

## **JURY SERVICE INFORMATION SHEET**

Congratulations on being selected for Jury Service in Cocke County! Your service is essential to the administration of justice, and your participation is greatly appreciated by the Judges, Attorneys and Citizens of this County. The constitutional right to a jury trial is critical to our Judicial System, and Jurors are the most crucial part of the process. Serving as a Juror is not only an obligation, but a right and a privilege. Thank you for serving.

The Clerk and Deputies of the Cocke County Circuit Court Office will be available to answer any questions you have concerning your service. However, you may find the information below helpful.

### **Directions to the Cocke County Courthouse and Parking Information:**

Cocke County Circuit Court - 111 Court Avenue, Newport, TN 37821. You will go upstairs to the Circuit Court Room and find a seat. I will call roll and then our Judge will present the Orientation.

There are parking places at all sides of the Courthouse. Sometimes though, parking places can be limited. **There is ALSO additional parking available at McSween Avenue in the parking lot (formerly National Bank of TN parking lot) that is to the left of the street.**

**Length of Service:** You will receive a list of prospective Jury Dates at Orientation. You will not be required to be at the Court House each day, but merely call a recording at **(423) 623-1000** to see if you are needed. Jurors should listen closely when being addressed by the Judge, Clerk, Attorneys or other Court Personnel. However, there may be periods in which Jurors are required to sit quietly and wait for the next step in the Jury Selection process.

**Attire:** Jurors must be dressed appropriately while in the Cocke County Court House. Jurors should not wear shorts, short skirts, sagging pants, see-thru or suggestive clothing visible undergarments (including undershirts and tank tops), flip flops, house shoes, bandanas, headbands, hats/caps, or clothing with inappropriate or offensive advertisements or slogans.

**Prohibited Items:** Jurors may not bring drugs, alcohol, weapons into the Cocke County Court House. If you require medication during your service, please contact the Clerk's Office at (423) 623-6124 *prior to the date of your appearance.*

**As of 4/1/19, The Cocke County Courthouse does not allow cell phones to be brought into the Court House.**

If you are selected as a Juror in a case, and should a family member have an emergency and need to contact you, please inform them to call the Circuit Court Clerk's office at (423) 623-6124. We will get the message to you as soon as possible, even if you are in the Court Room.

**Compensation by the Court:** Jurors will receive \$ 15.00 for each day's attendance. These checks are usually mailed out at the first of each month.

**Employer – Compensation:** If an Employer employs less than 5 people on a regular basis or if the Juror has been employed by an Employer on a temporary basis for less than 6 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 Service. 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 3 (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 Clerk at (423) 623-6124 for additional guidance.