

Jury Service Handbook



United States District Court
Eastern District of Tennessee
Greeneville Division

Website: www.tned.uscourts.gov

Email: greeneville_jury@tned.uscourts.gov

(Rev. 2/2016)

**Welcome to Jury Service
in the
United States District Court**

This booklet contains some of the information that will be covered in your orientation. Please keep it for reference.

Jury service is not only a duty of citizenship it is a privilege. Based upon responses to exit questionnaires, we know that most people find their jury service to be interesting and worthwhile. We hope you will, too.

“...Unless you are willing to participate in a democracy by serving, you cannot ensure the life, liberty, and pursuit of happiness...”

Lindy Boggs
former U. S. Representative
from Louisiana

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CONTACT INFORMATION

Kathy Hopson, Jury Clerk.....423-639-6235, ext. 1206

Rick Tipton, Division Manager....423-639-6235, ext. 1213

Email: greeneville_jury@tned.uscourts.gov

Website for *eJuror* Access..... www.tned.uscourts.gov

Jury Information Line

1-800-767-0662

FAX.....423-639-7134

BUILDING & MAILING ADDRESS

James H. Quillen U. S. District Courthouse and Federal Building
220 West Depot Street, Suite 200
Greeneville, TN 37743

COMPLETING FORMS ONLINE USING *eJuror*

You can now use the Court's online *eJuror* program to complete your forms (juror information card and juror questionnaire form) electronically. It's fast, easy and secure!

To complete your forms online go to the court's website, www.tned.uscourts.gov, click on "Juror" and the *eJuror* link. To log on you'll need the 9-digit participant number located to the right of your name and address on your jury summons.

TO: If your name and permanent address are not correct, please make corrections here.



Participant #
325106325

John Doe
123 East Street
Knoxville, TN 37901



Three arrows point from the participant number '325106325' to the text 'Participant #' above it.

Follow the prompts to answer each question. Once your information is submitted online there is no need to mail in your paper forms.

A request for excuse must still be submitted in writing. You may do so by mail using the enclosed return envelope **OR** by email: greeneyille_jury@tned.uscourts.gov (See page 5 for further information.)

REQUESTING EXCUSE

If you have a reason which you feel qualifies you for excuse from jury service, your request for excuse must be in writing. Please state your request as briefly as possible. **A request from your employer will not be considered.**

To make a request to have your jury service permanently excused or temporarily delayed, **please do ONE of the following:**

EMAIL your request: greeneyille_jury@tned.uscourts.gov

OR

MAIL your written request in the enclosed postage-paid envelope along with your other forms.

We will contact you to inform you of the judge's decision. **If the district judge denies your request, you will be required to report when notified.** Please make your request in advance. You will not be paid for your attendance if you wait until you report to request an excuse.

SCHEDULING DAYS OFF FROM JURY SERVICE

We make every effort to work around personal commitments, but **YOU MUST NOTIFY THE COURT 14 DAYS IN ADVANCE OF ANY DATE YOU WILL BE UNABLE TO SERVE.** This is your responsibility.

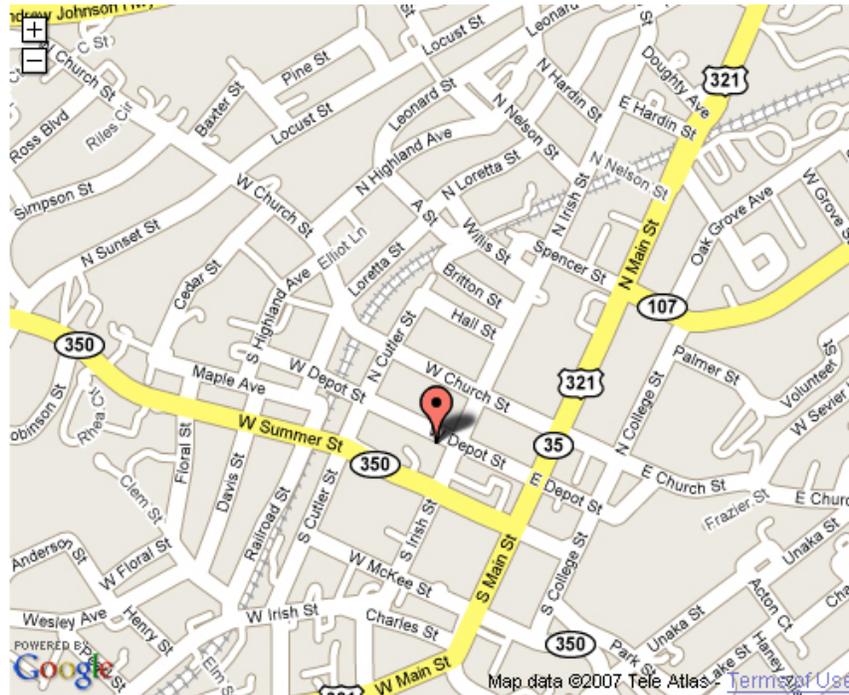
We are more than happy to work your jury service around your personal schedule, but there is only one way to be sure we don't call you for jury service when you have other commitments. **YOU** have to let us know ahead of time when you have commitments. This is **your** responsibility.

Voice Mail: 423-639-6235, Ext. 1206

Email: greeneyille_jury@tned.uscourts.gov

*When you call the **Jury Information Line** and you are told to report, that means we are expecting you to be here. So **PLEASE DO NOT WAIT** until you get your notification to report to let us know you're not available. **In the event of a last-minute emergency, call the clerk's office at (423) 639-3105.***

DOWNTOWN GREENEVILLE



Driving Directions: If traveling Interstate 81 SOUTH, take exit 36 at Baileyton Road. Turn LEFT toward Greeneville (Hwy. 172) for 12 miles. At intersection (4-way stop), turn RIGHT onto North Main Street / Hwy. 321. At third stop light, turn RIGHT onto Depot Street. The courthouse is one block down at the corner of Depot and Irish Streets. If traveling Interstate 81 NORTH, take exit 23, marked Bulls Gap / Greeneville. Turn RIGHT toward Greeneville (Hwy. 11E / Andrew Johnson Hwy.) for about 12 miles. Exit RIGHT toward Greeneville Business District (also 11E). At second stop light turn LEFT onto Cutler Street. At next intersection (4-way stop), turn RIGHT onto Depot. The courthouse is on the corner of Depot and Irish Streets.

There is a two-hour limit for on-street parking in Greeneville which is strictly enforced. The fine for overtime parking is \$20.00. The court cannot be responsible for a ticket if you should receive one. You may park in the First Baptist Church lot a block behind the courthouse. Please park away from the church buildings.

NEARBY RESTAURANTS

Several restaurants, including fast food establishments, are located within walking distance and on the 11-E Bypass.

Aunt Bea's	Tusculum Boulevard
Bean Barn	Church Street
Brumley's	Main Street (General Morgan Inn)
Catalyst Coffee Shop	Main & Depot Streets
Casa Nostra Italian Cuisine	Greeneville Commons
Little Top Drive Thru	Main Street
Monterrey Mexican	Town Square Shopping Center
Pals	Greeneville Commons
Peggy Ann Bakery	Snapps Ferry Road
Sandwich House	Main Street
Subway	Town Square Shopping Center
Tannery	Depot Street
Tipton's Café	Depot Street

Bottled water, coffee and hot tea are provided free of charge in the jury room. A refrigerator is available in the jury assembly room if you prefer to bring your lunch.

PAYMENT FOR JURY SERVICE

Attendance Fee: \$40.00 per day
Mileage Reimbursement: You will be reimbursed for your round-trip mileage from your home to the Federal Courthouse. This rate changes from time to time. You will be advised of the rate that is in effect during your term of service.

You will be paid for each day of attendance whether or not you are selected to sit on the jury. **The court cannot pay you if you fail to call the Jury Information Line and report when you are not supposed to.**

If you are employed, you are entitled by law to receive your regular pay from your employer, minus the \$40.00 attendance fee. If you need further information regarding this provision, please request it from the jury clerk when you report for service.

If you are an employee of the United States government, you are not paid an attendance fee, but you will still be reimbursed for mileage.

If your employer needs verification of your attendance for payroll records, please see the jury clerk or courtroom deputy for an attendance slip.

Juror paychecks are prepared approximately every two weeks and mailed directly to your home address. If your address changes during your term of Service, please advise the jury clerk. If you have a question regarding your juror payment, you should contact the jury clerk.

The IRS requires that the \$40.00 attendance fee be included on your tax return (not the mileage). The court does not issue an IRS Form 1099, unless a juror is paid \$600.00 or more in attendance fees in one calendar year.

REPORTING NOTIFICATION

After the original summons is issued, the clerk's office corresponds with jurors by mail advising you of the date you are to report. **YOU WILL BE NOTIFIED BY MAIL** approximately one week in advance when you are to report.

JURY INFORMATION LINE

Once notified by mail, jurors are **REQUIRED** to call the Jury Information Line, **1-800-767-0662**, after 5:00 p.m. on the last business day before the specified reporting date. *Remember, if you do not call the jury information line and report unnecessarily as a result, you will not be paid for your attendance for that day; it will not count as one of your days of attendance; and we cannot verify your attendance to your employer.*

The recorded message will inform you whether there has been any change in your reporting date or time

The Jury Information Line is a **RECORDED MESSAGE ONLY**. If you need to speak with someone, please call 423-639-3015, Monday- Friday, 8:00 am - 4:00 pm.

REPORTING LOCATION

The main entrance to the James H. Quillen Federal Building faces Depot Street.

On your **FIRST DAY OF JURY SERVICE** report to the **JURY ASSEMBLY ROOM** on the 2nd floor for jury orientation.

IF YOU ARE SITTING ON A JURY (that is, while the trial is going on) report to the **JURY ASSEMBLY ROOM**.

DO NOT go in the courtroom or wait in the hall and DO NOT have any personal conversations with attorneys, parties, or witnesses.

TERM OF SERVICE

The term of actual courtroom service is limited to thirty days over a period of approximately six months (unless of course, a trial lasts for more than thirty days). Realistically, you will serve only five to ten days.

ATTIRE FOR COURT

Wear comfortable, neat clothing. “Sunday dress” is not required. A sweater or light jacket may come in handy as the courtrooms are usually cold.

DO NOT WEAR shorts or tank tops, T-shirts, sweat suits or jogging suits, or clothing that is not in keeping with the dignity of the court.

SECURITY

It is a security requirement that **every** person entering a U.S. Courthouse must present photo identification—a driver’s license or other photo identification. Please make certain to have photo identification with you whenever entering a U.S. Courthouse.

The security gate in the first floor lobby is there for everyone’s safety including that of the jurors. Anytime you enter the building, you will be required to go through the security gate (including after lunch). Remember, this is for everyone’s safety.

***CELLULAR PHONES, LAPTOP COMPUTERS,
PAGERS, E BOOKS, CAMERAS, AND POCKET KNIVES
ARE NOT ALLOWED IN THE FEDERAL BUILDING***

USE OF ELECTRONIC TECHNOLOGY TO CONDUCT RESEARCH OR COMMUNICATE ABOUT A CASE

It is essential that jurors' decisions be based solely on the information received in the courtroom. Please remember these rules:

Do not talk to anyone, or let anyone talk to you about the case.

This includes your family and friends. You must not discuss any aspect of the case with anyone until the trial is concluded. Also, do not discuss the case with the other jurors until your deliberations begin.

Do not receive or send electronic communications about the case.

This includes texting, emailing, blogging, posting information on social network websites, or using any other electronic communications to discuss, or even mention, the case.

Avoid outside information from the internet or other sources.

This means that during the trial you must not conduct any independent research about the case, the matters in the case, and the individuals or corporations involved in the case. Do not try to find out information from any source outside the confines of the courtroom. This includes consulting dictionaries or reference materials, searching the internet, websites, blogs, or using any other electronic tools to obtain information about the case. You must also avoid news reports - broadcast, print, or internet relating to the case or issues in the case.

LAWS GOVERNING JURY SERVICE

Any person summoned for jury service in U. S. District Court (federal court) is required to report as directed unless excused by the Court. Reasons for excuse are set forth in the Jury Plan for the Random Selection of Grand and Petit Jurors, a copy of which is available for inspection in the clerk's office of the U. S. District Court. The grounds for excuse are limited as jury service is an acknowledged duty of citizenship, and our form of government requires individuals to serve as jurors when called.

A person summoned for jury service who fails to appear as directed can be ordered by the Court to appear and show cause for failure to comply with the summons. A person who fails to show good cause to the Court for non-compliance with a summons may be fined not more than \$1,000, imprisoned not more than three days, ordered to perform community service, or any combination thereof.

By statute and order of this Court, 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 a member of the clerk's office immediately.

An employer violating this requirement is subject to

- (1) liability for damages to the employee,
- (2) an injunction from further such violations and to provide appropriate relief, including the reinstatement of such employee, and
- (3) a civil penalty of not more than \$5,000 for each violation as to each employee,
- (4) and may be ordered to perform community service.

District courts have been given jurisdiction over civil actions brought for the protection of jurors' employment rights, and a mechanism has been provided for the appointment of counsel for jurors claiming violations by their employers and whose claims are found to have possible merit.