

FREQUENTLY ASKED QUESTONS

How was I chosen for Jury Duty?

The jury selection process is a driver-license based system from the Department of Motor Vehicle Headquarters in Nashville, TN.

Where do I report for Jury Duty?

Jury Assembly Room
Room # 305 – Third Floor
City Courts Building
600 Market Street
Chattanooga, TN 37402

What time must I report on my scheduled date of service?

9:00 a.m.

What must I do when I receive a Jury summons?

Immediately tell your employer(s) about your jury service date. If you need to be excused or postponed please provide proper documentation to the court no later than **10** days from your scheduled date of service. You may register on this website. Please bring your jury summons with you.

What about child care?

Children are not allowed to come to jury duty with you, as there is no child care available at the courthouse.

How often can I serve?

Once every two (2) years

What can I bring with me to Jury duty?

Laptop computers and cells phones are allowed. No outside food or drink will be allowed in the courthouse.

What happens if I'm late?

As the process cannot proceed until all jurors are present, it is important that you are on time. If you are unavoidably delayed, please call the court immediately at (423) 209-6711.

What if I don't go to jury duty?

A Show Cause Order will be signed by the judge and served on you by the Hamilton County Sheriff's Office. This does not apply to those who have requested to be excused or postponed within the 10 day requirement.

What if the summons addressee/information is not correct?

Wrong address: Please write “Wrong Address / Return to Sender” on envelope. This will be followed up with the United States Postal Service by the Jury Coordinator.

-Or-

If any information on your summons needs to be updated, please advise the Jury Coordinator when you arrive for jury service.

Addressee is deceased: We apologize if you received a summons addressed to a family member who is deceased. Please write “Deceased” on the outside of the mailer and mark it “Return to Sender”.

What if the weather is bad?

You may call (423) 209-6737 for an updated message with reporting instructions.

Do I have to go to work if I am dismissed from jury duty early?

Please refer to the Compensation & Employment section

What if I work a night shift?

Please refer to the Compensation & Employment section

What about an attendance letter?

You may request a letter of attendance each day you report for service or you may request a letter be emailed at the end of your term of service. Your employer(s) must provide a time sheet for the Coordinator to complete if they require specific arrival and departure times.

Who do I contact with questions about the American Disabilities Act “ADA”?

You may contact (423) 209-7500.

How will my family contact me in case of an emergency?

They may contact Circuit Court at (423) 209-6700 for emergencies only.

What if my son or daughter receives a jury summons and they are in college or the military?

You may email (preferred) or fax documentation on their behalf to the Jury Coordinator.

Still have questions?

Email: juryclerk@hamiltontn.gov

Phone: (423) 209-6726