

Jury Service Handbook



United States District Court
Eastern District of Tennessee
Winchester Division

Website: www.tned.uscourts.gov

Email: winchester_jury@tned.uscourts.gov

(Rev. 6-2011)

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

This handbook contains information that will be covered when you report for jury orientation. Please keep it for reference.

Jury service is not only a duty of citizenship it is also a privilege. Based upon their 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, Louisiana

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CONTACT INFORMATION

Courtney Camp, Jury Clerk	423-752-5285, Ext. 3253
Email Address.	<i>winchester_jury@tned.uscourts.gov</i>
Website for <i>eJuror</i> Access.	<i>www.tned.uscourts.gov</i>
Jury Information Line.	1-800-488-0879
FAX Line.....	423-752-5205

BUILDING ADDRESS

U. S. Courthouse and Federal Building
200 South Jefferson St.
Winchester TN

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.



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

The only form that can't be completed online is the Request for Excuse or Delay of Jury Service. You may either mail in the paper form in the return mail envelope **OR** submit your request by email to winchester_jury@tned.uscourts.gov. (See p. 5 for further information.)

TERM OF SERVICE

Jurors for the Winchester Division are summoned for **one day or one trial**.

If you are not selected as a juror for the trial beginning on the day you report, your jury service will be finished as of that day. If you are selected as a juror for the trial beginning on the day you report, your jury service will be finished at the end of the trial. You will not be called back for further jury service.

PAYMENT FOR JURY SERVICE

Attendance Fee: \$40.00 per day

Mileage Reimbursement: Mileage is reimbursed for your round-trip mileage from your home to the Federal Building. 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 administrator 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 wants verification of your attendance for payroll records, please see the jury administrator or courtroom deputy for an attendance slip.

Juror paychecks are 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 administrator in the Chattanooga 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 (15 days' attendance) in one calendar year. See IRS publication 252 for information regarding the reporting of jury fees on your income tax return.***

JURY INFORMATION LINE: 1-800-676-0187

Call the Jury Information Line after 12:00 noon Central Time on the day before reporting.

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 or by number but to the jurors as a group (such as “This message is for the jurors scheduled to report on ...”).

The Jury Information Line is a *RECORDED MESSAGE ONLY*. If you need to speak with someone, please call 423-752-5285, Ext. 3253, Mon.-Fri., 8:00 am - 4:00 pm.

REPORTING LOCATION

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

IF YOU ARE SELECTED FOR THE JURY (that is, while the trial is going on): report to the **JURY ROOM** each day until the trial is completed.

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

REQUESTS FOR EXCUSE

Please make your written request for excuse before your reporting date.

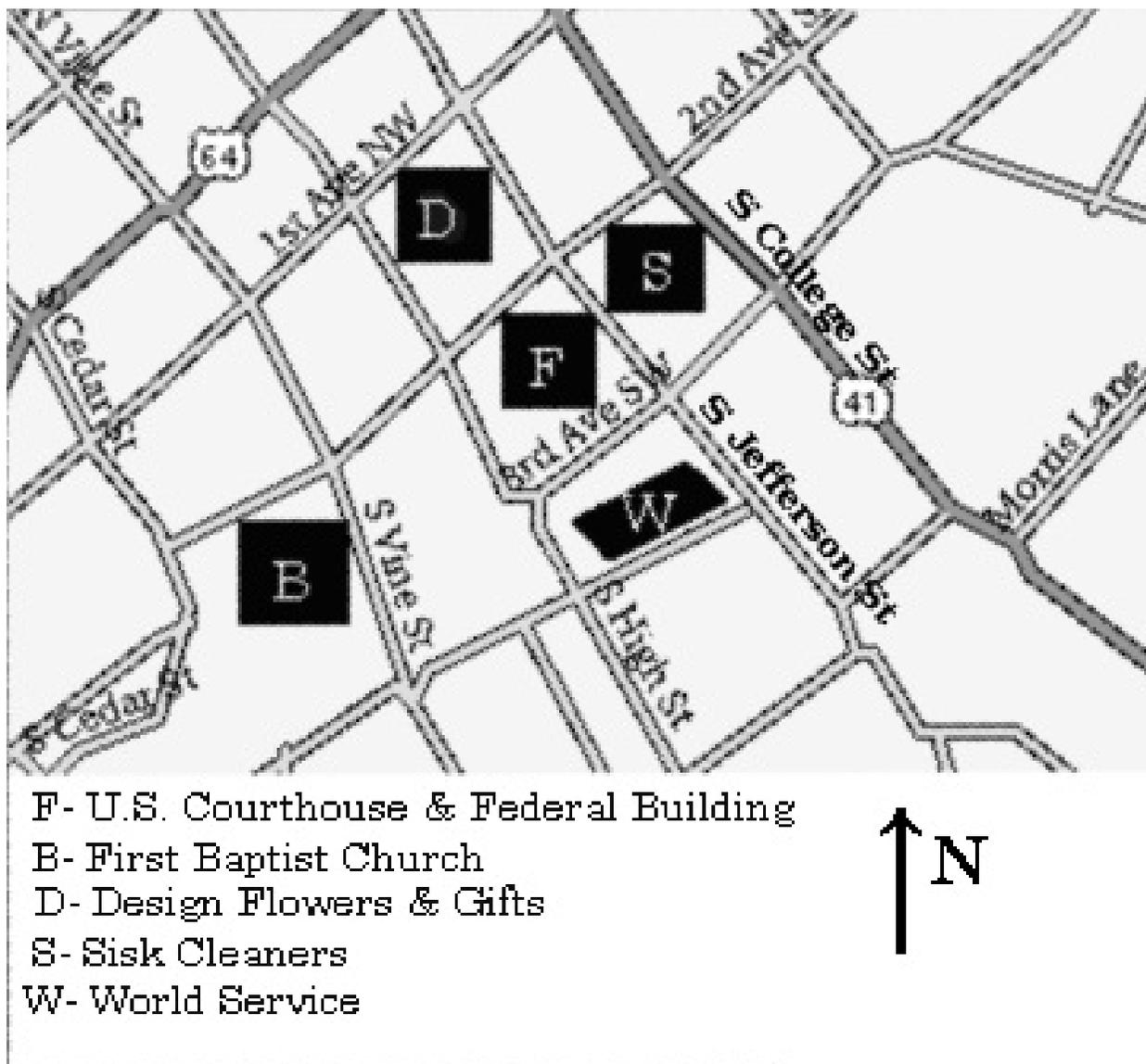
Keep in mind that you are only being asked to report one time.

If you are selected as a juror for the trial beginning on the day you report, your jury service will be complete at the end of the trial.

To make a request for excuse, please do ONE of the following:

- *Make your request by email: winchester_jury@tned.uscourts.gov*
OR
Fill out the “Request for Excuse or Delay of Jury Service” form and return it by mail.
- State your request as briefly as possible. A request from your employer will not be considered.
- You will be contacted *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 as scheduled.**

DOWNTOWN WINCHESTER



PARKING

There are parking spaces available at the Federal Building and at several lots nearby. There are spaces on the street around the Federal Building. There are also spaces available in the visitors' parking lot of 1st Baptist Church at the corner of 2nd Ave. SW and S. Vine St. (2 blocks behind the Federal Building)

DO NOT park at the Bryan Bean CPA Office (3rd Ave. SW and S. Jefferson St., formerly World Service Ins. - indicated on map above by a "W"). THEY WILL HAVE YOUR CAR TOWED.

DO NOT park at the Methodist Church parking lot next door. They operate a day care program and need all their spaces for that purpose.

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

The security gate 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). Be prepared to present photo identification. Remember, this is for everyone's safety.

CELL PHONES, LAPTOP COMPUTERS, PAGERS AND POCKET KNIVES ARE NOT ALLOWED IN THE FEDERAL BUILDING.

NEARBY RESTAURANTS

Burger King	250 Dinah Shore Blvd.
Camino Real Mexican	836 Dinah Shore Blvd.
Lisa Jane's	501 East Main St., Decherd
Los Alamos	536 South College St.
Oasis	586 College Street
Pizza Hut	503 Dinah Shore Blvd.
San Miguel Coffee Co.	18 South Jefferson St.
Scallawags	14 South Jefferson St.
Second St. Café	102 Second Ave., NW
Skip's Grill	614 David Crockett Hwy.
Western Sirloin Steak House,	1911 Decherd Blvd.

Vending machines are located on the first floor at the rear of the Federal Building. The jury room is equipped with a refrigerator and microwave oven for the jurors' use. Snacks, canned sodas and coffee are provided free of charge in the jury room.

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, or 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, 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.