

**THE FOLLOWING IS IMPORTANT; PLEASE READ**

- 1) If your name or address has changed since you registered to vote, please come by the Circuit Clerk's Office at 205 Court Street and update your registration.**
- 2) If you have moved from Clay County, please contact us BEFORE THE COURT DATE so your name can be removed from the registration records.**
- 3) If you are unable to read or write, come to the Circuit Clerk's Office before the court date.**
- 4) If you are ill and unable to serve on jury duty, you will need to OBTAIN A MEDICAL AFFIDAVIT FROM YOUR PHYSICIAN AND BRING IT TO THE CLERK'S OFFICE BEFORE THE JURY DATE in order to be considered for an exemption.**
- 5) If you are totally disabled you may be considered for permanent jury exemption by providing the court documentation from a licensed physician in regard to the nature of your disability.**
- 6) If you are 65 years of age or older and do not wish to serve as a juror, you may be excused by contacting the Circuit Clerk's Office, however; THE COURT WILL APPRECIATE YOUR SERVICE IF YOU ARE WILLING TO SERVE. You may have the option of being permanently excused from jury service due to age by coming into the office and signing an affidavit.**
- 7) If you have served as a grand juror or as a petit juror in the trial of a litigated case within (2) years of the date of your summons for jury duty, you may be excused from jury service if you choose to claim the exemption.**
- 8) DO NOT BRING CELLPHONES, PAGERS OR WEAPONS WITH YOU TO CIRCUIT COURT.**
- 9) DO NOT WEAR SHORTS OR OTHER INAPPROPRIATE CLOTHING TO CIRCUIT COURT.**
- 10) DO NOT BRING SMALL CHILDREN WITH YOU WHEN YOU REPORT FOR JURY SERVICE.**
- 11) You are being called as a potential juror. Your anticipated jury service is for one week only. If you have additional questions in reference to your jury service, please contact the Circuit Clerk's office.**

Thank you for your cooperation, *Robert D. Harrell, Jr.*, Circuit Clerk