

**MARTHA M. COOK
CIRCUIT COURTCLERK
MONROE COUNTY JUSTICE CENTER
4500 NEW HIGHWAY 68, SUITE 4
MADISONVILLE, TN 37354
PHONE NUMBER (423-442-2396)
FAX NUMBER (423-442-4897)**

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.

Also on this website you will find your name and the Panel you are on with the schedule dates you are required to serve. We will send text messages to you cell phone informing you whether you will need to report. Also, you can call the Jury recording at 423-545-8300 the night before your schedule date.

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

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