**APPENDIX 1**

**UNITED STATES DISTRICT COURT**

**Western District of North Carolina**

**Charles R. Jonas Federal Building**

**401 West Trade Street, Room 235**

**Charlotte, North Carolina 28202**

**Robert J. Conrad, Jr. Phone 704-350-7460**

**United States District Judge Fax 704-350-7469**

May 2020

Dear Citizen:

We all are living through difficult and trying times with the COVID-19 pandemic. The United States District Court for the Western District of North Carolina remains in operation due to a constitutional mandate, and the Judiciary continues to perform its essential function.

We depend on you as a citizen to be willing to perform your service as a juror. The jury trial is so essential to our justice system that it is provided for in the Constitution (Article III, Section 2) and the Bill of Rights (Sixth and Seventh Amendments). Without jurors, there is no jury trial.

To provide for a safer environment and to help ease any anxieties potential jurors may have, we have implemented health and safety precautions. To date, no COVID-19 cases have been reported at the courthouse.

Included among the health and safety precautions are the following:

Upon entrance to the courthouse:

screening will take place designed to mitigate the risk of the COVID-19 virus;

individual supplies of hand sanitizer, masks, disinfectant wipes, personal water bottles, and gloves will be given to each potential juror upon entry; and

following CDC guidelines, the Court will maintain the recommended 6’ social distance by bringing in smaller groups of jurors and expanding seating areas throughout the jury-selection process.

If selected to serve you will:

sit in the gallery section of the courtroom, not a jury box; and

maintain social distance during breaks in the trial.

Additionally:

the court staff and all parties and witnesses will be located in the well of the courtroom, separated from the jury by the trial bar; and

cleaning of the courthouse will be repeated throughout the day.

The Court will do its part to provide a healthier and safer environment for you to fulfill your civic duty as a citizen of the United States. We thank you, in advance, for your unselfish service to our community. Without you fulfilling your critical role, our system does not work. Please review the COVID-19 Jury Questions below and respond, if necessary.

Sincerely,

Robert J. Conrad, Jr.

United States District Judge

U.S. DISTRICT COURT COVID-19 JURY QUESTIONS

Your participation is an important part of the precautionary measures necessary to protect you and others in the courthouse. Please answer truthfully the following questions:

1. Have you been diagnosed with, or had close contact with, anyone who has been diagnosed with COVID-19 within the last 14 days?

2. Have you experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat, respiratory illness, or difficulty breathing)?

3. Are you over the age 60, or a person of any age with an underlying medical condition that puts you at a higher risk of developing serious health complications from COVID-19?

4. Do you live with or provide direct care for a vulnerable person?

5. Do you have children at home who require your direct supervision due to school and/or daycare closings? Note: this applies if there is NO ONE else in the household who can provide care during jury service.

If you have answered “yes” to any of the above questions, please contact the Jury Administrator at 704-350-7414.