



JOHN E. JONES III
CHIEF JUDGE

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF PENNSYLVANIA
RONALD REAGAN FEDERAL BLDG. & U.S. COURTHOUSE
228 WALNUT STREET
HARRISBURG, PENNSYLVANIA, 17101**

TEL. (717) 221-3986
FAX (717) 221-3988

Dear Prospective Jurors:

This letter is in reference to the Summons directing you to appear for jury service at 9:00 A.M. on Monday August 3, 2020, at the Ronald Reagan Federal Building and U.S. Courthouse, in downtown Harrisburg.

You have been summoned to what will be the first criminal jury trial our district has undertaken since the COVID-19 pandemic commenced in March of this year. While I am acutely aware that this call to jury service will likely generate great concerns and even anxiety, I am writing to assure you that we are taking unprecedented and comprehensive precautions to keep you, as well as others participating in this trial, safe and healthy throughout the process. Indeed, your personal safety is our very highest priority.

In order to lessen your concerns, please allow me to detail just some of the steps we will take to assure your safety:

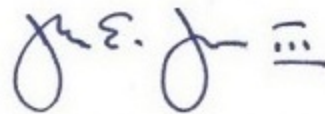
1. The court has intensified its cleaning protocols. Your actual initial session will not be in the jury assembly room but in our courtrooms, which will allow the means for appropriate social distancing. The selected courtroom(s) will be cleaned and sanitized before and after each use, and high-touch surfaces will be disinfected regularly. Throughout the check-in process please be considerate of your fellow jurors, and to the extent possible, always maintain at least six feet of personal space between you.
2. The check-in process will be as "contact free" as possible, and we will minimize the number of staff with whom you will interact throughout the process.
3. Hand sanitizer will be available throughout the courthouse. Please remember to sanitize your hands as frequently as possible.
4. Employees, court personnel, and visitors, including jurors, are required to wear facemasks while in the building. Masks may only be removed when you are directed by court staff to do so. Since mask wearing is mandated by the Governor, the court will assume you will arrive with a face mask. The court will have a limited supply of masks to be used if necessary.

5. Please do **NOT** report for jury service if you are experiencing any symptoms of illness. Rather, if you are experiencing any symptoms of illness, please contact the jury administrator, Marlene Campbell, at 717-221-3939, as soon as possible to report your absence.
6. Restaurants and coffee shops around the building may not be open during your visit. Please bring your lunch in case you are not able to go out. We have a refrigerator for your use, and we will have a space where you can eat lunch and refresh yourself distant from each other.

Also attached is a very simple COVID questionnaire that you should fill out and return. Moreover, if you (a) have been diagnosed by a physician as having had COVID-19 during the past 30 days; or (b) are actively caring for a family member or loved one who has tested positive for COVID-19; or (c) are now in self-quarantine status and that status is expected to last until August 3rd, you should immediately contact the jury administrator, Marlene Campbell, at (717) 221-3939.

In thanking jurors for their service, it has always been my custom to joke that I fully understand that when a Jury Summons arrives in your mailbox it is not a particularly happy occurrence. But I know that there is nothing remotely humorous about the times we find ourselves in today. However, I also typically remind prospective jurors what their service means, and so I will take the opportunity to do so here. The right to a trial by jury is one of the cornerstones of our democracy, and it is enshrined in the United States Constitution. I recognize that jury service necessarily entails some sacrifice but let me remind you that this is one of the most basic forms of public service. Indeed, without your selfless participation, our treasured system of justice would grind to a halt, and the freedoms we cherish would be placed in jeopardy.

In conclusion, it is critical that absent any of the events detailed above or extreme hardship, you appear for jury service on August 3rd. Again, I give you my personal assurance as Chief Judge of this district, that your health and safety is our top priority. I hope that you will find this letter instructive and helpful and look forward to seeing you in person next month.

A handwritten signature in blue ink, appearing to read "John E. Jones III". The signature is stylized with a large initial "J" and "E", and the name "Jones III" is written in a cursive script.

Hon. John E. Jones III, Chief Judge
United States District Court
Middle District of Pennsylvania

We are providing the standard questionnaire that we ask all visitors to the Courthouse to review. Please ask yourself these questions in advance and let the Jury Office know now if you have any affirmative answers. Then, on the morning of your service, please review these questions again, and let the Jury Office know if anything new has arisen that might limit your service such as feeling ill or running a fever. If not, we would ask that you report as scheduled.

1. To the best of your knowledge, have you been exposed to COVID-19? If yes, please explain.

2. Do you or anyone in your household presently have a fever, cough, or respiratory problem? If yes, please explain.

3. The Court has implemented requirements regarding face masking/covering and social distancing to minimize exposure to COVID-19 in the courtroom setting. Even with these precautions, do you have ANY concerns related to COVID-19 that would affect your ability to pay attention and fully concentrate on the evidence in this case? If yes, please explain.

4. Do you have any other concerns regarding or related to COVID-19 that you would like to share with the Court?

5. Would you like to speak with the Court directly regarding any concerns you may have related to COVID-19?

Yes No

NAME: _____

JUROR NUMBER: _____