



**Western District of Tennessee**  
111 S. Highland Avenue, Suite 262  
Jackson, TN 38356  
Toll-Free 1-866-489-8884

Please Read the Following Information In Its Entirety.

**JURY TERM** You are on call for **one month** beginning the first Monday of the month in which you have been summoned until the Friday before the first Monday of the following month. Your month to report is listed on the enclosed summons.

**CALL-IN SYSTEM** Please call the jury information line at **1-800-596-3354** each afternoon after 5:00 pm. You will be asked to enter your nine digit number, located on the Summons. Follow the menu options to receive further instructions regarding your appearance. If you provided us with a current telephone number, the automated system will attempt to make a courtesy call reminding you to call for reporting instructions.

NOTE: You should not take off your job, until you have been specifically instructed to report for jury service. If you report without being instructed to report, you will not be paid.

**WHERE TO REPORT** Your reporting location is **ROOM 262, United States Courtroom, 111 S. Highland Avenue, Jackson, TN.** Courthouse hours of operation are 8:00 a.m. to 5:00 p.m. You will be required to go through a screening process upon entering the building (similar to airport check-in). Smoking is prohibited in the courthouse. You will need a picture ID to enter the building. Cellphones are not **ALLOWED** in the courthouse.

**PARKING** There are two free city parking lots near the U.S. Courthouse in downtown Jackson. One is located East of the Courthouse, approximately one block in front of the building on East Baltimore Street. The other is located West of the Courthouse approximately three blocks behind the building on West Baltimore Street. The U.S. District Court is **NOT** responsible for parking tickets or any towing fees.

**EXCUSE REQUESTS** If you have a medical condition which prevents you from serving, please immediately fax a note from your doctor indicating your inability to serve to 901-495-1214 (Please include your participant number). If you need to be temporarily excused or to request a postponement, please submit your request through eJuror or in the remarks session of the paper questionnaire. Full-time college students, please provide proof (transcript, letter from bursar's office) of your status as a full-time student. If you need further assistance, the jury clerk can be reached at 1-866-489-8884. Please do not leave a voicemail requesting to be excused.

**DRESS** Jurors are required to wear court appropriate attire. No shorts, torn or ripped jeans, tank or halter tops and t-shirts with inappropriate language or graphics.

Thank you,  
Jury Administration  
U.S. District Court