



**United States District Court
Western District of Tennessee**
167 N. Main Street, Suite 227
Memphis, TN 38103
Jury Office Toll Free: 1-866-489-8884

PLEASE READ THE FOLLOWING INFORMATION IN ITS ENTIRITY:

JURY TERM The term of service is approximately 30 days. It begins the first Monday of the month in which you have been summoned and ends 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 and enter your nine-digit participant number which is located on the Summons. Follow the menu prompts to receive any instructions related to your appearance. Please provide a current telephone number to facilitate the creation of courtesy reminders from the automated system of your need to phone in nightly for instruction on your jury service.

NOTE: Please DO NOT take off your job until you have been specifically instructed to report for jury service. Reporting without instructions to do so will result in an unnecessary appearance for which you will not be reimbursed.

WHERE TO REPORT Your reporting location is **ROOM 227, Clifford Davis-Odell Horton Federal Building, 167 N. Main Street, Memphis, TN 38103**. The hours of operation for the Federal Building are 7:30 a.m. to 5:00 p.m. **JURORS MAY ONLY ENTER THE BUILDING THROUGH THE FRONT STREET PUBLIC ENTRANCE**. Upon entering the building you will be required to go through a screening process (similar to airport check-in) and you may be asked for a picture ID. Smoking is prohibited in the Federal Building.

PARKING Please listen carefully to the parking instructions on the recorded message.

EXCUSE REQUESTS

- (1) 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** (Include your participant number).
- (2) If you need to be temporarily excused or to request a postponement, please submit your request in the remarks section of the eJuror or paper questionnaire.
- (3) 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

See Other Side for Additional Information