

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA



In re:
COURT OPERATIONS UNDER THE EXIGENT
CIRCUMSTANCES CREATED BY THE OUTBREAK
OF CORONAVIRUS DISEASE 2019 (COVID-19):
MASK AND DISTANCING POLICY, PUBLIC ENTRY
NOTICES, AND JUROR QUESTIONNAIRE

Case No. 2:20mc7

General Order No. 2021-06

The United States District Court for the Eastern District of Virginia has continued to closely monitor the outbreak of Coronavirus Disease 2019 (COVID-19), as well as the developing guidance from the Centers for Disease Control and Prevention (CDC) and state and local health authorities. As a result of ongoing COVID-19 vaccination efforts, as well as a clear downward trend in COVID-19 cases, hospitalizations, deaths, and percent positivity across the United States, Virginia, and this District, current conditions support modifications to the Court's mask and distancing policy, Courthouse entry requirements, and Juror Questionnaire.

A. Mask and Distancing Policy

In May of 2020, the Court adopted a mask/face covering and social distancing policy for all individuals entering our Courthouses and Court facilities, see Gen. Order No. 2020-14, and such policy has remained in place throughout the pandemic. In light of the gains our nation has achieved through widespread

COVID-19 vaccinations, the CDC recently issued updated guidance relaxing the mask-wearing requirement for those individuals that are fully vaccinated, which is defined by the CDC as "2 weeks after [receiving] the[] second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after [receiving] a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine." <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html> (last visited June 4, 2021). Such updated CDC guidance, in relevant part, now provides that if you have been fully vaccinated:

- You can resume activities without wearing a mask or staying 6 feet apart, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.
- If you travel in the United States, you do not need to get tested before or after travel or self-quarantine after travel.
- You need to pay close attention to the situation at your international destination before traveling outside the United States.

. . .

- You should still get tested 3-5 days after [returning from] international travel.
- You do NOT need to self-quarantine after arriving in the United States [unless you develop symptoms or test positive].

Id. (first two emphases added). The CDC guidance indicating that fully vaccinated individuals do not need to wear a mask in public

is not applicable in public transportation, healthcare settings, or correctional/detention facilities. Id. The CDC recognizes that, in addition to masking, more robust precautions, such as additional testing, are applicable to correctional or detention facilities. Id.

As to individuals that are not yet fully vaccinated, CDC guidance continues to provide that such individuals should: (1) wear a mask "in public settings, at events and gatherings, and anywhere they will be around other people"; and (2) practice social distancing, indoors and out, by staying "at least 6 feet . . . from other people who are not from your household in both indoor and outdoor spaces." <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html> (last visited June 4, 2021); <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html> (last visited June 4, 2021).¹

Consistent with the CDC's updated guidance, on May 28, 2021, the Governor of Virginia ended the statewide mask mandate for fully vaccinated individuals and lifted capacity restrictions for all Virginia businesses and venues. Similarly, the Administrative

¹ According to CDC guidance, individuals that are not fully vaccinated should avoid international travel, but if they do travel internationally, they should either quarantine for a full ten days after they return, or "get tested with a viral test 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel." <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html> (last visited June 4, 2021).

Office of the United States Courts recently issued guidance to the federal judiciary explaining that, as a result of the CDC's updated guidance, revised Courthouse entry protocols may be appropriate.

In light of such emerging guidance, the undersigned judge consulted with local public health officials in all three regions of this District where our Courthouses are located. Such consultations revealed that local pandemic conditions in Virginia's Northern, Central, and Eastern regions support adopting the CDC's updated mask guidance for fully vaccinated individuals. That said, the same public health officials that believed it was sufficiently safe to ease masking requirements for vaccinated individuals indicated that, at least in the short term, the Court should strongly consider continuing six feet of social distancing regardless of vaccination status because, with the exception of vaccination, distancing is the most effective COVID-19 prevention strategy. Such health officials also stated that if masking rules were relaxed for fully vaccinated individuals, the Court should maintain all of its other mitigation strategies, including: (1) daily employee health self-monitoring and temperature checks; (2) screening requirements posted at public entrances; (3) self-service temperature and handwashing stations; (4) increased HVAC run times; (5) increased cleaning of high-touch areas; and (6) quarantining after COVID-19 exposures (*unless fully vaccinated*). Consistent with this local public health guidance,

the Court concludes that limiting foot traffic in our Courthouses where practicable and maintaining distancing of six feet whenever possible remain appropriate, at least in the short term while vaccination efforts continue, based on the fact that: (1) jurors and defendants are compelled to appear in our Courthouses;² (2) individuals of unknown vaccination status that have recently been detained at one or more local jails/detention facilities move in and out of our Courthouses on a daily basis; and (3) at least some unvaccinated individuals that enter our Courthouses may disregard the masking requirement. A staged approach that continues distancing is also appropriate due to the emergence of new variants in the United States, most notably the "Delta" variant as some preliminary studies suggest that such variant spreads more rapidly among unvaccinated and partially vaccinated individuals. Accordingly, largely consistent with the CDC guidance set forth on page two of this Order, this Court hereby **ADOPTS** the following policies applicable to employees, vendors, contractors, litigants, attorneys, stakeholders from other agencies, and members of the public:

² Similar to the reality that public transportation is the only available method for a segment of the public to travel to work and conduct their daily lives (that is, such mode of transportation must be used regardless of the risks it may pose), compelled appearance at our Courthouses is an important consideration. This is particularly true because our facilities will consist of a mixed environment of vaccinated and unvaccinated people, and those not yet fully vaccinated will likely have varying degrees of adherence to the updated masking requirements.

- Unvaccinated individuals must continue to wear a mask and maintain six feet of distancing in our Courthouses/facilities.
- Fully vaccinated individuals, as defined by the CDC, are not required to wear a mask in our Courthouses/facilities, unless instructed otherwise by a presiding judge, but six feet of distancing must continue to be maintained in all areas of our Courthouses/facilities (including courtrooms) to the greatest extent possible, and the requirement of six feet of distancing shall not be relaxed for jurors. Vaccinated individuals may, of course, choose to wear a mask while in our Courthouses/facilities.
- Judges may continue to make situational determinations as to whether to permit those speaking in the courtroom (attorneys, jurors during voir dire, witnesses, litigants, etc.) that are not vaccinated, or whose vaccination status is unknown, to remove their masks while speaking as long as six feet of distancing is generally maintained. Presiding judges may elect to require mask wearing of any individual, including vaccinated individuals, in their courtrooms. Judges may likewise take additional precautionary actions that are more restrictive than the general requirements addressed herein, to include actions designed to ensure that jurors and/or litigants feel sufficiently safe during in-court proceedings.

B. Updated Courthouse Public Entry Notices

To reflect updated CDC guidance on mask wearing and international travel quarantine requirements, as well as local public health guidance, and to inform those entering our Courthouses of the findings above, the Court hereby **ADOPTS** the attached updated public notices and **ORDERS** that they be posted at the public entrance of each respective Courthouse and Court facility in our District. Such notices reflect the fact that all

individuals entering our Courthouses/facilities that are not yet fully vaccinated, including employees and stakeholders, must continue to wear a mask in all public areas. Moreover, all individuals, vaccinated and unvaccinated, must maintain six feet of distance to the greatest extent possible and stay home if they are sick. As indicated on the updated notices, Courthouse entry requirements are subject to appropriate exceptions made on a case-by-case basis by the Senior Active Judge for the Alexandria and Richmond Divisions, and the Chief Judge for the Norfolk and Newport News Divisions.

The Court separately **ORDERS** that the updated notices be posted on the Court's public website and that the "Face Covering and Social Distancing Policy for all Courthouses" that is available on the Court's public website be updated to reflect the provisions of this Order. A copy of such updated policy is attached hereto.

C. Updated Juror Questionnaire

As reflected in General Order 2020-20, on July 7, 2020, this Court adopted a modified jury summons packet to be provided to all prospective jurors within the District. Such modified packet was designed to address various matters associated with the COVID-19 pandemic, and it was made available on the Court's public website. The modified jury summons packet includes a sample juror letter, a COVID-19 "Screening Questionnaire," and a sample summons. In light of the updated CDC guidance on mask wearing and quarantine

requirements, which are dictated in part by a person's vaccination status, the Court hereby **ADOPTS** the attached amended modified jury summons packet. Such amended packet will be posted as an attachment to this Order on the Court's public website.

Careful evaluation of local conditions in our District, including the vaccination status of the general public, will continue after the issuance of this General Order. Additionally, advice from public health authorities—which will itself be predicated on vaccination rates and any continued reduction, or resurgence, of COVID-19 cases—will likely determine when additional restrictions, to include six feet of distancing, may be safely relaxed.

It is so ORDERED.


/s/

Mark S. Davis
CHIEF UNITED STATES DISTRICT JUDGE

Norfolk, Virginia
June 7, 2021

PUBLIC NOTICES

Attached Notices:

- Alexandria Courthouse
- Newport News Courthouse
- Norfolk Courthouse
- Richmond Courthouse



UNITED STATES COURTS

Courthouse Entry Requirements

Whether fully vaccinated or not, **NO ONE shall enter** the Courthouse if they are experiencing, or have recently experienced:

- a fever (100.4 degrees or greater) or chills;
- persistent cough;
- shortness of breath or difficulty breathing;
- new loss of taste or smell; or
- other flu-like symptoms.

Entrance is permitted if: (1) at least 10 days have passed since such symptoms first appeared; and (2) there has been no fever (*without using fever reducing medicine*) for at least 24 hours; and (3) symptoms (*other than loss of taste/smell*) have improved.

FULLY VACCINATED PERSONS (*those having received the 2nd dose of Pfizer or Moderna COVID-19 vaccine, or single dose of Johnson & Johnson vaccine, at least two weeks ago*) shall **not enter** the Courthouse if they have:

- Been diagnosed with COVID-19 or been directed to quarantine or isolate by a health professional **within the last fourteen (14) days.**

NOT YET FULLY VACCINATED PERSONS shall **not enter** the Courthouse if they have:

- Been diagnosed with COVID-19, had close contact with anyone who has been diagnosed with COVID-19, or been directed to quarantine or isolate by a health professional **within the last fourteen (14) days**.
- Traveled internationally **in the last ten (10) days**, unless: (1) they have quarantined for seven (7) days after travel; **and** (2) they were tested with a COVID-19 viral test **3-5 days after returning** and received a negative result.

Anyone attempting to enter in violation of these protocols may be denied entry unless a case-specific exception is granted by the Senior Active Judge. If you are unable to appear for a Court proceeding, or any other matter, because of the restrictions in this Notice, you should contact:

- The Judge's Chambers scheduled to handle the relevant proceeding;
- The Pretrial Services Office at (703) 299-2250;
- The Probation Office at (703) 299-2300;
- The Jury Department at (703) 299-2104;
- The District Court Clerk's Office at (703) 299-2100;
- The Bankruptcy Court Clerk's Office at (703) 258-1200; or
- For U.S. Court of Appeals matters, Patricia S. Connor, Clerk of Court at (804) 916-2700.



UNITED STATES COURTS

Mask and Distancing Policy

FULLY VACCINATED INDIVIDUALS: (*those having received the 2nd dose of Pfizer/Moderna COVID-19 vaccine, or the single dose Johnson & Johnson vaccine, at least two weeks ago*):

- **Are not required to wear a mask**, consistent with CDC guidance, unless instructed to do so by a presiding judge. Vaccinated individuals may, of course, choose to wear a mask.
- **Are required to maintain six feet of distance** from all individuals outside their household.

NOT YET FULLY VACCINATED INDIVIDUALS:

- **Are required to wear a mask** unless it is medically unsafe for them to do so **and** they obtain permission from the Senior Active Judge.
- **Are required to maintain six feet of distance** from all individuals outside their household.

Any person who does not comply with these requirements may be denied entry or be subject to removal.



UNITED STATES COURTS

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- The Judge's Chambers scheduled to handle the relevant proceeding;
- The Pretrial Services Office at (757) 223-4640;
- The Probation Office at (757) 223-4640;
- The Jury Department at (757) 222-7200;
- The District Court Clerk's Office at (757) 247-0784;
- The Bankruptcy Court Clerk's Office at (757) 244-3678; or
- For U.S. Court of Appeals matters, Patricia S. Connor, Clerk of Court at (804) 916-2700.



UNITED STATES COURTS

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- The Judge's Chambers scheduled to handle the relevant proceeding;
- The Pretrial Services Office at (757) 222-7400;
- The Probation Office at (757) 222-7300;
- The Jury Department at (757) 222-7200;
- The District Court Clerk's Office at (757) 222-7201 for civil matters and at (757) 222-7202 for criminal matters;
- The Bankruptcy Court Clerk's Office at (757) 222-7500; or
- For U.S. Court of Appeals matters, Patricia S. Connor, Clerk of Court at (804) 916-2700.



UNITED STATES COURTS

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Anyone attempting to enter in violation of these protocols may be denied entry unless a case-specific exception is granted by the Senior Active Judge. If you are unable to appear for a Court proceeding, or any other matter, because of the restrictions in this Notice, you should contact:

- The Judge's Chambers scheduled to handle the relevant proceeding;
- The Pretrial Services Office at (804) 916-2800;
- The Probation Office at (804) 916-2500;
- The Jury Department at (804) 916-2212;
- The District Court Clerk's Office at (804) 916-2220 for civil matters and at (804) 916-2230 for criminal matters;
- The Bankruptcy Court Clerk's Office at (804) 916-2400; or
- For U.S. Court of Appeals matters, Patricia S. Connor, Clerk of Court at (804) 916-2700.



UNITED STATES COURTS

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- Are **required to wear a mask** unless it is medically unsafe for them to do so **and** they obtain permission from the Senior Active Judge.
- Are **required to maintain six feet of distance** from all individuals outside their household.

Any person who does not comply with these requirements may be denied entry or be subject to removal.

Face Covering and Social Distancing Policy **for the Court's Public Website**

The Court has found it necessary and appropriate to adopt a face covering and social distancing policy for all Courthouse employees, contractors, and visitors.

Per General Order 2021-06, **ALL** individuals intending to appear in person in the Courthouses in our District, to include employees, vendors, contractors, litigants, attorneys, stakeholders from other agencies, and members of the public, shall be required to:

- engage in social distancing within our Courthouses whenever possible, which involves staying at least six feet apart from all other individuals outside your household; and
- stay home if you are sick.

Additionally, **ALL** individuals **that are not yet fully vaccinated** intending to appear in person in the Courthouses in our District, to include employees, vendors, contractors, litigants, attorneys, stakeholders from other agencies, and members of the public, shall be required to:

- wear a face covering that covers your nose and mouth continuously when in public areas and shared common spaces in our Courthouses, to include hallways, entrance foyers, and courtrooms. Inside of each courtroom, the presiding judge may permit removal of face coverings for the purposes of facilitating a hearing or otherwise promoting the functioning and effective operation of the Court, with efforts made to ensure that individuals permitted to remove their face coverings generally stay at least six feet apart from other individuals.

Any visitor seeking entry to our Courthouses that does not comply with these requirements may be denied entry by security staff and will be asked to contact the office/chambers to be visited and determine whether alternate arrangements can be made to accomplish the business needs of the visitor without entry to the Courthouse.

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA

FERNANDO GALINDO
CLERK OF COURT

MARK S. DAVIS
CHIEF JUDGE

DATE

Dear Juror,

I am writing to notify you that you have been selected to serve on a jury in the United States District Court for the Eastern District of Virginia. Enclosed are a "Summons for Petit Jury Service" for your service set to begin on Friday, June 11, 2021, which includes a Juror Information Form at the bottom, and a Screening Questionnaire for COVID-19 risk.

We realize these are difficult and trying times. We are closely monitoring and following the guidance issued by the CDC and local health authorities and are committed to the safety and well-being of all our jurors. Therefore, we want you to know the actions we have taken to protect you and other Courthouse occupants. These actions include the following:

- 1) To prevent the spread of COVID-19 and reduce the potential risk of exposure to our staff and jurors, a questionnaire is enclosed for your completion. It will help us as we take precautionary measures to protect you and everyone in our Courthouses.
- 2) In addition, please note that the Court has implemented numerous new procedures designed to protect the health and safety of jurors and other visitors to our Courthouses, including:
 - Jurors, visitors, and occupants of our Courthouses are required to remain at least six feet apart, and this social distancing includes seating arrangements and breaks in trials, including lunch.
 - Unvaccinated jurors, visitors, and occupants are required to wear a mask or face covering which you may bring with you, and if you do not have a mask or face covering, the court will provide one for you.
 - Courtrooms and jury sitting rooms will be sanitized and cleaned after each use.
 - All jurors and visitors to our Courthouses are asked to read the notice of health screening questions posted on the Courthouse doors and are denied entry if they cannot meet the screening criteria.

We hope this information reassures you of our commitment to protect your health and is helpful in assisting you with the next step on your part of completing the enclosed Summons and Screening Questionnaire.

Completion On-Line:

If you have access to the Internet, please do the following:

- Visit www.vaed.uscourts.gov;
- Click on the eJUROR link;
- Login to eJUROR using your 9-Digit Participant Number (located on your Summons for Jury Service), the first three letters of your last name, and your date of birth. Please answer all the questions on the Juror Information Form and Screening Questionnaire.

Completion by Mail

If you do not have access to the Internet, please complete the "Jury Information Form," (which is the bottom half of your "Summons for Jury Service") and the Screening Questionnaire. Once complete, please mail them back to us in the envelope provided, within five (5) days of receipt.

Please keep the top portion of the summons form as it has "Frequently Asked Questions" regarding your jury service.

I want to assure you that we are taking the COVID-19 pandemic seriously and will continue to monitor conditions as they evolve. Our court wishes to ensure that any concerns or fears you may have are addressed as quickly as possible. Your participation in the jury system is important to all of us. We at the United States District Court truly understand the hardships you may be facing, and we greatly appreciate your willingness to participate as a juror in this Court. Your role as a juror plays a great part in allowing the Court to resume its most vital role - dispensing justice and preserving democracy. We stand ready to assist you as we move forward with jury service and selections.

If you have any questions or concerns about this letter or your summons, feel free to contact our office by using the phone numbers listed or by email at: jury_norfolk@vaed.uscourts.gov.

Respectfully Submitted,



Jerome Grate
Jury Administrator

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA

FERNANDO GALINDO
CLERK OF COURT

MARK S. DAVIS
CHIEF JUDGE

Screening Questionnaire

One of the Court's overriding priorities is the safety of both our staff and jurors. As the COVID-19 outbreak continues to evolve, our Court is monitoring the situation closely and will coordinate juror reporting based on current recommendations from the Centers for Disease Control and local and national health authorities.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our staff and jurors, we are conducting this simple screening. Your voluntary participation is important to help us take precautionary measures to protect you and everyone in our Courthouses. You may either complete this form below and return it with your paper Jury Information Form, or you can answer the questions online through the eJUROR tool on our website: www.vaed.uscourts.gov.

As of the date you sign this form, within the last 14 days:

1	Have you traveled internationally? Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you been diagnosed with COVID-19, or had contact with anyone who has been diagnosed with COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Have you been directed to quarantine or isolate? Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Have you experienced a fever or chills, persistent cough, shortness of breath or difficulty breathing, new loss of taste or smell, or other flu-like symptoms? Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Have you resided with, or been in close contact with, any person in the above-mentioned categories? Yes <input type="checkbox"/> No <input type="checkbox"/>
In addition:	
6	Are you a healthcare worker directly involved with the treatment of the COVID-19 disease, or work in another field that puts you in direct contact with people who have been diagnosed with COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Do you have an underlying medical condition that puts you at a higher risk of developing serious health complications from COVID-19, or do you live with or provide direct care for a vulnerable person? Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Do you have children at home who require your direct supervision due to school and/or daycare closings? Note: Only answer "Yes" if there is NO ONE else in the household who can provide care during your jury service. Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Have you received two doses of the Pfizer or Moderna vaccine for Covid-19, or alternatively, one dose of the Johnson & Johnson vaccine? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, do you have an appointment scheduled to receive a first or second dose of a COVID-19 vaccine? Yes <input type="checkbox"/> No <input type="checkbox"/>

Subsequent to submitting this screening questionnaire, if conditions change such that you should answer "Yes" to any of the questions to which you answered "No," please contact our office by calling the phone number listed below or by email at jury_norfolk@vaed.uscourts.gov or by mail.

Signature: _____ Date: _____

I hereby declare under the penalty of perjury that my above answers are all true and correct to the best of my knowledge, information and belief.

Participant # from Your Summons: _____

UNITED STATES DISTRICT COURT

Clerk's Office Phone Number 757-222-7200
 EASTERN DISTRICT OF VIRGINIA
 NEWPORT NEWS DIVISION
 2400 WEST AVENUE
 U.S. COURTHOUSE
 NEWPORT NEWS, VA 23607

**SUMMONS
 FOR JURY
 SERVICE**

PLEASE READ
 FURTHER
 INSTRUCTIONS IN
 THE INFORMATION
 INCLUDED WITH THIS
 SUMMONS.

Submit this form online at
www.vaed.uscourts.gov



**IMPORTANT: DO NOT COME TO THE COURTHOUSE
 UNTIL AFTER YOU CALL 866-224-9867 FOR INSTRUCTIONS.**

<http://www.vaed.uscourts.gov/jury>

TO:



**TARA LEE WEDDING
 123 ANYWHERE USA
 SOMEWHERE, VA 12345-6789**



**Participant #:
 102360184**

PLEASE BRING THIS UPPER
 SECTION WITH YOU WHEN
 YOU REPORT FOR JURY DUTY
 DETACH AT PERFORATION FOR JUROR BADGE

THE COURT SUMMONS YOU TO APPEAR FOR JURY DUTY BEGINNING ON THE
 DATE, TIME AND PLACE SHOWN BELOW.

**LOCATION: NEWPORT NEWS DIVISION
 2400 WEST AVENUE
 U.S. COURTHOUSE
 NEWPORT NEWS, VA 23607**

DATE: ON CALL DATES: 9/11/2020 to 9/25/2020

JUROR NUMBER: 02-0171

PHONE TO CALL: 1-866-224-9867 (ANYTIME AFTER 6:30PM)

JUROR

UNITED STATES DISTRICT COURT



102360184

**YOU MUST COMPLETE THIS FORM IN 5 DAYS
 YOU CAN SUBMIT THIS FORM ONLINE AT WWW.VAED.USCOURTS.GOV**



400200902 JURY INFORMATION FORM DETACH THIS PORTION AND RETURN BY MAIL WITHIN 5 DAYS

1. LAST NAME FIRST MIDDLE INITIAL			2. PHONE HOME (OR OTHER) WORK		
STREET P.O. BOX			3. HOW LONG HAVE YOU LIVED IN THIS COUNTY THIS STATE		
CITY STATE ZIP			YRS. MOS. YRS. MOS.		
4. COUNTY	5. PLACE OF BIRTH	6. MARITAL STATUS			
		<input type="radio"/> SINGLE <input type="radio"/> MARRIED <input type="radio"/> WIDOWED <input type="radio"/> SEPARATED OR DIVORCED			
8. AGE	9. ARE YOU EMPLOYED? <input type="radio"/> YES <input type="radio"/> NO	10. YOUR OCCUPATION OR BUSINESS			
11. YOUR FIRM OR EMPLOYER'S NAME			12. BUSINESS ADDRESS OR EMPLOYER'S ADDRESS		
			STREET CITY STATE		
13. IF RETIRED, YOUR OCCUPATION BEFORE RETIREMENT			14. SPOUSE'S OCCUPATION (IF SPOUSE RETIRED, OCCUPATION BEFORE RETIREMENT)		
15. ARE ANY CHARGES NOW PENDING AGAINST YOU FOR A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR? <input type="radio"/> YES <input type="radio"/> NO		16. HAVE YOU BEEN CONVICTED OF A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR? <input type="radio"/> YES <input type="radio"/> NO		17. IF "YES" WERE YOUR CIVIL RIGHTS RESTORED <input type="radio"/> YES <input type="radio"/> NO	
18. DO YOU HAVE ANY PHYSICAL OR MENTAL INFIRMITY WHICH WOULD IMPAIR YOUR CAPACITY TO SERVE AS A JUROR? <input type="radio"/> YES <input type="radio"/> NO		19. ARE YOU A SALARIED EMPLOYEE OF U.S. GOVERNMENT? <input type="radio"/> YES <input type="radio"/> NO		IF "YES", INSERT PROOF THAT YOUR CIVIL RIGHTS WERE RESTORED.	
IF ANSWER IS "YES" AND YOU SEEK AN INFIRMITY EXCUSE PLEASE ATTACH A LETTER OR A DOCTOR'S STATEMENT.		20. ESTIMATED NO. OF MILES ONE WAY FROM YOUR HOME TO COURTHOUSE TO WHICH YOU ARE SUMMONED.		I declare under penalty of perjury that all answers are true to the best of my knowledge and belief.	
		102360184		SIGN HERE	

400200902 QMS Form JNSIGHT ver. 01M-200701-21054 Q5919

JUROR INFORMATION AND INSTRUCTIONS

Please read the responses to our most commonly asked questions regarding jury service.

How long will my term last as a juror?

Your term will begin when you call on **SEPTEMBER 11, 2020** after 6:30p.m., and end **SEPTEMBER 25, 2020**. If selected, you are required to sit as a juror until the conclusion of the case. Jurors are prohibited from researching trials and trial participants prior to and during your term of service.

How will I know when to report?

You must check your reporting status, beginning Friday, September 11, 2020, after 6:30 p.m. by calling the toll free number at 1-866-224-9867. You may also check your status on-line by going to our Court's website (www.vaed.uscourts.gov) and clicking on *Juror Reporting Instructions*. Please listen to the entire message. Your instructions will either give you a date and time to report or a new date to call back within your two week on-call period. You will need your nine-digit participant number to access your reporting instructions. This number is located just above your name, next to the bar code on the enclosed summons. Do not report to the courthouse until instructed to do so.

How do I make a request to be excused or postponed from jury service?

All requests for excuses or deferrals must be made in writing to the Clerk's Office. You may fax, mail or email your request with supporting documentation, (i.e., doctor's note for medical requests) for a United States District Judge to determine whether your request should be granted. The Court's address is located on the top of your summons. Your request must have your name and participant number on it and can be faxed to (757) 222-7078 or emailed to jury_norfolk@vaed.uscourts.gov. You may also submit this request on-line through eJuror. Call the automated number or log onto the eJuror website to ascertain the status of your request. **PLEASE BE ADVISED THAT ANY PARTIAL EXCUSE MAY BE VOIDED BY THE PRESIDING JUDGE IF YOU ARE SELECTED TO SERVE ON A JURY.**

What is my attendance obligation?

28 U.S. Code Section 1866(g) indicates that failure to appear for jury service can subject you to criminal penalties which include imprisonment, not more than three (3) days, \$1,000 fine, and community service, or a combination of all three.

Where is the Court located, and what parking information do I need to know?

The courthouse is located at 2400 West Avenue, Newport News, Virginia on the corner of 23rd Street and West Avenue. Courthouse hours are Monday thru Friday, 8:30am to 5:00pm. Public parking is available in the public lot at 2295 Harbor Road for \$3.00 daily (exact change required). When you pay for parking at Harbor Road, you will need to make sure the slot number matches the space number you are parked, otherwise you will be towed. The "board" where you pay for your parking is located near parking space number 1. Overflow parking is available in the public lot on 26th Street (across from the Post Office building) for \$1.00 per hour. You will be reimbursed for parking at a later date. There is no free parking so please make sure you are parked legally. The Court does not reimburse for towing. **DO NOT PARK ON THE GRASS.**

How much will I be paid and when is orientation?

Jurors will be paid \$50.00 per day and fifty seven and a half cents per mile, round-trip from your residence to the courthouse, and any tolls expended for bridges and tunnels. Employees of the federal government, excluding postal employees who serve as jurors in federal court, are not entitled to an attendance fee, unless the employee is in a non-pay status when reporting for service. When you report, the deputy clerk will be happy to answer any of your questions regarding your service.

What if there is inclement weather?

If the Court is closed or the opening is delayed due to inclement weather or unusual circumstances, please call 1-866-224-9867 after 6:00 a.m., if you are scheduled to report for service on that day.

Is there a dress code?

Appropriate attire for jurors is clothing which would be worn for a personal business meeting (no blue jeans, shorts, or T-shirts.)

NOTE: Jurors are required to show a pictured identification to gain entry to the courthouse. Jurors are not allowed to bring food, drinks; pocket knives; mace; cell phones; pagers; cameras; radios; recorders; Fitbits; Smart watches; laptops; mp3 players; iPods; electronic readers; any electronic devices; or, firearms into the building.

**Pre-Addressed Business Reply Mail
Envelope – No Postage Necessary**