

# Jury Service



# **JURY INFORMATION**

As a juror, you serve a vital role in our Judicial System and your service is an

important responsibility of citizenship. The United States Constitution guarantees everyone the right to trial by an impartial jury. Without willing jurors, the fairness and integrity of our Judicial System could not be maintained. (T.C.A. 22-1-101)

Jurors are selected at random from a computerized jury pool that is currently made up of Tennessee Department of Safety licensed Union County drivers. Jurors are compensated at the rate of \$10.00 for each day's attendance.

If you received a summons, please read and follow the instructions. If you need help, please call the jury coordinator at 865-992-5493.

## **Absence from employment-Amount of compensation (T.C.A. 224-10)**

- Any employee shall on the next day the employee is engaged in such

employee's employment, exhibit the summons to the employee's immediate superior.

- The employee shall be entitled to such employee's usual compensation

received from such employment, less the amount of the fee or compensation the employee received for serving as a juror.

- Note: This does not apply to any employer who employs on a regular basis less than five (5) people or to any employee who has been employed on a temporary basis for less than six (6) months.

**Basic qualifications (T.C.A. 22-1-101, 22-1-102, 22-1-104)**

- Must be 18 years of age
- US Citizen
- Resident of Union County for 12 months preceding the date of the summons
- No felony convictions of any infamous offense
- Persons convicted of perjury or subornation of perjury
- **No pending state case or be a party to a pending case**

# **JURY COORDINATOR**

## **Jury Coordinator (T.C.A. 22-2-201)**

The Clerk of the Circuit Court of the county is the jury coordinator. In the absence of the Circuit Court Clerk, the clerk's deputy may take an oath and perform the jury coordinator duties.

The jury coordinator selects names of prospective jurors, to serve in the Courts, by random automated means without opportunity for the intervention of any human agency to select a particular name and in a manner that causes no prejudice to any person. The names, which shall constitute the jury list, is compiled from Tennessee licensed driver records. The jury coordinator is prohibited from using the permanent voter registration records as a source to compile the jury list.

The procedure is repeated every two (2) years. Prior to repeating this procedure and compiling a new jury list, no person may be added or taken from the existing list.

# **GRAND JURY**

## **Grand Jury (TN. Rules of Criminal Procedure Rule 6)**

**The Grand Jury consists of thirteen members and up to five alternates.**

### **The duties of the grand jury are:**

- To consider all criminal cases submitted to it by the District Attorney General
- To inquire into any report of a criminal offense brought to its attention by a member of the grand jury
- To inquire into any abuse of office by state or local office holder
- To report the results of its action to the court

**The Grand Jury meets 3-4 times each term of court**

# **JURY SUMMONS**

**IN THE CRIMINAL COURT FOR UNION COUNTY, TENNESSEE**

**SUMMONS TO APPEAR  
FOR JURY DUTY**

**You are summons to appear for Jury Service for the Union County Circuit & Criminal Court in Maynardville, TN. On**

**DATE AND TIME WILL APPEAR HERE**

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**At that time the Judge will explain to you all aspects of jury duty. If you have any questions, they will be answered at that time.**

**Effective January 1, 2009 the law changed regarding jury duty service. No one is exempt from serving jury duty; however, if you feel you are not eligible due to medical or other reasons you will need to do the following:**

**PLEASE READ CAREFULLY TO SEE WHAT YOU NEED TO DO**

**Attached to this summons you will find:**

**Jury Information Card**

**(Card has been address & stamped)**

**Must be completed and mailed back to the clerk by Date and Time will appear if you are not asking to be excuse or meet any of the qualifications for exemption.**

## **Jury Qualification Form**

**This form is to be used if you are not eligible for jury duty. Please read carefully and mark the appropriate box that applies to you. Documentation will be required. If you wish to be excuse for medical reasons, you will need to provide a medical statement from your physician explaining why you are unable to serve.**

**Please filled out the Jury Qualification Form and mailed back with card & documentation by Date and time will appear here**

## **Jury Summons**

**Information regarding jury service**

**Failure to obey this summons may be punishable by the Court pursuant to TCA 22-2-305 and 22-2-307**



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- The employee shall be entitled to such employee's usual compensation

received from such employment, less the amount of the fee or compensation the employee received for serving as a juror.

- Note: This does not apply to any employer who employs on a regular basis less than five (5) people or to any employee who has been employed on a temporary basis for less than six (6) months.

**Basic qualifications (T.C.A. 22-1-101, 22-1-102, 22-1-104)**

- Must be 18 years of age
  - US Citizen
  - Resident of Union County for 12 months preceding the date of the summons
  - No felony convictions of any infamous offense
  - Persons convicted of perjury or subornation of perjury
- No pending state case or be a party to a pending case

# JURY SUMMONS

You are hereby notified that you have been selected for jury service in the trial courts of Union County, Tennessee. You must report to the main courtroom at the Courthouse in Maynardville, Tennessee, on

## DATE AND TIME WILL APPEAR HERE

**You may want to arrive a few minutes early for parking and seating. Court starts promptly at 9:00 A.M.**

**Unless you are notified by the court that you are not required 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 if you fail to appear.**

## JURY SERVICE INFORMATION

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 on the above date. However, please read the following information about jury service.

**Jury Coordinator:** Barbara J. Williams, Union County Circuit Court Clerk, is the jury coordinator. The telephone number is 865-992-5493.

**Jury Information Hotline:** 865-992-5493. You can call this number after 5:00 p.m. the day before each scheduled trial to see if you will have to report.

**Directions to the Courthouse and Parking Information:** The Courthouse is located at 901 Main Street, Suite 201. Additional parking is available beside the courthouse. You may want to arrive early to find parking.

**Length of Service:** Your term is six months in length. You will not be required to be at the courthouse each day. At your first appearance in Court, you will be given a calendar showing the dates Court will be in session requiring your presence. There are normally three - four weeks of Criminal Court and two - three weeks of civil court held during the six month period. If you are selected for the Grand Jury, there will normally be three or four days of service during the six month period. While many cases may be set for trial, the majority will be resolved without a jury. You will be able to determine whether your presence is required by calling the jury information hotline after 5:00 p.m., the evening before the next required appearance. If the case is resolved, you will then be informed of the next court date requiring a jury.

**Attire & Prohibited Items:** Jurors must be dressed appropriately while in the courthouse and may not bring drugs, alcohol, or weapons into the courthouse.

**Disabilities:** 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 Union County ADA coordinator, Barbara J Williams at 865-992-5493.

**Compensation by Court:** Jurors will receive \$10 for each day's attendance. Jurors will also be reimbursed for mileage at a rate of \$.10 per mile, round trip.

**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 when you report for jury duty if your employer requires such a certificate.

**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 that court is normally held should contact the jury coordinator at 865-992-5493 for additional guidance.

**PLEASE READ THE FOLLOWING TO DETERMINE WHETHER YOU ARE ELIGIBLE TO SERVE OR WHETHER YOU QUALIFY TO BE EXCUSED FROM JURY DUTY.**

**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 Union County for at least 12 months, has not served as a juror during the previous twenty-four (24) months, and has not been convicted of perjury, subornation of perjury, a felony, or any infamous offense.

**POSTPONEMENT OF SERVICE:** Jurors may request a temporary postponement of their jury service due to a death in the family, sudden grave illness, medical appointment, natural disaster, national emergencies, scheduled vacations, unexpected job requirements, and other similar reasons. As your jury service extends over a six month period, you can be excused from the days of jury service affected by these emergencies. If that occurs, contact the jury coordinator who can excuse you for these dates and inform you when you will be required for further service thereafter. If your emergency requires you to be unavailable for the entire six (6) month period or at the date of the initial jury appearance above, please complete the juror qualification form enclosed and return it to the jury coordinator.

**EXCUSE FROM SERVICE:** Jurors will only be excused if serving will cause an **undue or extreme physical or financial hardship**. Such a hardship may be present if the juror has a mental or physical condition which causes the juror to be incapable of performing jury service, or if the juror would: (a) be required to abandon a person under such juror's personal care or supervision due to the impossibility of obtaining an appropriate substitute caregiver during the period of participation in the jury pool or on the jury; (b) incur costs that would have a substantial adverse impact on the payment of the juror's necessary daily living expenses or on those for whom such juror provides the principle means of support; (c) suffer physical hardship that would result in illness or disease; or (d) be deprived of compensation due to the fact that the prospective juror works out-of-state and the out-of-state employer is unwilling to compensate the juror, or that the prospective juror is employed by an employer who is not required to compensate jurors and declines to do so voluntarily. An undue or extreme physical or

financial hardship does not exist solely based on the fact that a juror will be required to be absent from the juror's place of employment. \_

### **PROCEDURE FOR RELEASE FROM JURY DUTY**

If you believe you are not eligible for jury duty or if you qualify to be excused for jury duty or have your jury duty postponed, please complete the enclosed form and return it in person to Barbara J. Williams, Union County Circuit Court Clerk, Union County Courthouse, or by mail to Barbara J. Williams, Union County Circuit Court Clerk, 901 Main St., Suite 201, Maynardville, Tennessee 37807. Unless you are informed in person, you will be contacted by telephone or mail about whether or not you have been released from jury duty. If you have received no response or disagree with the jury coordinator's decision, appear in Court on the above date, and the Judge will resolve the issue.

**PLEASE FILL OUT THE ENCLOSED INFORMATION CARD OR JUROR QUALIFICATION FORM WITH DOCUMENTATION AND MAILED BACK TO THE CLERK'S OFFICE NO LATER THAN DATE AND TIME WILL APPEAR HERE**

# **JURY Qualification Form**

IN THE CRIMINAL/CIRCUIT COURT FOR UNION COUNTY, TENNESSEE

Juror Qualification Form

To: Judge E. Shayne Sexton

Barbara J. Williams, Circuit Court Clerk & Jury Coordinator

901 Main St. Suite 201

Maynardville, TN 37807

865-992-5493

From: Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Home

Work

Cell

I request to be released from jury duty for all or part of the term of jury service for the following reason(s):

- I am not eligible for jury service; for the following reason
  - I am not 18 years of age
  - I am not a citizen of the United States
  - I am not a resident of Union County or I have not been a resident of Union County for at least 12 months.
  - I have served as a juror in federal or state court within the past 24 months as I

served in (state) (federal) court on \_\_\_\_\_.



I have been convicted of perjury, subornation of perjury, a felony, or other infamous crime. I was convicted of the following offenses:\_\_\_\_\_

\_\_\_\_\_

I request that my jury service be postponed for the entire six months period for the

following reason(s):\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I (have) (have not) been previously granted a postponement of jury service.

I wish to be excused from jury service for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If your request for excuse is due to a medical condition, you must include a medical statement

from a physician. Documentation for other grounds for excusal is also helpful.)

I certify that the above information is true and accurate.

\_\_\_\_\_

Juror

Date