



Dear Citizen:

You have been randomly selected to serve as a prospective juror in the United States District Court for the Southern District of New York. I want to assure you that we in the Southern District of New York are committed to taking all steps needed to protect both you and our staff from exposure to the COVID-19 virus.

We are closely following and reinforcing the guidelines from the Centers for Disease Control and Prevention (CDC) and local health authorities. We have hired expert advisors, including an eminent epidemiologist and a specialist in computational fluid dynamics (air flow); and under their guidance we have developed new and comprehensive protocols to limit the potential spread of the virus as we resume jury trials. Jurors are being called in small numbers, and return dates and times will be staggered so that all prospective jurors do not need to report to the courthouse at once. At the entrance to the courthouse you will be asked several questions and have your temperature scanned in order to gain entry. To speed this process we recommend that you register in advance to receive a text message on the morning of your jury service in order to answer the entry questions electronically and receive a QRC code to gain swift entry to the courthouse. Registration instructions, along with a video about jury service are available on the Court's Jury webpage ([www.nysd.uscourts.gov/jurors](http://www.nysd.uscourts.gov/jurors)). Prospective jurors will occupy socially distanced seating in both the jury assembly room and during any court proceedings, including during jury selection itself. Jurors and court personnel will wear masks at all times; the court will provide you with a mask if you do not have your own. Facilities in the courthouse will be cleaned and sanitized several times a day. Lunch will be provided each day of service, free of charge, so that jurors do not have to leave the courthouse. Jurors will earn \$50.00 per day for their service.

Finally, we are performing COVID-19 related screening prior to the report date. Enclosed with this letter is a supplemental questionnaire, which I ask you to complete. Should you answer yes to any of the questions contained in this questionnaire, our jury staff are available by telephone to evaluate whether you should report to the courthouse or have your jury service excused or postponed at this time. We will maintain the confidentiality of all health-related information you provide to us.

Serving as a juror is both an honor and a privilege. For more than 200 years, we, as free citizens of this country, have looked to juries to preserve the liberty and safety of our citizens. Yours is a vital role; thank you for your service.

Colleen McMahon, U.S. District Judge

A handwritten signature in black ink, appearing to read "Colleen McMahon", written over a light gray rectangular background.