

**Kim Brown Hood, Circuit Clerk**  
**662-494-3384**

**PLEASE READ THE FOLLOWING IMPORTANT INFORMATION**

- 1) You are being called as a potential juror. Your anticipated jury service is for one week only.
- 2) If your name or address has changed since you registered to vote, please come by the Circuit Clerk's Office at 26089 West Main Street and update your registration.
- 3) If you have moved from Clay County, please contact us BEFORE THE COURT DATE so your name can be removed from the registration records. You can fax us a copy of your new address by writing the address beside the old address on your summons. A family member can also bring this information into our office. Fax: 662-495-2057.
- 3) If you are unable to read or write, come to the Circuit Clerk's Office before the court date.
- 5) 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. If you do not have this affidavit before that date, you may bring it with you when you report for jury duty.
- 6) 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. Once you have this documentation, **BRING IT TO THE CLERK'S OFFICE AS SOON AS POSSIBLE BEFORE YOUR JURY SERVICE DATE.**
- 7) 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 filing with the Circuit Clerk a notarized request to be permanently excused. This request must be made **BEFORE THE DATE OF YOUR JURY SERVICE BY COMING INTO THE OFFICE AND SIGNING AN AFFIDAVIT BEFORE THE CLERK.**
- 8) 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.
- 9) **DO NOT BRING CELLPHONES, PAGERS OR WEAPONS.**
- 10) **DO NOT WEAR SHORTS OR OTHER INAPPROPRIATE CLOTHING.**
- 11) **DO NOT BRING SMALL CHILDREN WITH YOU WHEN YOU REPORT FOR JURY SERVICE.**

*If you have additional questions, please contact the Circuit Clerk's office.*