

**Chancery Court**

**Howard G. Hogan, Clerk & Master**

Sixth Judicial District

Suite, 125, City-County Building

400 Main Street

Knoxville, Tennessee 37902

Phone: (865) 215-2555

Fax: (865) 215-2920

Dear Prospective Juror:

Enclosed is a jury summons for you to appear for jury duty in the Knox County Chancery Court. Jury orientations will be held beginning at 8:30 A.M. on Friday, February 22, 2002. We encourage you to arrive no later than 8:15 A.M. on that date so that orientation can begin promptly at 8:30 A.M. The orientation will be held in the Main Assembly Room inside the City/County Building, 400 Main Street, Knoxville, Tennessee. The Main Assembly Room is located to the right upon entering the front entrance of the City/County Building at the Main Street level. **You will not be serving as a juror on this date.** After this orientation, you will be advised by mail as to the date that you will begin jury service.

As noted in the jury summons, you should advise your employer immediately that you are required to appear. Employers must allow you to attend and must not penalize you in any way for complying with the summons. If your employment or personal circumstances justify your being excused or require the rescheduling of dates for jury service, the Clerk and Master will take that up with you at the orientation.

At orientation, you will sign in and we will provide you will a full explanation of what is involved in serving as jurors for the Chancery Courts and answer any of your questions.

There are various parking lots within walking distance of the City/County Building. The Dwight Kessel Metropolitan Garage, located at State Street and Hill Avenue, one block east of the building, is less expensive. Please remember that the various parking lots have different rates. Please avoid parking meters.

We look forward to seeing you on Friday, February 22, 2002.

Yours very truly,

Howard G. Hogan  
Clerk and Master