



**UNITED STATES DISTRICT COURT**  
**Eastern District of Wisconsin**  
**NOTICE TO APPEAR**

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The United States District Court for the Eastern District of Wisconsin has summoned you for jury service. You have been previously qualified and are now required to report on the date given in this Summons to Appear. It is important for you to appear as requested as it is vital that the court have enough jurors present for the jury selection process. We are aware of the circumstances surrounding COVID-19 and are committed to your safety. We are closely following and reinforcing the safety guidelines from the Centers for Disease Control and Prevention (CDC) and local and U.S. health authorities while also ensuring that we are able to continue with essential judicial proceedings.

We are taking every reasonable precaution to protect your health during court proceedings. This includes, but is not limited to:

<ul style="list-style-type: none"><li>• asking all participants to fill out COVID-19 Health Questionnaires,</li><li>• encouraging social distancing,</li><li>• requiring masks or face coverings,</li><li>• providing hand sanitizing stations,</li></ul>	<ul style="list-style-type: none"><li>• cleaning touch points frequently,</li><li>• using only large courtrooms and other large spaces to accommodate social distancing, and</li><li>• installing Plexiglas partitions as appropriate.</li></ul>
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**WHAT AM I REQUIRED TO DO NOW?**

1. Follow the instructions on your Summons for Federal Jury Service.
2. Prepare to complete the COVID-19 Health Questionnaire 48 to 24 hours prior to reporting to the courthouse. The questionnaire can be located on our website [www.wied.uscourts.gov](http://www.wied.uscourts.gov) . Under the tab For Jurors, you will find the COVID-19 Health Questionnaire. If you are receiving your Summons to Appear in paper format, the COVID-19 Health Questionnaire is on the reverse side.
  - a. Simply complete and Submit your Questionnaire, or
  - b. Email your completed questionnaire to [jury\\_management@wied.uscourts.gov](mailto:jury_management@wied.uscourts.gov) , or
  - c. A completed paper questionnaire can be printed and brought with you.
  - d. If neither of the above can be done, one will be provided for you before entering the building.

*Note: Masks or Face coverings will be required. If you don't have one, we will provide one for you.*

We understand some individuals may be unable to serve at this time due to COVID-19 related issues. Requests for excusal will be considered on a case-by-case basis and temporary or permanent excuses will be granted as necessary.

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If you have a COVID-19 related concern that would prevent you from serving at this time,  
please contact the jury administrator IMMEDIATELY at  
414-297-1209 or at [jury\\_management@wied.uscourts.gov](mailto:jury_management@wied.uscourts.gov) .

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If, on the day you are instructed to report, you are feeling ill with COVID-19 related symptoms, DO NOT REPORT to the courthouse until you have called 1-414-297-1209. If no one answers, leave a detailed message with your full name, juror participant number, and a description of your symptoms.

*Please read all information carefully, it will help answer your questions.*