

Requests to be excused apply to those that have received a Jury Summons

REQUEST TO BE EXCUSED

- **ALL DOCUMENTATION SHOULD INCLUDE YOUR SUMMONS NUMBER**
- **ALL DOCUMENTATION SHOULD INCLUDE YOUR PHONE NUMBER**
- **YOU WILL NOT BE EXCUSED OVER THE PHONE**
- **YOU MAY EMAIL, FAX, MAIL, OR HAND DELIVER DOCUMENTATION**

(Email is the most expedited form of communication)

Acceptable Forms of Documentation *(subject to verification)*

A printable Jury Service Affidavit can be found on this website

1. **DOCTORS MUST FAX EXCUSES** to (423) 209-6701
2. **“FULL TIME” COLLEGE STUDENTS** to submit a copy of your student I.D. or class schedule/list of hours issued by the school
3. **NON RESIDENTS** to submit documentation that includes your name and new address
Example – Driver’s License, Power Bill or Lease Agreement
4. **EXTREME FINANCIAL HARDSHIP** – Complete an “Affidavit”
(This does not apply solely based on a juror being required to be absent from their employment)
5. **DEPENDENCY/GUARDIANSHIP/PRIMARY CARETAKER** – Complete an “Affidavit”
6. **OTHER** – Complete an “Affidavit”

All documentation will be presented to a judge for review. Failure to provide adequate documentation, within the 10 day requirement, will result in your request being denied. The Jury Clerk will provide you a letter of confirmation.

Jurors will only be excused if serving will cause an **“UNDUE OR EXTREME PHYSICAL OR FINANCIAL HARDSHIP”**. Such a hardship may be present if the juror has a mental or physical condition which causes the juror to be incapable of performing jury service, or if the juror would:

- (a) Be required to abandon a person under such juror’s personal care or supervision due to the impossibility of obtaining an appropriate substitute caregiver during the period of participation in the jury service.
- (b) Incur costs that would have a substantial adverse impact on the payment of the juror’s necessary daily living expenses or on those for whom such juror provides the principle means of support.
- (c) Suffer physical hardship that would result in illness or disease; or

Be deprived of compensation due to out-of-state employment and employer is not required to compensate jurors and declines to do so voluntarily