

## LETTER TO POTENTIAL JURORS

Dear Prospective Juror,

We find ourselves living in extraordinary times due to the COVID-19 virus. Each of us has been affected in some way by this pandemic. There are many efforts underway within our court system, both locally and statewide. We have purposely implemented these efforts in an attempt to slow the spread of the COVID-19 virus. When you report for jury duty, you will notice significant changes in the daily operation of court functions. As demonstrated in this short video on the Kansas Judicial Branch website [Ad Hoc Jury Task Force page](#), your health and safety are our priority.

### **What we're doing to protect you:**

- **Cleaning and sanitizing**
- **Physical distancing**
- **Symptom screening**
- **Requiring masks and providing hand sanitizer**

### **What we need you to do:**

- **Wash your hands**
- **Wear a mask**
- **Tell us if you are sick**
- **Tell us if you are at high risk**

Certain health conditions, as well as contact with or travel to certain geographical areas, may result in the need to excuse or defer your jury services. Questions about the process and requests for excusals and/or deferrals should be directed to \_\_\_\_\_.

Given the constant changes in health guidelines, there is a possibility your date to report for jury duty may change. **The evening before the jury trial, please call the jury trial recording phone line at (\_\_\_\_)\_\_\_\_\_ after 5:00 p.m.** The recorded message will inform you whether the trial is still proceeding, and indicate whether you need to appear. If there is no answer or message, you should appear for jury duty as ordered.

We appreciate your participation in this important process and commend you for upholding your civic duty of jury service in these challenging times.

Thank you and stay safe,

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Jury Clerk