

# Jury Service Handbook



United States District Court  
Eastern District of Tennessee  
Knoxville Division

Website: [www.tned.uscourts.gov](http://www.tned.uscourts.gov)

Email: [knoxville\\_jury@tned.uscourts.gov](mailto:knoxville_jury@tned.uscourts.gov)

**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.

*“...(U)nless 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

Angela Brush, Jury Clerk.....865-545-4234, Ext. 2226  
Kathy Keeton, Div. Manager . . . . .865-545-4234, Ext. 2232  
Email Address ..... knoxville\_jury@tned.uscourts.gov  
Website for *eJuror* Access..... www.tned.uscourts.gov  
Jury Information Line .....1-800-877-0551  
FAX.....865-545-4247

### BUILDING ADDRESS

U. S. District Court  
Howard H. Baker, Jr. Courthouse Building  
800 Market Street, Suite 130  
Knoxville, TN 37902

## 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](http://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.

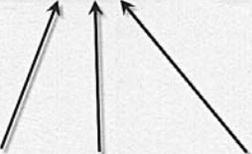
**TO:** If your name and permanent address are not correct, please make corrections here.



John Doe  
123 East Street  
Knoxville, TN 37901



**Participant #**  
**325106325**



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: *knoxville\_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: *knoxville\_jury@tned.uscourts.gov*

**OR**

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

**OR**

**DELIVER** your written request in person to the Clerk's Office (Suite 130, Howard H. Baker, Jr. Courthouse Building).

We will contact you before your scheduled reporting date to inform you of the judge's decision. **If the district judge denies your request you are required to report.** Please make your request in advance. You will not be paid for your attendance if you wait until you report to request excuse.

## SCHEDULING DAYS OFF FROM JURY SERVICE

We make every effort to work around personal commitments but **YOU MUST LET US KNOW AHEAD OF TIME.**

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: 865-545-4234, Ext. 2226

Email: *knoxville\_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 DON'T 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 jury clerk at (865) 545-4228.*

# **DIRECTIONS TO THE HOWARD H. BAKER JR. U.S. COURTHOUSE**

## **COMING FROM THE WEST**

Drive I-40 East to James White Parkway and exit there. From James White Parkway, take 2<sup>nd</sup> exit—the Cumberland Avenue/Downtown Exit (Exit 388A). Immediately past the second traffic light (Gay Street intersection), Republic Parking will be on the right and the Howard Baker Jr. U.S. Courthouse will be on the left.

## **COMING FROM THE EAST**

Drive I-40 West to the James White Parkway exit (it exits to the left, not to the right, off of I-40, so be in the left-hand lane). From James White Parkway, take 2<sup>nd</sup> exit—the Cumberland Avenue/Downtown exit (388A). Immediately past the second traffic light (Gay Street intersection), Republic Parking will be on the right and Howard Baker Jr. U.S. Courthouse will be on the left.

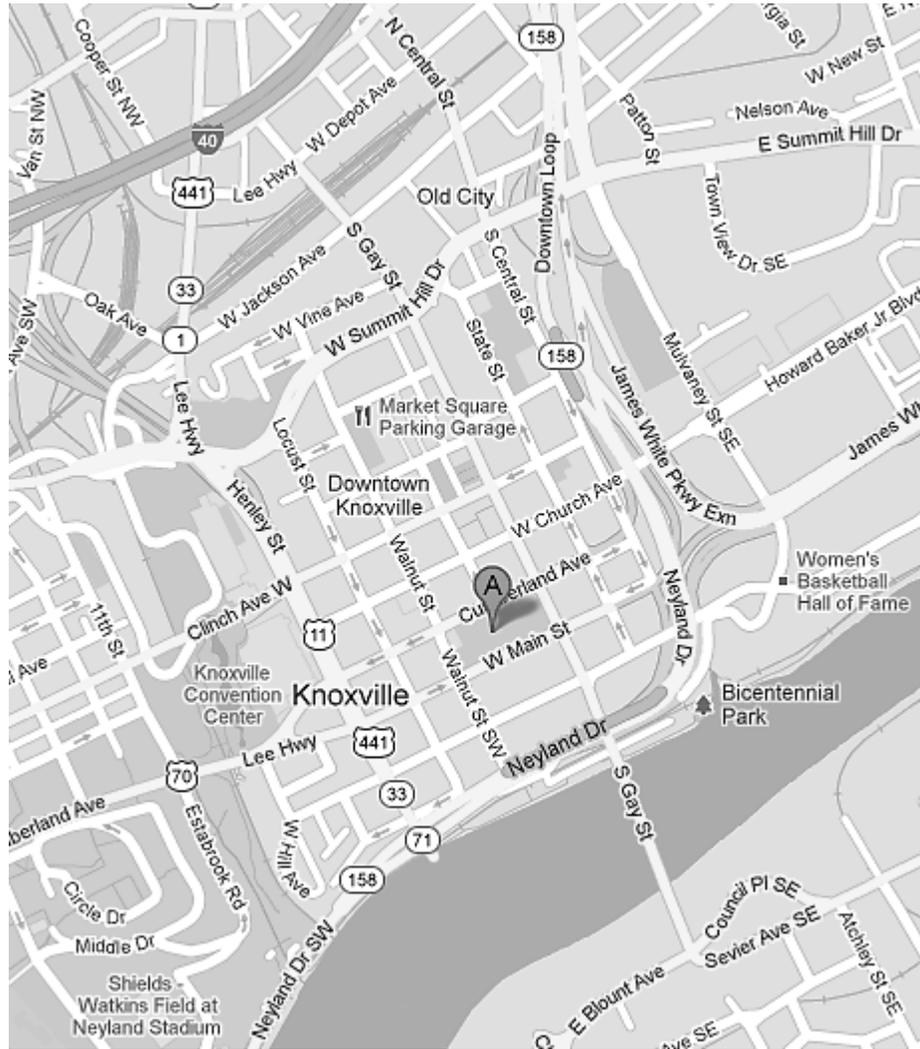
## **COMING FROM THE NORTH**

Drive I-75 South. This route becomes I-275 on the northern edge of the city. Follow I-275 to its intersection with I-40 East (take the I-40 East/Asheville exit), and follow I-40 East for about a half-mile to the James White Parkway exit. From the James White Parkway, take 2<sup>nd</sup> exit—the Cumberland Avenue/Downtown exit (Exit 388A). Immediately past the second light (Gay Street intersection), Republic Parking will be on the right and the Howard Baker Jr. U.S. Courthouse will be on the left.

## **COMING FROM THE SOUTH**

If you are approaching downtown on Chapman Highway and the Henley Bridge from the South, turn right onto Main Street. The Howard H. Baker Jr. U.S. Courthouse is on Main, in the third block on your left. If you use the Gay Street Bridge as your approach to downtown, you will see the Howard H. Baker U.S. Courthouse on Gay on your left between Main and Cumberland Avenue.

# DOWNTOWN KNOXVILLE



**Driving Directions:** Coming into Knoxville (I40E or I40W) take the James White Parkway exit. Once on the James White Parkway, take the 2nd exit - Cumberland Ave./Downtown exit. At the end of the exit ramp you will come to a traffic light, go straight again. Once you have gone through the traffic light (across Gay Street), the building will be on your LEFT and a parking lot will be on your RIGHT. (See also page 6.)

## PAYMENT FOR JURY SERVICE

Attendance Fee: \$40.00 per day  
Parking Reimbursement: \$10.00 per day  
Mileage Reimbursement: Mileage is 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 and parking.

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 you at home. If your address changes during your term of service please advise the jury administrator. If you have a question regarding your juror payment, you should contact the jury clerk in the Knoxville office.

The IRS requires that the \$40.00 attendance fee be included on your tax return (not the mileage and parking reimbursements). 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.

## **JURY INFORMATION LINE**

All jurors are **REQUIRED** to call the Jury Information Line after 2:00 p.m. on Friday (see Reporting Notification above.) **AND** to call after 5:00 p.m. on the day before reporting. *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 message will not refer to you by name but by juror number. You will receive your new juror number at orientation.

The Jury Information Line is a **RECORDED MESSAGE ONLY**. If you need to speak with someone, please call 865-545-4234, ext. 2226, Mon.-Fri., 8:00 am - 4:00 pm.

## **REPORTING LOCATION**

The main entrance to the Howard Baker U.S. Courthouse is located in the glass rotunda in the central courtyard.

On your **FIRST DAY OF JURY SERVICE** report to the **JURY ASSEMBLY ROOM** on the 1st floor for jury orientation.

**IF YOU ARE SITTING ON A JURY** (that is, while the trial is going on) report to the **JURY ROOM** to which you have been assigned. The jury rooms are located on the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors next to the courtrooms.

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

## ATTIRE FOR COURT

Wear comfortable, neat clothing. “Sunday dress” is not required. A sweater or light jacket may come in handy.

***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 noncompliance with a summons may be fined not more than \$1000, 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
- (4) employee, 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.