a regular basis, or if the juror has been employed by an employer on a temporary basis for less than six months, the employer is not required to compensate the juror during the period of jury service pursuant to this section."
8. **What happens if my employer wrongly reduces my pay, requires me to change my schedule or otherwise attempts to interfere with my jury service?** By statute, an employer may not discharge, threaten to discharge, intimidate, or coerce any permanent employee because of the employee's jury service, or the attendance or scheduled attendance in connection with jury service. If you believe your employer has engaged in such prohibited conduct, you should inform the judge or the clerk immediately.
9. **What types of cases will jurors decide in criminal court?** Criminal trials will be heard. Criminal trials involve a party or parties who are alleged to have violated state law and who have been indicted by a grand jury.
10. **How many days do trials last?** Jury trials can last anywhere from less than one day to several days. The majority of trials last two to three days. In the event of a lengthy trial, the court will consider special hardship requests for excuse.
11. **Can I get out of serving?** To be excused from service, you must complete and submit a Request for Undue Hardship Form. If your request is denied, you are required to report. You may submit your completed form to jury.criminal@knoxcounty.org. The grounds for excuse are limited as jury service is an acknowledged duty of citizenship and our form of government requires citizens to serve as jurors when called.
12. **Will I ever be required to serve late in the evening or stay overnight?** Sometimes trials will run past 5:00 p.m. in order, for example, to complete the testimony of a witness. If that happens, you will have time to make arrangements and advise your family.