

Martha M. Cook
Circuit Court Clerk
105 College Street, South, Suite 3
Madisonville, TN 37354

Dear Juror,

During the winter months, the Court operates on the school snow schedule. If Monroe County Schools are closed due to bad weather, then jurors are not required to report.

It will be the responsibility of each juror to find out from their employer if they require a Certificate of Attendance for each day you report and also whether they require the time of your departure. Whether you have to report back to work after you have been dismissed it will be up to the rules and regulation of each employer and also under the provisions of what the law requires. You will need to tell us if your time is required when receiving your certificate.

If you have any further questions, please feel free to ask anyone in the office or call 442-5936 or 442-2396 during office hours. If you need to call the Jury recording please call 423-545-8300.

Thank you in advance for your cooperation. We hope this will be challenging and a rewarding experience for you.

Sincerely,



Martha M. Cook
Circuit Court Clerk