

# Henry County Circuit Court

24<sup>th</sup> Judicial District

Mike Wilson, Clerk

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## JURY SERVICE INFORMATION – PLEASE READ COMPLETELY!

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If you are selected for jury service in Henry County, Tennessee, it was by a automated method using a list provided by the Tennessee Department of Safety consisting of those with valid driver's licenses in Henry County.

Your service is essential to the administration of justice and your participation is greatly appreciated by the judge, 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.

**COURTHOUSE INFORMATION:** The courthouse is located at 101 W. Washington Street, Paris, Tennessee. Jury service will be in the upstairs courtroom on the 2<sup>nd</sup> floor. You may use any exterior entrance door to enter. The east door facing Commercial Bank & Trust has an elevator available. All other entrances will require climbing stairs.

**PARKING:** There are public parking lots available around the downtown area. A few of them are located behind the former JC Penney store building (N. Market St), across from WTPR radio station (N. Brewer St), across from First Methodist Church (N. Poplar St) and there are parking spaces available around the court square with limited time (2 hours) monitored enforcement. If you park in the limited time spaces and are parked there during your jury service period and receive a ticket, you will not have to pay the ticket provided you place your “JURY SERVICE PARKING COUPON” inside the yellow ticket envelope. Coupons will be issued upon your arrival to court or you may ask for one from the Circuit Court Clerk's office when necessary. There are small red boxes attached to metal poles around the downtown area for you to deposit your yellow ticket envelope into.

**LENGTH OF SERVICE:** Your term of jury service is (4) four months. You will not be required to be at the courthouse each day but will instead be given instructions during your first court appearance by the judge or clerk about the schedule of court as far in advance as the judge feels is appropriate.

Typically, you will be given some dates to expect to be 'on call,' and asked to call (731) 642-0461 after 5:30 p.m. on assigned dates. You will call the night before a case is scheduled for a jury trial and a pre-recorded message will let you know if you need to report the next day. More details regarding this will be explained during the first appearance day. Please arrive by 8:30 a.m. on any given court date, especially your first appearance day.

**DRESS CODE:** Jurors must be dressed appropriately while in the courtroom. Jurors should not wear shorts, short skirts, sagging pants, see-through clothing, clothes with suggestive or offensive words or images/advertising/slogans, visible undergarments, flip flops, house shoes, bandanas, headbands, hats/caps, or tank tops.

**PROHIBITED ITEMS:** Jurors may not bring or possess drugs, alcohol, weapons, food, beverages, cell phones, or paging devices into the courtroom. There will be breaks given to attend to calls and other matters at appropriate times as determined by the judge. Smoking is not permitted inside the courthouse.

**COMPENSATION:** Jurors will receive \$11.00 per day for each day's attendance. Payments are processed following the completion of each month's service if you have attended court.

**EMPLOYER COMPENSATION:** If an employer employs less than (5) 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 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 from the clerk of court when you report for jury service 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 time court is normally held should contact the Circuit Court Clerk's office and ask for the jury coordinator at (731) 642-0461 for additional guidance.

**ACTIVE MILITARY SERVICE:** If you are in the military and away on active duty, you or someone on your behalf may contact our office to explain BUT we will still need the documentation completed and mailed in on your behalf.

**CONFLICTS OR NEED TO BE EXCUSED:** If you feel you need to be excused for any reason, please read the, "Juror Qualification & Eligibility Form" enclosed and complete the necessary information requested by explaining your situation at the bottom of that form for consideration.

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Please be assured the court will make efforts to accommodate schedules, planned vacations, medical appointments, weddings, funerals, disabilities, graduations, etc. As long as you have a legitimate event that conflicts with an actual day you are to appear, we work with you to resolve the situation, if possible. Many can be resolved prior to your first appearance day but some may require you to be present and discuss with the judge personally.

Please express any concern you have on the form titled, "Juror Qualification & Eligibility Form." There are lines provided to explain any situation you feel may be a conflict for you during your term of service.

Once we receive your documents and review them, someone will let you know what you need to do, so submitting these documents back to us quickly is very important.