# Jury Service Handbook

United States District Court
Eastern District of Tennessee
Chattanooga Division
http://www.tned.uscourts.gov

**(Rev. 2003)**

**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

**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 $100, or imprisoned not more than three days, or both.

Congress has provided for significant statutory protection of employment for federal jurors. An employer is prohibited from discharging, intimidating, threatening, or coercing any employee by reason of the employee's jury service or scheduled attendance for such service. 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 $1,000 for each violation as to each employee. 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.

## IMPORTANT TELEPHONE NUMBERS

U. S. District Court Clerk's Office . . . . . 423-752-5204
Jury Information Line . . . . . 1-800-488-0879
Voice Mailboxes:
Mari Stanfill, Jury Administrator . . . . . 423-752-5285, ext. 210
Donna Cates, Backup . . . . . 423-752-5285, ext. 222
FAX . . . . . 423-752-5205

**BUILDING ADDRESS**
Joel Solomon U. S. Courthouse and Federal Building
900 Georgia Avenue
Chattanooga, TN 37402

**MAILING ADDRESS**
U. S. District Court Clerk's Office
Attn.: Jury Administrator
P. O. Box 591
Chattanooga TN 37401

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## TERM OF SERVICE

You will be "on call" as a juror for 4 months (beginning on the first day you report). Over the course of the four month term you'll receive notices in the mail directing you to report for a jury selection on a specific date. These notices will be mailed to you one week in advance.

You will not be here every day or every week. You will only report when notified, probably one to two times per month.

## PAYMENT FOR JURY SERVICE

Attendance Fee: $40.00 per day
Parking Reimbursement: $6.00 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.

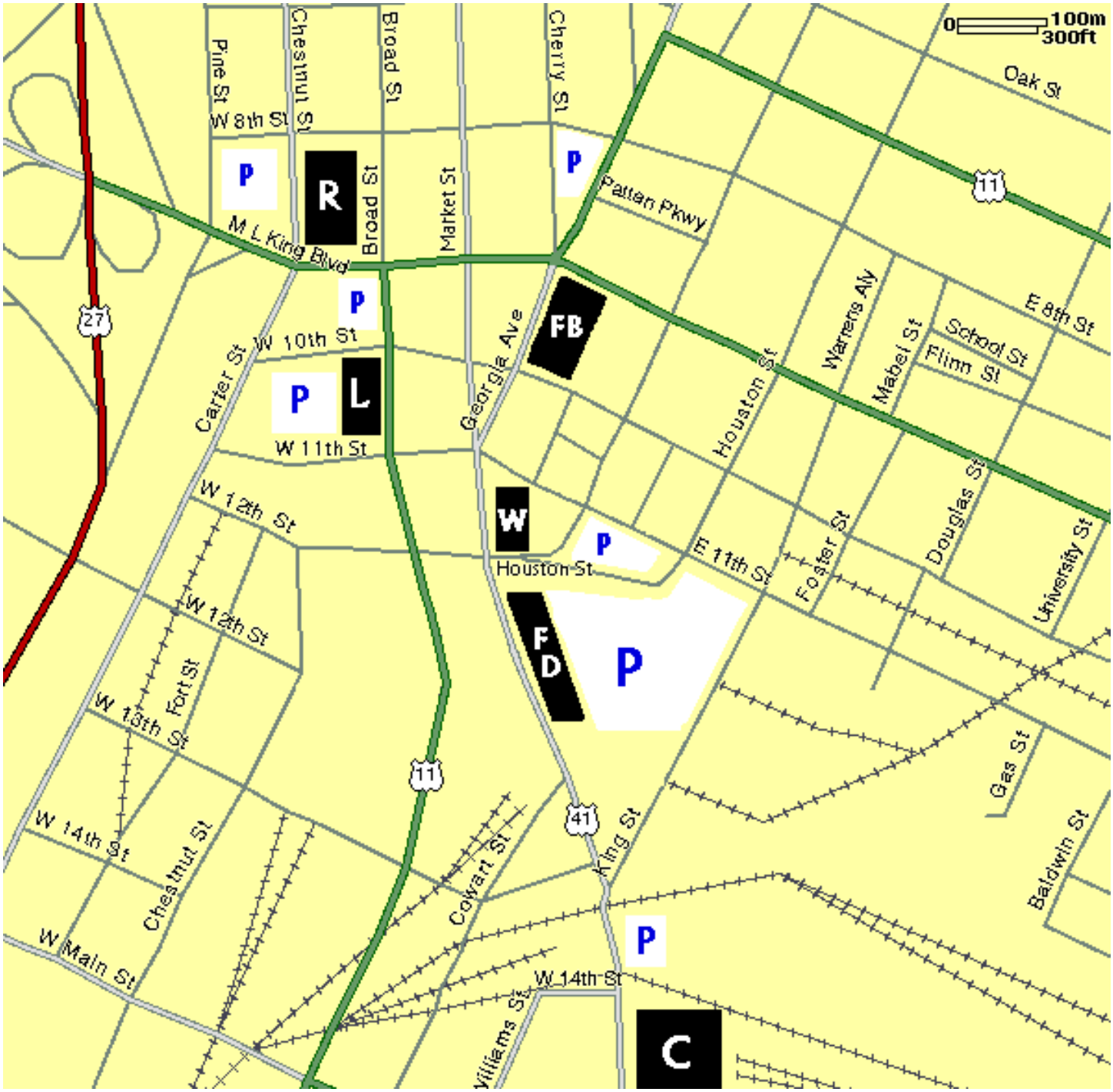
If you are an employee of the United States government you are not paid an attendance fee but you will still be reimbursed for mileage and parking.

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 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 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 in attendance fees in one calendar year.

**PARKING**




The Federal Building does not have a parking lot. There are, however, several lots within just a few blocks. If you park at the Chattanooga Choo Choo you can ride a free shuttle bus up to the corner of M. L. King and Broad. From there it is just a short walk to the Federal Building at the corner of M. L. King and Georgia. Parking lots are marked with a **P** on the map above.***WARNING****: if you park at a parking meter you'll get a parking ticket which will be* *<u>your</u>* *responsibility to pay*.

**MAP KEY**

| | | | |
|---|---|---|---|
| **C** | Chattanooga Choo Choo | **R** | Read House Hotel |
| **FB** | Federal Building | **P** | Parking Lot |
| **FD** | Freight Depot | **W** | Warehouse Row |
| **L** | Hamilton Co. Bicentennial Library | | |

**DOWNTOWN CHATTANOOGA**

If you are coming in on I-75, I-24, or Hwy 27:

- Follow the signs for ***HWY. 27 AND DOWNTOWN CHATTANOOGA***
- ***TAKE EXIT 1-A, M. L. KING BLVD.*** (Shown as W 9th St. on the map above.)
- ***GO 4 BLOCKS EAST*** on M.L. King Blvd. past the Read House Hotel (on the left) and the Krystal Bldg. (on the right).
- The U. S. Courthouse and Federal Bldg. will be on the right at the corner of M.L. King Blvd. and Georgia Ave. Miller Park is in front of the building. ***DO NOT GO TO THE CITY & COUNTY COURTS BUILDING!*** **U. S. District Court is in the FEDERAL Building.** If you need further directions, please call 423-752-5204, Monday-Friday, 8:00 a.m. - 4:00 p.m.

## REPORTING NOTIFICATION

How will you know when to report? It's as easy as 1-2-3:

1. **A NOTICE TO REPORT FOR JURY SELECTION** is mailed to you one week in advance.

2. **CALL THE JURY INFORMATION LINE** on the night before reporting to find out if there are any changes in your reporting date or time.

3. **REPORT AS DIRECTED** on the Jury Information Line.

## JURY INFORMATION LINE

All jurors are ***REQUIRED*** to call the Jury Information Line after 5:00 p.m. on the night 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 "The jurors scheduled to report on Tuesday . . .").

The Jury Information Line is a ***RECORDED MESSAGE ONLY***. If you need to speak with someone, please call 423-752-5204, Mon.-Fri., 8:00 am - 4:00 pm, and ask for the jury administrator.

## REPORTING LOCATION

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

**AFTER YOUR FIRST DAY OF JURY SERVICE:**
If you have received a **NOTICE TO REPORT FOR JURY SELECTION** in the mail report to the **JURY ASSEMBLY ROOM** on the 2nd floor.

**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 1st and 3rd 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.**

## REQUESTS FOR EXCUSE

Use the enclosed form: "Request for Excuse or Delay of Jury Service." State your request as briefly as possible. **A request from your employer will not be considered.**

**FAX** your request to 423-752-5205. Mail your other forms in the enclosed postage-paid envelope.
***OR***
**MAIL** your request along with your other forms in the enclosed postage-paid envelope.
***OR***
**DELIVER** your request in person to the Clerk's Office (Room 309, Federal Building).

We will call 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**. This is **YOUR** responsibility.

Using the enclosed "REQUESTED DAYS OFF" calendar, please indicate any dates you know of already when you would be unavailable for jury service. Directions are printed at the top of the form. After the calendar has been turned in, you are responsible for notifying the jury administrator of any dates that should be added to it. You may call or fax your information in to the jury administrator.

In the event of a last-minute emergency, call the jury administrator at 423-752-5204.

## 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, PAGERS AND POCKET KNIVES ARE NOT ALLOWED IN THE FEDERAL BUILDING.***

## NEARBY RESTAURANTS

Anziano's Deli, 826 Georgia Ave. (next door in the Volunteer Bldg.)

Subway, 850 Market St. (in Miller Plaza)

Shapiro's Delicatessen, 723 Cherry St.

The Iris Garden Café, 725 Cherry St.

Alan's Gentleman Farmer, 15 E. 7th St. (corner of 7th and Cherry Sts.)

The Cupboard, 724 Market St.

The Cellar at Union Square, 2 Union Square (corner of M.L. King and Broad Sts.)

Steamboat Supersandwiches, 812 Broad St.

The Food Court at Warehouse Row, 1110 Market St. (in the basement of Warehouse Row)