

## **JURY SUMMONS**

You are hereby notified that you have been selected for jury service in the **CIRCUIT COURT of HAWKINS COUNTY**, Tennessee. You must report to the Justice Center in Rogersville at **8:30 AM**. **If you fail to appear, you are subject to being held in contempt of court and being fined up to five hundred dollars (\$500.00) plus court costs.**

**ADA** If, in order for you to report for jury service or serve as a juror, you require assistance or modification due to a qualified disability, please contact Gary Murrell, EMA Director & ADA Coordinator, at 423-272-8059.

---

## **JUROR QUALIFICATION FORM**

**1. ELIGIBILITY:** A person is only eligible for jury service if he or she is at least 18 years of age, is a citizen of the United States, has been a resident of Hawkins County for at least 12 months, has not served as a juror during the previous 24 months, and has not been convicted of perjury, subornation of perjury, a felony, or any infamous offense.

**2. POSTPONEMENT OF SERVICE:** Jurors may request a temporary postponement of their jury service. Reasons for postponement: Extraordinary event, such as a death in your immediate family; sudden grave illness; natural disaster; or national emergency.

**3. EXCUSE FROM SERVICE:** Jurors will only be excused if serving will cause an **undue or extreme physical or financial hardship**. Reasons for excusal: (1) Mental or physical hardship (doctor's statement required on form available in clerk's office); (2) Financial hardship (does the juror work for an employer who is not required to compensate juror and declines to do so voluntarily) (affidavit required); (3) The juror is a caregiver for personal care of a person without a substitute caregiver available (affidavit required).

Any juror who requests disqualification pursuant to the above (Nos. 1-3) shall report to the Circuit Court Clerk's office at least seven (7) days before their report date to complete the appropriate affidavit and/or to deliver an appropriate doctor's statement.

**Failure to provide satisfactory documentation may result in the denial of a request to be excused.**

PURSUANT TO CHAPTER 1159 OF THE 2008 PUBLIC ACTS, EFFECTIVE JANUARY 1, 2009, ALL COMPETENT ADULTS SUMMONED MUST SERVE UNLESS EXCUSED.

FOR SOLE PROFESSIONAL PRACTITIONERS: A FORMER ABSOLUTE EXEMPTION HAS BEEN ELIMINATED.

## **JURY SERVICE INFORMATION SHEET**

Congratulations on being selected for jury service in Hawkins County! Your service is essential to the administration of justice, and your participation is greatly appreciated by the judges, attorneys, and parties. The constitutional right to a jury trial is critical to our judicial system, and jurors are a crucial part of the process. Serving as a juror is not only an obligation, but a right and privilege. Thank you for serving.

A judge and jury coordinator will be available to answer any questions you have concerning your service when you appear. However, you may also find the information below helpful or you can check out our website at [www.hawkinscountyttn.gov](http://www.hawkinscountyttn.gov).

**Directions to the Justice Center and Parking Information:** 115 Justice Center Drive, Rogersville, TN 37857. Telephone number 423-272-3397. Office hours: 8 AM until 4 PM Monday through Friday. Limited parking is available at the rear of the courthouse and across the street. These lots fill quickly with employees. You can park in the parking lots of First Baptist Church and First Christian Church or any of the city parking lots. All are within a short walking distance of the courthouse. Parking available in front of Justice Center.

**Information Card:** **ENCLOSED** is an information card. Please complete this card legibly and bring it with you when you report for jury duty.

**Length of Service:** If you are called as a Circuit/Criminal Court juror, your service will be one of the following: February through May **OR** June through September **OR** October through January. You will not be required to be at the Justice Center every day. You will call a recording (423-272-3397) to see when you are needed.

**Attire:** Jurors must be dressed appropriately while in the courthouse. Although the judge will determine whether jurors' attire is appropriate, jurors should not wear shorts, short skirts, sagging pants, see-through or suggestive clothing, visible undergarments (including undershirts and tank tops), flip flops, house shoes, bandanas, headbands, hats/caps, or any clothing (including T-shirts) with inappropriate or offensive advertisements or slogans.

**Prohibited Items:** The following items are NOT allowed in the Justice Center: Alcohol, Weapons (including pocket knives), Cell Phones or Purses.

**Compensation by the County:** Jurors will receive \$15.00 for each day's attendance. You receive compensation each day you attend court, even if you are not selected as a juror in a specific case. **ENCLOSED** is an authorization form to donate your \$15.00 jury pay to the Criminal Injuries Compensation Fund. You are **not** required to make the donation but this office is required to inform you of that option. If you wish to donate your jury pay, please bring the completed form with you your first date of service.

**Employer – Compensation:** 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. All other Tennessee employers must provide a juror's usual compensation *for the time the juror actually spends serving and traveling to and from jury duty*. An employer has the discretion to deduct the amount of compensation the juror receives from the court. You may request a certificate of attendance from the clerk's office when you report for jury duty if your employer requires such a certificate. It is your responsibility to know what is required of you by your employer while serving jury duty.

**Employer – Excused Absences:** An employer must excuse the juror from employment for each day the juror's service exceeds three hours if the juror shows the jury summons to the employer upon receipt of the summons. A juror who works the night shift or the hours immediately preceding the hours court is normally held should contact the jury coordinator at 423-272-3397 for additional guidance.