



FEDERAL JUROR INSTRUCTIONS

The United States District Court for the Northern District of Texas has summoned you for jury service. It is important for you to appear and present yourself for jury service as requested; however, the Court wants you to know that we are aware of your health concerns during these challenging times. We are committed to your safety and will take every reasonable precaution to protect your health, as well as that of the parties, lawyers, and Court staff during jury selection and trial. You will be paid a \$50.00 attendance fee for each day you are required to report for jury duty. You will also receive reimbursement at a rate of 57.5¢ a mile for transportation from your house to the courthouse, and you will be reimbursed up to \$22 a day for parking.

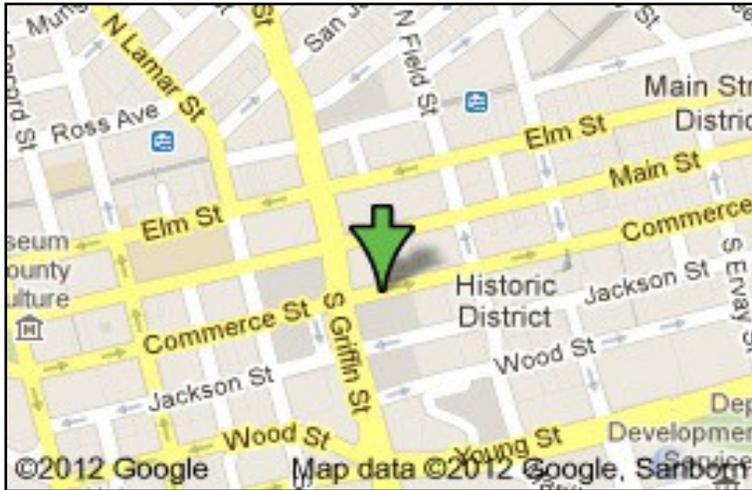
Your summons requires that you be available for service or “on call” for the two-week period indicated on your summons: **FRIDAY, MAY 29 through FRIDAY, JUNE 12, 2020.**

Actions you must take to comply with the summons:

1. Complete the **Juror Information Form** located at the bottom of your summons **within FIVE DAYS of receipt**. To do so, you should visit the Court’s website at www.txnd.uscourts.gov/jury-service, then access “eJuror Online Services” and select “Juror Summons.” Alternatively, you may: (1) mail the completed form to the U.S. District Court, Attn: Jury Office, 1100 Commerce Street, Suite 1452, Dallas, Texas 75242; (2) scan and email the form to dallasjury@txnd.uscourts.gov; or (3) fax the form to 214-753-2279.
2. Complete the **Ability to Participate in Jury Service** form. Also, unless number 5 or number 6 of the Ability to Participate in Jury Service form applies to you, complete the **Confidential Questionnaire**. Return these documents by mail to the U.S. District Court, email, or fax as instructed above no later than May 21, 2020.
3. Unless the Court informs you that you are unqualified or excused, you must, beginning **Friday, May 29, 2020** and continuing **each business day** through **Friday, June 12, 2020**, call the Jury Office **after 3:00 p.m.** for reporting instructions. (Call **1-800-488-0903** and select OPTION 1. You will need to enter your 9-digit participant number, located on your summons, to hear the message.) Listen to the recorded message **each day** to determine whether you are to report to the Earle Cabell Federal Building the following day. Additional information will be provided if you are instructed to report for service.
4. If you are instructed to report, dress in appropriate business attire and bring photo identification with you. Please see the enclosed instructions for directions, parking, and security screening information.
5. To comply with the guidance of national and local health officials, we have implemented the following procedures to help keep you safe:
 - a. Jurors will assemble in the jury assembly room of the first floor of the federal building to allow physical distancing of more than six feet for all jurors and participants.
 - b. The room will be cleaned and disinfected before and after each use, and hand sanitizer will be provided.
 - c. Bathroom breaks will be staggered in order to ensure physical distancing.
 - d. Please bring a cover for your nose and mouth, such as a mask, bandana, or scarf.
 - e. You must NOT report for jury duty if you feel ill or are experiencing any flu-like symptoms, shortness of breath, have a fever, or are coughing or sneezing. Additionally, you must NOT report for jury duty if you have been asked to self-quarantine by any hospital or health agency, or if you have had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days. Please contact the jury clerk at 214-753-2280 or 800-488-0903 immediately if you are unable to report for duty.

For questions or assistance, please contact the Jury Office at (800) 488-0903 or (214) 753-2280, or by email at DallasJury@txnd.uscourts.gov.

Failure to comply with a jury summons may subject you to a fine, a jail term of not more than three days, an order to perform community service, or any combination thereof. See 28 U.S.C. § 1866(g).



TRANSPORTATION TO THE COURT

The Earle Cabell Federal Building is located at 1100 Commerce Street between Griffin and Field Streets and one block south of Main Street.

The Court will reimburse the round-trip transportation expense from your home to the federal building for each day you are required to report for service at the rate of 57.5¢ per mile.

Although public transportation is available, we encourage you to drive to minimize your exposure. Please bring money to pay for all-day parking, which may be as high as \$22 a day. Parking is reimbursable with a receipt and will be paid within 30 days of your completion of jury service. **Do not park at a meter or pay for only a few hours of parking. If your vehicle is booted or towed, the Court cannot reimburse you for these charges.**

If you must take public transportation and need assistance, please consult the Dallas Area Rapid Transit (DART) website at www.dart.org for scheduled times, routes, and fare information. In addition to practicing social distancing, DART strongly recommends that all passengers wear cloth face coverings to minimize exposure.

ENTRY INTO THE FEDERAL BUILDING

You must show photo ID to the security officers as you enter. Weapons and sharp objects are not permitted. Cell phones and electronic devices are allowed in the jury assembly room. You may enter the building through the Commerce Street or Jackson Street entrances.

You are encouraged to bring your own face covering. A disposable mask will be provided to any juror who needs one.

Purses and other personal belongings must be screened through an x-ray machine. You may wish to bring one or more disposable plastic bags in which to place your personal items before you put them on the x-ray belt.

Hand sanitizer will be provided outside the jury assembly room. Sanitize your hands each time before entering the jury room. You will also be given the opportunity to wash your hands in a restroom that is adjacent to the jury assembly room.

Follow instructions of Court personnel at all times for your own safety and for the safety of others.