

Model COVID-19 Juror Summons for Remote Selection and In-Person Service (if selected)

Our justice system needs your help. Few countries in the world afford their citizens the right to have crucial issues decided by jurors selected from the community. You have been selected to possibly serve as one of those jurors during these extraordinary times.

First and foremost, we want you to know that we will do everything we can to keep you safe with our health and safety protocols. These protocols are listed on page two for your review.

Second, these extraordinary times call for extraordinary measures, and we are exploring technology options to reduce the number of people who come to court. In some cases, we may ask you to participate in jury selection remotely via videoconference, and if you are selected for jury service, ask you to appear in-person at the courthouse for the trial. We know that remote jury selection will lessen the number of people in the courthouse, but we also believe that it may be more efficient and save you time.

If you are able to participate in jury selection remotely, please fill out the questionnaire available at: [*Insert link to questionnaire*] This will allow us to focus and expedite the jury selection process.

If you would like to be selected for in-person jury service, please check the box below and mail this document back to: [*Insert address*].

I would prefer to come to the courthouse for in-person jury service

You are required to respond online or by mail within 10 days of receiving this document. If you do not reply either online or by mail, we will assume you prefer to serve jury duty in-person.

If you are selected for future service, you will receive either a paper summons for in-person service or an emailed electronic summons for remote service.

**Please note that selecting your preference for remote service does not guarantee that you will be selected for remote jury duty and you may still be summoned for in-person service. In addition, please know that part of the trial, such as jury selection, may occur remotely and for those chosen remotely the trial may then be held at the courthouse. This method will help us reduce the number of people traveling to the courthouse.*

Health and Safety Protocols

Please know that, in conjunction with [*Insert state and local medical experts that your jurisdiction consulted*], the court implemented many precautions to ensure your safety and security when you serve in the courthouse, including the following: [*Insert all of the following safety protocols that apply to your jurisdiction, and other measures your court has taken, for example*]:

- Screen all entrants through questioning and temperature checks (100.4 F. or higher);
- stagger jury reporting and break times;
- require jurors to report directly to courtrooms or larger jury pool rooms;
- limit the number of jurors and other persons in courtrooms and during jury selection;
- conduct individual *voir dire*, if necessary;
- expedite check-ins;
- provide separate entry and sole access to certain hallways, elevators, steps, restrooms, and rooms;
- provide additional staff to assist with concerns and directives;
- disinfect all areas where the jury will have access; jurors will not be asked to touch any surfaces, documents, or objects that have been previously touched by another person without being sanitized;
- provide face masks and gloves if requested/needed;
- require appropriate physical distancing;
- provide widely-available hand sanitizer;
- facilitate frequent use of the restrooms for hand washing if requested; jurors should be able to sanitize or wash their hands as often as they feel necessary;
- provide sanitizing stations;
- disinfect and wipe down high-touch areas;
- establish courtroom rules for counsel and staff such as separate exhibit copies for jurors;
- provide courtroom distancing/protective measures such as Plexiglas shielding, fans, open windows for fresh air, etc.;
- separate water, snacks, coffee for jurors;
- encourage jurors to share any concerns with the Court Administrator, judge, and/or staff.

Please know that during your service as a juror, the Court will be making every effort to comply with CDC guidelines and recommendations. The overall number of people inside the courthouse and courtroom will be restricted. People who have been directed to quarantine or self-isolate, including those who have tested positive for coronavirus, or exhibit any symptoms will be prohibited from entering the courthouse or serving on a jury. Please review the court website, and if you have any questions, please call the Court Administrator's office at [*Insert phone number*]. Remember that we take the health and safety of our jurors very seriously.