

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MARYLAND**

**IN RE:  
MODIFICATIONS TO JURY  
SUMMONS PROCEDURES  
IN RESPONSE TO COVID-19  
PANDEMIC**

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**MISC NO. 00-308**

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**STANDING ORDER 2020-19**

In response to the ongoing COVID-19 pandemic and consistent with the Jury Selection and Service Act and the Plan of the United States District Court for the District of Maryland for the Random Selection of Grand and Petit Jurors (the “Jury Selection Plan”),<sup>1</sup> the Court has implemented certain modifications to its juror selection and summoning process in order to minimize the unusual danger, hardship, and inconvenience posed by COVID-19. In the interest of transparency with litigants and the public, the Court hereby publicizes those procedures and ORDERS them to be effective for the duration of the COVID-19 pandemic.

As of August 18, 2020, the Court’s official website shall display a video message from Chief Judge James K. Bredar regarding juror safety.<sup>2</sup> The video message shall summarize the precautions the Court has taken to minimize the risks posed by the pandemic to prospective jurors and shall affirm the importance of jury service.

Random selection of prospective jurors from the Qualified Jury Wheel shall be conducted without deviation from the Court’s usual procedures, pursuant to the Jury Selection Plan. Approximately four to six weeks in advance of the anticipated empanelment of a jury, the Clerk

<sup>1</sup> An electronic copy of the Jury Selection Plan is available at [https://www.mdd.uscourts.gov/sites/mdd/files/Jury\\_Plan.pdf](https://www.mdd.uscourts.gov/sites/mdd/files/Jury_Plan.pdf).

<sup>2</sup> This video is available at <https://www.mdd.uscourts.gov/news/juror-safety>.

shall issue summonses to randomly selected prospective jurors pursuant to Section XV of the Jury Selection Plan. In addition to the summons materials which the Clerk typically issues, for the duration of the COVID-19 pandemic, the summons packet shall also include: (1) a message from the Chief Judge advising prospective jurors of the precautions taken by the Court in light of the COVID-19 pandemic, and (2) the U.S. District Court COVID-19 Juror Questionnaire (the "COVID-19 Juror Questionnaire"). A copy of the summons materials SHALL BE attached to this Order.

Pursuant to the Clerk's discretionary authority under Section XVI of the Jury Selection Plan to "temporarily excuse a summoned juror, upon a showing of undue hardship or extreme inconvenience," the Clerk shall grant a deferral of service to any prospective juror who demonstrates that service would cause undue hardship or extreme inconvenience. In addition to granting deferrals to those jurors who demonstrate undue hardship or extreme inconvenience unrelated to COVID-19 (per the Clerk's standard practice), for the duration of the pandemic, the Clerk shall also grant a deferral of service to any prospective juror who requests a onetime deferral of service and who answers in the affirmative to one or more of the COVID-19 Juror Questionnaire's supplemental screening questions. In the current version of the COVID-19 Juror Questionnaire, these supplemental screening questions are:

- 1) Do you have an underlying medical condition that puts you at a higher risk of developing serious health complications from COVID-19?
- 2) Do you live with or provide direct care for a person of any age with underlying medical conditions that puts them at a higher risk of developing serious health complications from COVID-19?

3) Are you age 65 or older?<sup>3</sup>

The Court and the Clerk deem temporarily excusing these individuals from service necessary to avoid imposing undue hardship and extreme inconvenience by requiring prospective jurors for whom it is particularly dangerous to serve during the COVID-19 pandemic to risk exposure in the course of their service.

If a prospective juror does not defer service, then following the submission of the prospective juror's Juror Questionnaire, but prior to the commencement of service, the Clerk's Office shall contact the prospective juror to inquire regarding their health status and any potential COVID-19 exposures. If the Clerk determines that jury service would pose an undue hardship or extreme inconvenience or that there is a significant risk that a prospective juror has been exposed to COVID-19, rendering their service unsafe and likely to disrupt the proceedings, the Clerk shall temporarily excuse the prospective juror from service. At the Clerk's discretion, the Clerk's Office may also conduct additional in-person screening for symptoms of COVID-19 on the day a prospective juror's service commences.

As the Clerk would under regular conditions, if the Clerk has reason to suspect that more prospective jurors than necessary may report for service on a particular day, the Clerk may direct certain prospective jurors not to appear. The individuals so directed shall be selected at random. Additionally, if the maximum number of prospective jurors who can be safely accommodated at one time have already reported for service, the Clerk may excuse later-arriving prospective jurors.

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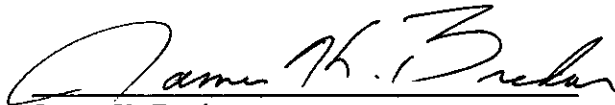
<sup>3</sup> The COVID-19 Juror Questionnaire originally asked the following supplement screening questions: (1) "Do you have an underlying medical condition or circumstance that puts you at a higher risk of developing serious health complications from COVID-19 or any other significant health issue that might prevent you from serving as a juror?" (2) "Do you live with or provide direct care for a person of any age with underlying medical conditions that puts them at a higher risk of developing serious health complications from COVID-19?" The supplemental screening questions were revised in October 2020, in order to improve clarity and efficacy.

The Court deems the above procedures consistent with the Jury Selection and Service Act and the Jury Selection Plan, and finds them necessary to protect jurors, litigants, court staff, and court visitors from unnecessary dangers related to the COVID-19 pandemic.

So ORDERED.

DATED this 22 day of October, 2020.

BY THE COURT:

A handwritten signature in black ink, appearing to read "James K. Bredar", written over a horizontal line.

James K. Bredar  
Chief Judge

# **PETIT JUROR SUMMONS PACKET**

UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND

CHAMBERS OF  
JAMES K. BREDAR  
Chief Judge

[MDD\\_JKBChambers@mdd.uscourts.gov](mailto:MDD_JKBChambers@mdd.uscourts.gov)

101 WEST LOMBARD STREET  
BALTIMORE, MARYLAND 21201  
(410) 962-0950 OFFICE

Dear Prospective Juror:

You have been summonsed for jury duty in the United States District Court for the District of Maryland. Please read the enclosed documents carefully and then respond as directed.

Serving on a jury is one of the most important responsibilities of U.S. citizenship. But, before you respond to your summons, you may have some questions about serving as a juror during the ongoing coronavirus pandemic. Is it safe to enter a U.S. courthouse at this time? Is it safe to serve as a juror? Must I respond to my jury summons during this pandemic?

Let me answer the last question first: yes, you must respond to your jury summons, and you must appear for jury duty if it is reasonably safe for you to do so and if you are not otherwise ineligible for service at this time.

Here in federal court in Maryland, we have taken a number of steps to protect your safety while you participate in the jury selection process and, perhaps, serve as a juror in one of our trials.

First, we suspended all jury trials in March, and waited until the number of coronavirus cases, and particularly coronavirus-related hospitalizations, had fallen to a much lower level than Maryland experienced in March, April, and May. We also waited until Maryland state and local public health officials advised that it was safe for citizens to resume essential activities. Our judgment is that it is now sufficiently safe to move ahead and resume jury trials, provided certain protective measures are taken. Should conditions in our state deteriorate, we will again suspend such proceedings.

Second, we have taken substantial steps — protective measures — to make the jury trial experience safer. For instance, all persons in our courthouses (including jurors) must wear masks or other facial coverings that completely cover noses and mouths. We have reconfigured our courtrooms and other meeting areas so that social distancing rules can be observed. Jurors in our courtrooms are no longer clustered in traditional “jury boxes”, but instead are mostly seated in what was formerly the public gallery, with at least six feet of distance between each chair. Jurors now deliberate on their verdicts in large, adjoining courtrooms, not in confined jury rooms. The courtrooms themselves have been reconfigured with sheets of plexiglass separating those who are speaking from those who are listening. Only one person may ride an elevator at a time. Those waiting to board an elevator (and those engaged in all other activities in the courthouses) must stand six feet apart.

Persons summonsed who have special vulnerabilities to the coronavirus are encouraged to tell us about those circumstances as they complete the forms and respond to the questions set out in the accompanying documents.

Jury trials are essential events. When they can be conducted safely, they must proceed as scheduled. Our justice system cannot function without juries. The judges of this court are determined that jury trials resume, but only while it is safe to do so, and only when there are appropriate measures in place to minimize the risk of transmission of the coronavirus.

Thank you in advance for responding to your jury summons. And thank you for your good citizenship.

Very truly yours,

/s/ JAMES K. BREDAR

James K. Bredar  
Chief Judge

JKB/vc



**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND  
OFFICE OF THE CLERK**

101 West Lombard Street – Room 4625, Baltimore, MD 21201

Felicia C. Cannon, Clerk of Court  
Catherine M. Stavlas, Chief Deputy  
Elizabeth B. Snowden, Chief Deputy

Dear Prospective Juror:

**Enclosed is a summons for jury service. To avoid possible complications, please read all of the material.**

**YOUR TERM OF SERVICE**

**You are being summoned for a trial that will begin on or about Monday, August 24, 2020.**

**This trial is scheduled to last approximately one (1) week.**

**PLEASE NOTE: If you have a conflict with serving during this period, please read below for instructions to submit your conflict within five days of receipt of this letter.**

**SUBMIT YOUR INFORMATION**

Submit your form online by using **eJUROR** to complete your information. **ALL JURORS MUST COMPLETE THE JUROR INFORMATION FORM WITHIN 5 DAYS OF RECEIPT OF YOUR SUMMONS.**

1	Go to <a href="http://www.mdd.uscourts.gov/jury">www.mdd.uscourts.gov/jury</a>
2	Select "eJuror (Juror Login)" from the left side of the screen
3	Login by entering: Your <b>9-digit participant number</b> The <b>first three letters of your last name</b> Your <b>date of birth</b> Then follow the instructions for each question.

Once your information is submitted electronically, you are finished! There is no need to mail in the paper form. If you are unable to submit your questionnaire electronically, you may fill out the enclosed juror information card and supplemental questionnaire. There is a section on back of the juror information card if you wish to make a request for excuse or postponement. Once you have completed these forms, return it to the court by using the enclosed postage paid envelope within five days of receipt of your summons. **Please choose only one method.** Do not fill out both the online and hard copy version.

**SUBMIT YOUR CONFLICT**

Should you have a significant hardship or other obligation that may interfere with your jury service during this time period, please advise this office immediately by entering your information through **eJUROR** or in writing by filling out the enclosed juror information card and supplemental questionnaire as directed above.

Through **eJUROR** ([www.mdd.uscourts.gov/jury](http://www.mdd.uscourts.gov/jury)), you may choose the following:

**POSTPONE:** To request a **ONE TIME** temporary deferment to another month.

**EXCUSE:** To request a total excuse from jury service. Further documentation may be required.

**Requests to be excused will not be handled by telephone.**

**CHECK YOUR REPORTING STATUS**

If you have requested an excuse or postponement, you must inquire as to the status of your request prior to your tentative reporting date(s). To do so through the court's website, visit [www.mdd.uscourts.gov/jury](http://www.mdd.uscourts.gov/jury). Once you have logged into eJuror, select "**Current Status**" on the left side of the screen. You may also access your reporting information by calling the toll-free phone number listed on your summons (**1-866-277-3073**). The automated jury system will direct you to enter your nine-digit participant number; you will then receive your status.

**The court will not respond by mail or telephone, it is your responsibility to follow up on your request by using the toll free phone number (1-866-277-3073) or you may go online to receive your request status. Please allow five days for processing.**

**BEFORE YOU REPORT FOR JURY SERVICE**

Please note that trials sometimes generate publicity. Therefore, we ask that you not read any newspaper articles about any upcoming federal trial on the day you report for jury service and during the three days immediately before you are scheduled to report. Thank you for your cooperation. Complying with this request may make the jury selection process more expeditious.

We look forward to working with you on this important civic function and hope that you find your service to be a rewarding experience. If you have special requirements or should you have further questions regarding your jury service; please contact a member of the jury staff at **410-962-3090** or **1-866-277-3073 (toll free)**.

**SECURITY REQUIREMENTS**

Under local rule of this court, all persons entering any federal court facility in the District of Maryland and all items carried by them shall be subject to appropriate screening and checking by any United States Marshal, any security officer, or any law enforcement officer on duty. Any person who refuses to cooperate in such screening or checking may be denied entrance to the courthouse. Any weapons, unless carried by law enforcement officers on their official



duties shall be impounded by the person conducting the inspection. Property thus impounded may be retained for use as evidence and may be forfeited, destroyed or otherwise disposed of in accordance with law (this includes pocket knives, scissors, etc.). Any person unlawfully carrying such property is subject to criminal prosecution. In addition, cameras, radios, recording equipment, etc., may not be brought into the courthouse without approval of the court. Cellular phones must be turned off upon entering a courtroom and will be collected by the Courtroom Deputy during deliberations.

#### HOW WILL I KNOW WHEN TO REPORT?

Please keep your summons close at hand. **Do not** return the upper portion of your summons; **keep this for your reference**. Your **nine digit participant number appears on your summons**; you will be required to enter this number when obtaining your reporting instructions or status.

The enclosed summons indicates your **tentative** reporting date. If there is a cancellation of the trial prior to your first report date, you will be deferred to a future date. **All jurors are required to call the Jury Information System (1-866-277-3073) after 6:00 p.m. the night before your tentative date for reporting. If your tentative reporting date falls on a Monday, you may call the Jury Information System after 6:00 p.m. on the preceding Friday.**

Should your message instruct you to report, then you must report on that day. If the message advises you not to report, then carefully follow the instructions given. If you do not call as instructed and you report in error, you will not be paid. **Failure to report as directed can result in a fine of \$1,000.00 or imprisonment for three days.**

**Unless otherwise indicated** by your instructions, jurors should report to the courthouse no later than **8:30 a.m.** It is critical that you report on time. Jurors reporting late cannot be guaranteed reimbursement.

#### WHERE DO I REPORT?

Your reporting location can be found above your name and address on your summons which is enclosed. The Northern Division courthouse is located at: **101 West Lombard Street in Baltimore, Maryland. Upon arrival, jurors must please check in with a jury clerk in room 4625 located on the fourth floor.**

#### WHY DO I REPORT TO BALTIMORE?

**There is only one federal court for the District of Maryland.**

The northern division federal courthouse is located in Baltimore. Prospective jurors for the federal court are chosen from a jury pool generated by random selection of citizens' names from lists of registered voters from every county in the state of Maryland and Baltimore City. This selection method helps to ensure that jurors represent a fair cross section of the community.

#### FACILITIES

There is a small cafeteria located on the first floor. Additionally, coin operated beverage and snack machines are located in the jury assembly area. Jurors are provided light refreshments on jury selection day. A refrigerator and microwave are available for your use.

#### COMPUTERS

Jurors are allowed to bring personal laptop computers. Wireless internet access as well as several computers have been provided in our Jury Assembly Room for jurors use free of charge during jury service. **Jurors are not to view any news sites that may have court-related news stories.** Chat rooms or any sites which would incur cost to the U.S. Courts are also prohibited, as is any activity in violation of U.S. or State of Maryland law.

#### COMPENSATION

**Attendance Fee** - The attendance fee of \$50.00 will be paid for every day that you are called and physically appear in court.

**Travel** - You will be reimbursed at the prevailing rate, which is currently \$ 0.5750 cents per mile for travel to and from the court. Mileage should be clocked by the most direct route from your home to the courthouse. You will be reimbursed for the cost of any tolls. The court cannot reimburse you for cab fare, uber, lyft, or any other private transportation.

**Parking** - Parking fees will be reimbursed with an accompanying receipt. Several parking lots are located near the courthouse. Because parking lots vary in price, please inquire prior to parking your vehicle. Please do not park at parking meters. You will not have sufficient time to leave the courthouse to pay meter charges and the court is not responsible for any parking violations, nor will we pay any towing or rental car charges.

**Lodging** -A lodging fee will be reimbursed at the prevailing rate, which is currently \$206.00 per night you live fifty miles or more from the court and choose to travel to the courthouse the day before you are to serve or stay overnight. Lodging taxes will be reimbursed in full.

When making arrangements, advise the hotel that you are serving as a juror in the United States District Court and ask if a government rate is available. Jurors are responsible for making their own hotel reservations. Making reservations through the Internet is not recommended. Some Internet reservation companies charge fees. The court cannot reimburse you for these fees. It is suggested that you contact your hotel of choice directly, either by telephone or through their official web site. If you need further information or have any questions conflicts, or concerns about securing a reservation, please phone a member of the jury staff prior to your reporting date(s) at 410-962-3090 or 1-866-277-3073 for assistance.

**Payment** - Your reimbursement form is on the reverse side of your summons. Please be sure to keep all receipts for tolls and parking and attach them to the reimbursement form. Upon the end of your service period you must submit your reimbursement form in order to receive payment for jury service. A check will be issued and mailed approximately two weeks after your reimbursement form is received by the court. Failure to turn in your completed reimbursement form may result in nonpayment for jury service.

#### INCLEMENT WEATHER

Please review the enclosed inclement weather information. **In the event of inclement weather, phone 410-962-2600 and select option number three (3) for updated information.**



## U.S. District Court COVID-19 Juror Questionnaire

The safety of our employees and jurors remain the Court's overriding priority. As the COVID-19 outbreak continues to evolve, the Chief Judge 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 a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in our courthouses. You may either complete the 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.mdd.uscourts.gov/jury](http://www.mdd.uscourts.gov/jury). Thank you for your time.

<b>NAME:</b>
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<b>PARTICIPANT NUMBER:</b>
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<b>PHONE NUMBER:</b>
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<b>Supplemental Screening Questionnaire</b>	
<b>1</b>	Do you have an underlying medical condition that puts you at a higher risk of developing serious health complications from COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>2</b>	Do you live with or provide direct care for a person of any age with underlying medical conditions that puts them at a higher risk of developing serious health complications from COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>3</b>	Are you age 65 or older? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>4</b>	If you have answered yes to any of the above questions, are you requesting a one time deferral to a date within the next twelve (12) months? Yes <input type="checkbox"/> No <input type="checkbox"/>

If you answer "yes" to question number four (4), your jury service will be deferred. You may check the status through the eJUROR tool on the court's website [www.mdd.uscourts.gov/jury](http://www.mdd.uscourts.gov/jury). Once you have logged into eJUROR, select "Current Status" on the left side of the screen. You may also access your information by calling 1-866-277-3073. The automated jury system will direct you to enter your nine-digit participant number. Jurors who are deferred will receive a new summons within the next twelve (12) months.

Any questions should be directed to [MDDdb\\_jurymessages@mdd.uscourts.gov](mailto:MDDdb_jurymessages@mdd.uscourts.gov)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND

JUROR REIMBURSEMENT FORM

Please bring this form with you each day that you report to the courthouse.

Printed Name of Juror: Participant Number:

Social Security No.: Address of Juror:

PLEASE ATTACH ALL RECEIPTS TO THE BACK OF THIS FORM

Table with 6 columns: DATE PRESENT, PARKING FEES, PUBLIC TRANSPORTATION, DAILY TOLLS, DAILY ROUND TRIP MILEAGE, LODGING (if applicable)

Are you a Federal Government employee? (Yes or No):

If yes, are you a US Postal Service employee? (Yes or No):

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number...
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding...
3. I am a U.S. citizen.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

\* Privacy Act Information: The Federal Judiciary is required by section 6041 of the Internal Revenue Code to file an information return (Form 1099) with the Internal Revenue Service containing the Social Security Number of a juror who receives \$600 or more in jury attendance fees during a calendar year.

Signature of Juror:

Rev. 1/20 For Official Use Only: Received: SSNV:

If you have submitted your information through eJuror, there is no need to mail in the form below. If you are submitting your information through the mail, please detach the form below and submit within five days. Thank you.

If you have a significant conflict, obligation, or health issue that prevents you from serving during your specified service period, please explain in detail below.

Multiple horizontal lines for providing details on conflicts, obligations, or health issues.

JUROR SIGNATURE: DATE: AUG2020 -Balt

**Directions to the Baltimore Courthouse  
Garmatz Courthouse**

101 W. Lombard Street - Room 4625 (fourth floor)  
Baltimore, MD 21201  
1-866-277-3073 or (410) 962-3090

**From the Eastern Shore:**

Take Route 50 West to Route 2 North to Route 100 West. Route 100 West merges with Route 97 North. Take Route 97 North to 695 West (Baltimore Beltway). Take 695 West to 295 North (Baltimore-Washington Parkway) into the downtown area. Make a right to Pratt Street. Make a left onto Hanover Street. The Courthouse is located on your left between Pratt Street and Lombard Street.

**Alternate route:**

Take Route 50 West to Route 97 North. Take Route 97 North to 695 West. Take 695 West to 295 North (Baltimore-Washington Parkway) to the downtown area. Make a right to Pratt Street. Make a left onto Hanover Street. The Courthouse is located on your left between Pratt Street and Lombard Street.

**From the Northeast:**

Take 95 South. Go through Ft. McHenry Tunnel (not Baltimore Harbor Tunnel). After going through tunnel, stay to the right and exit at 395 (exit 53) (downtown) into the downtown area. Make a right to Pratt Street. Make a left onto Hanover Street. The Courthouse is located on your left between Pratt Street and Lombard Street.

**From the West:**

Take I-70 East to 695 South (Baltimore Beltway) to 95 North (to Baltimore). Take 95 North to 395 (downtown). Make a right to Pratt Street. Make a left onto Hanover Street. The Courthouse is located on your left between Pratt Street and Lombard Street.

**From the South:**

Take 301 North (which becomes 97 North near Rt. 50). Take 97 North to 695 West (Baltimore Beltway). Take 695 West to 295 North (Baltimore-Washington Parkway) to the downtown area. Make a right to Pratt Street. Make a left onto Hanover Street. The Courthouse is located on your left between Pratt Street and Lombard Street.

**From the Northwest:**

Take 795 to 695 East (Towson). Take 83 South into the city. Make a right onto Lombard St. and continue for five blocks. The Courthouse is located on your left between Hanover Street and Hopkins Place.

**AREA HOTELS**

**Days Inn Inner Harbor Hotel** 100 Hopkins Place, Baltimore MD, 21201 Phone: **410-576-1000**

**Holiday Inn Inner Harbor** 301 W. Lombard Street Baltimore MD, 21201 Phone: **(800) 939-4249**

**Marriott Inner Harbor at Camden Yards** 110 S. Eutaw Street, Baltimore, MD 21201 Phone: **(800) 228-9290**

**Radisson Plaza Lord Baltimore** 20 W. Baltimore Street, Baltimore MD, 21201 Phone: **410-539-8400**

**Renaissance Harborplace Hotel** 202 E. Pratt Street, Baltimore MD, 21202 Phone: **410-547-1200**

**Sheraton Inner Harbor Hotel** 300 S. Charles Street, Baltimore MD, 21201 Phone: **410-962-8300**

**For a complete list of area hotels:** [baltimore.org/hotels-and-accommodations/downtown-hotels](http://baltimore.org/hotels-and-accommodations/downtown-hotels)

*Jurors that reside fifty miles or more from the court may choose to travel to the courthouse the day before and/or stay overnight during service. The court will reimburse your for travel and hotel stay with accompanying receipts. **When making arrangements, advise the hotel that you are serving as a juror in the United States District Court and ask if a government rate is available.** Jurors are responsible for making and canceling their own hotel reservations.*

**Visit the U.S. District Court's Web Site at [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov)**

## **TRANSPORTATION INFORMATION**

Various forms of public transportation are available within a short walking distance of the courthouse.

**Railway Service** - MARC – 1-800-325-RAIL – or [www.mta.maryland.gov](http://www.mta.maryland.gov)

**Bus, Light Rail and Metro Service** - MTA – 410-539-5000 OR 1-866-RIDE-MTA

**Air** – BWI Airport - 1-800-I-FLY-BWI – or [www.bwiairport.com](http://www.bwiairport.com)

Salisbury-Ocean City: Wicomico Regional Airport - 410-548-4827 or [www.flysbyairport.com](http://www.flysbyairport.com)

### **Visitor Services**

Baltimore Area Convention and Visitors Association- 1-877-BALTIMORE or [www.baltimore.org](http://www.baltimore.org)

Maryland Office of Tourism - 1-866-MDWelcome or [www.visitmaryland.org](http://www.visitmaryland.org)

## **INCLEMENT WEATHER INFORMATION**

In the event of weather-related disruptions to the court schedules or to the operating status of the federal courthouse, information can be obtained by dialing (410) 962-2600 and (press 3). Operating status information also will be posted on the Court's website at: [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov).

Every attempt is made to post courthouse opening information by 6:15 a.m. on the morning of any disruption, or at the time a decision on early closing is made.

## **ELECTRONIC DEVICES AND COMPUTER USE**

Jurors may bring personal laptop computers, cell phones, notebooks, e-readers and similar electronic devices to the courthouse. Possession and use of the electronic devices, however, may be limited or prohibited in certain areas.

Jurors may have a great deal of waiting time while on Jury Duty. Please note that, while in the Jury Assembly area, jurors may use their laptop, cell phone or e-reader. Jurors may also use any reading materials they have brought with them.

When jurors go to a courtroom, they will be able to take their personal possessions with them, but will not have access to the court's wireless internet and their use of electronic devices may be restricted. Jurors will have no access to cell phones or other electronic devices during jury deliberations.

Wireless internet as well as several computers are available in our Jury Assembly Room for jurors to use free of charge during the term of their jury service. Court computer privileges may be terminated at any time in the sole discretion of the Clerk of Court, or her designee.

If you have any questions, please contact a member of the Jury Department at 410-962-3090. Thank you in advance for your cooperation.

# **GRAND JUROR SUMMONS PACKET**

**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND**

CHAMBERS OF  
**JAMES K. BREDAR**  
Chief Judge

[MDD\\_JKBChambers@mdd.uscourts.gov](mailto:MDD_JKBChambers@mdd.uscourts.gov)

101 WEST LOMBARD STREET  
BALTIMORE, MARYLAND 21201  
(410) 962 - 0950 OFFICE

Dear Prospective Juror:

You have been summonsed for grand jury duty in the United States District Court for the District of Maryland. Please read the enclosed documents carefully and then respond as directed.

Serving on a jury is one of the most important responsibilities of U.S. citizenship. But, before you respond to your summons, you may have some questions about serving as a juror during the ongoing coronavirus pandemic. Is it safe to enter a U.S. courthouse at this time? Is it safe to serve as a juror? Must I respond to my jury summons during this pandemic?

Let me answer the last question first: yes, you must respond to your jury summons, and you must appear for jury duty if it is reasonably safe for you to do so and if you are not otherwise ineligible for service at this time.

Here in federal court in Maryland, we have taken a number of steps to protect your safety while you participate in the jury selection process and, perhaps, serve as a grand juror.

First, we suspended all grand jury sessions in March, and waited until the number of coronavirus cases, and particularly coronavirus-related hospitalizations, had fallen to a much lower level than Maryland experienced in March, April, and May. We also waited until Maryland state and local public health officials advised that it was safe for citizens to resume essential activities. In late June, our judgment was that it was now sufficiently safe to move forward and we resumed limited grand jury sessions in our Baltimore and Greenbelt courthouse. Should conditions in our state deteriorate, we will again suspend such proceedings.

Second, we have taken substantial steps — protective measures — to make the grand jury sessions safer. For instance, all persons in our courthouses (including jurors) must wear masks or other facial coverings that completely cover noses and mouths. We have moved the grand jury sessions into reconfigured courtrooms so that social distancing rules can be observed and there is at least six feet of distance between each chair. These courtrooms have been outfitted with sheets of plexiglass separating those who are speaking from those who are listening. Only one person may ride an elevator at a time. For grand jury sessions that will last more than a half day, on a temporary basis lunch is being provided to allow jurors to remain on the courthouse grounds rather than enter stores and restaurants. In our lobbies, we have mandatory fever-check stations. Those waiting to board an elevator (and those engaged in all other activities in the courthouses) must stand six feet apart. Separate stairwells are designated for “up” and “down” foot traffic.

Persons summonsed who have special vulnerabilities to the coronavirus are encouraged to tell us about those circumstances as they complete the forms and respond to the questions set out in the accompanying documents.

The grand jury is an essential component of the criminal justice system. When grand jury sessions can be conducted safely, they must proceed as scheduled, but only when protective measures are in place to minimize the risk of transmission of the coronavirus.

Thank you in advance for responding to your jury summons. And thank you for your good citizenship.

Very truly yours,

/s/ JAMES K. BREDAR

James K. Bredar  
Chief Judge

JKB/vc





**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND  
OFFICE OF THE CLERK**

101 West Lombard Street – Room 4625, Baltimore, MD 21201

Felicia C. Cannon, Clerk of Court  
Catherine M. Stavlas, Chief Deputy  
Elizabeth B. Snowden, Chief Deputy

Dear Prospective Juror:

**You have been selected to serve as a grand juror. Enclosed is your summons.** Also enclosed is a **Handbook for Federal Grand Jurors**. This handbook will acquaint you with the federal grand jury and the general nature and importance of your role as a grand juror. Please review the handbook prior to your reporting date. **To avoid possible complications, please read all of the material.**

**YOUR TERM OF SERVICE**

**Your grand jury service will be for a period of eighteen (18) months,** meeting one day a week.

Your first reporting date is **Thursday, November 5, 2020 at 8:30 a.m.**  
On this day you will be empanelled as a grand juror and given an orientation.

**The grand jury is scheduled to meet once a week, convening every Thursday for eighteen months. The first session will begin after orientation on Thursday, November 5, 2020. If you have a significant conflict with serving, please read below for instructions to submit your conflict within 5 days of receipt of this letter.**

**SUBMIT YOUR INFORMATION**

Submit your form online by using **eJUROR** to complete your information. **ALL JURORS MUST COMPLETE THE JUROR INFORMATION FORM WITHIN 5 DAYS OF RECEIPT OF YOUR SUMMONS.**

1	Go to <a href="http://www.mdd.uscourts.gov/jury">www.mdd.uscourts.gov/jury</a>
2	Select "eJuror" from the left side of the screen
3	Login by entering: Your <b>9-digit participant number</b> The <b>first three letters of your last name</b> Your <b>date of birth</b> Then follow the instructions for each question.

Once your information is submitted electronically, you are finished! There is no need to mail in the paper forms. If you are unable to submit your questionnaire electronically, you may fill out the enclosed juror information card and supplemental questionnaire. There is a section on back of the form if you wish to make a request for excuse or postponement. Once you have completed the forms, return it to the court by using the enclosed postage paid envelope within five days of receipt of your summons. **Please choose only one method.** Do not fill out both the online and hard copy version.

**SUBMIT YOUR CONFLICT**

**Should you have a significant hardship or other obligation that may interfere with your grand jury service, reporting weekly for the eighteen month period or make it impossible for you to report on Thursday, November 5, 2020, please advise this office immediately or within five days of receipt of this letter by entering your information through eJUROR or in writing.**

Failure to request an excuse prior to your reporting date may lead to the excuse being denied.

**If we do not receive a request from you, it will be assumed that you do not have a conflict that would prohibit you from serving as a grand juror, reporting weekly for the eighteen month period.**

You **will not** have an opportunity to make a request for excuse on organization/empanelment day, which is Thursday, November 5, 2020, 8:30 a.m.

**Requests to be excused will not be handled by telephone.**

**JURY SERVICE IN A PANDEMIC**

The court has a new video available on our website addressing jury service in a pandemic which you may want to view. A Message from Chief James K. Bredar regarding Juror Safety. [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov)

**CHECK YOUR REPORTING STATUS**

If you have requested an excuse or postponement, you must inquire as to the status of your request prior to your reporting date. To do so through the court's website, visit [www.mdd.uscourts.gov/jury](http://www.mdd.uscourts.gov/jury). Once you have logged into eJuror, select "**Current Status**" on the left side of the screen. You may also access your reporting information by calling the toll-free phone number listed on your summons (**1-866-277-3073**). The automated jury system will direct you to enter your nine-digit participant number; you will then receive your status.

**The court will not respond by mail or telephone, it is your responsibility to follow up on your request by using the toll free phone number (1-866-277-3073) or you may go online to receive your request status. Please allow five days for processing.**

**BEFORE YOU REPORT FOR JURY SERVICE**

We look forward to working with you on this important civic function and hope that you find your service to be a rewarding experience. If you have special requirements or should you have further questions regarding your jury service; please **contact** a member of the jury staff at **410-962-3090 or 1-866-277-3073 (toll free).**

## SECURITY REQUIREMENTS

Under local rule of this court, all persons entering any federal court facility in the District of Maryland and all items carried by them shall be subject to appropriate screening and checking by any United States Marshal, any security officer or any law enforcement officer on duty. Any person who refuses to cooperate in such screening or checking may be denied entrance to the courthouse. **Any weapons, unless carried by law enforcement officers on their official duties shall be impounded by the person conducting the inspection. Property thus impounded may be retained for use as evidence and may be forfeited, destroyed or otherwise disposed of in accordance with law (this includes pocket knives, scissors, etc.).** Any person unlawfully carrying such property is subject to criminal prosecution. In addition, cameras, radios, recording equipment, etc., may not be brought into the courthouse without approval of the court. **Cellular phones and other media devices must be turned off upon entering the grand jury room and remain off during all sessions. All electronic devices are subject to impoundment.**

## HOW WILL I KNOW WHEN TO REPORT?

Please keep your summons close at hand. **Do not** return the upper portion of your summons; **keep this for your reference.** Your **nine digit participant number appears on your summons**, you will be required to enter this number when obtaining your reporting instructions or status.

The enclosed summons indicates your reporting date. **All jurors are required to call the Jury Information System (1-866-277-3073) after 6:00 p.m. the night before your tentative date for reporting.**

Should your message instruct you to report, then you must report on that day. If the message advises you not to report, then carefully follow the instructions given. If you do not call as instructed and you report in error, you will not be paid. **Failure to report as directed can result in a fine of \$1,000.00 or imprisonment for three days. Unless otherwise indicated** by your instructions, jurors should report to the courthouse no later than **8:30 a.m.** It is critical that you report on time. Jurors reporting late cannot be guaranteed reimbursement.

## WHERE DO I REPORT?

Your reporting location can be found above your name and address on your summons which is enclosed. The Northern Division courthouse is located at: **101 West Lombard Street in Baltimore, Maryland.** **Upon arrival, jurors must please check in with a jury clerk in room 4625 located on the fourth floor.**

## WHY DO I REPORT TO BALTIMORE?

**There is only one federal court for the district of Maryland.**

The northern division courthouse is located in Baltimore. Prospective jurors for the federal court are chosen from a jury pool generated by random selection of citizens' names from lists of registered voters from every county in the state of Maryland and Baltimore City. This selection method helps to ensure that jurors represent a fair cross section of the community.

## HOW LONG WILL MY JURY SERVICE LAST?

**The grand jury term will be for a period of approximately eighteen (18) months.**

This grand jury is scheduled to meet once a week, convening every Thursday.

## FACILITIES

Coin operated beverage and snack machines are located in the jury assembly area. A refrigerator and microwave are available for your use.

## COMPUTERS

Jurors are allowed to bring personal laptop computers; however, they must be turned off in the grand jury session room. Wireless internet access is available for jurors use free of charge during jury service. **Jurors are not to view any news sites that may have court-related news stories. All computer devices must be turned off upon entering the grand jury room and remain off during all sessions.**

## COMPENSATION

**Attendance Fee** - The attendance fee of \$50.00 will be paid for every day that you are called and physically appear in court.

**Travel** - You will be reimbursed at the prevailing rate, which is currently \$0.575 cents per mile for travel to and from the court. Mileage should be clocked by the most direct route from your home to the courthouse. You will be reimbursed for the cost of any tolls. The court cannot reimburse you for cab fare, uber, lyft, or any other private transportation.

**Parking** - Parking fees will be reimbursed with an accompanying receipt. Several parking lots are located near the courthouse. Because parking lots vary in price, please inquire prior to parking your vehicle. Please do not park at parking meters. You will not have sufficient time to leave the courthouse to pay meter charges and the court is not responsible for any parking violations, nor will we pay any towing or rental car charges.

**Lodging** - A lodging fee will be reimbursed at the prevailing rate, which is currently \$208.00 per night if you live fifty miles or more from the court and choose to travel to the courthouse the day before you are to serve or stay overnight. Lodging taxes will be reimbursed in full. When making arrangements, advise the hotel that you are serving as a juror in the United States District Court and ask if a government rate is available. Jurors are responsible for making their own hotel reservations. Making reservations through the Internet is not recommended. Some Internet reservation companies charge fees. The court cannot reimburse you for these fees. It is suggested that you contact your hotel of choice directly, either by telephone or through their official web site. If you need further information or have any questions, conflicts, or concerns about securing a reservation, please phone a member of the jury staff prior to your reporting date(s) at 410-962-3090 or 1-866-277-3073 for assistance.

**Payment** - Your reimbursement form is on the reverse side of your summons. Please be sure to keep all receipts for tolls and parking and attach them to the reimbursement form. Grand jurors are paid once a month. Failure to turn in your completed form may result in your not being paid for jury service. The processing of payroll for Grand Jurors is started on the last working day of each month. Checks will usually be mailed within the first ten working days of the following month.

## INCLEMENT WEATHER

**In the event of inclement weather, phone 410-962-2600 and select option number three (3) for updated information.**



## U.S. District Court COVID-19 Juror Questionnaire

The safety of our employees and jurors remain the Court's overriding priority. As the COVID-19 outbreak continues to evolve, the Chief Judge 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 a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in our courthouses. You may either complete the 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.mdd.uscourts.gov/jury](http://www.mdd.uscourts.gov/jury). Thank you for your time.

<b>NAME:</b>
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<b>PARTICIPANT NUMBER:</b>
----------------------------

<b>PHONE NUMBER:</b>
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<b>Supplemental Screening Questionnaire</b>	
<b>1</b>	Do you have an underlying medical condition that puts you at a higher risk of developing serious health complications from COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>2</b>	Do you live with or provide direct care for a person of any age with underlying medical conditions that puts them at a higher risk of developing serious health complications from COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>3</b>	Are you age 65 or older? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>4</b>	If you have answered yes to any of the above questions, are you requesting a one time deferral to a date within the next twelve (12) months? Yes <input type="checkbox"/> No <input type="checkbox"/>

If you answer "yes" to question number four (4), your jury service will be deferred. You may check the status through the eJUROR tool on the court's website [www.mdd.uscourts.gov/jury](http://www.mdd.uscourts.gov/jury). Once you have logged into eJUROR, select "Current Status" on the left side of the screen. You may also access your information by calling 1-866-277-3073. The automated jury system will direct you to enter your nine-digit participant number. Jurors who are deferred will receive a new summons within the next twelve (12) months.

Any questions should be directed to [MDDdb\\_jurymessages@mdd.uscourts.gov](mailto:MDDdb_jurymessages@mdd.uscourts.gov)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND

JUROR REIMBURSEMENT FORM

Please bring this form with you each day that you report to the courthouse.

Printed Name of Juror: Participant Number:

Social Security No.: Address of Juror:

PLEASE ATTACH ALL RECEIPTS TO THE BACK OF THIS FORM

Table with 6 columns: DATE PRESENT, PARKING FEES, PUBLIC TRANSPORTATION, DAILY TOLLS, DAILY ROUND TRIP MILEAGE, LODGING (if applicable)

Are you a Federal Government employee? (Yes or No):

If yes, are you a US Postal Service employee? (Yes or No):

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number...
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding...
3. I am a U.S. citizen.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

\* Privacy Act Information: The Federal Judiciary is required by section 6041 of the Internal Revenue Code to file an information return (Form 1099) with the Internal Revenue Service containing the Social Security Number of a juror who receives \$600 or more in jury attendance fees during a calendar year.

Signature of Juror:

Rev. 1/20 For Official Use Only: Received: SSNV:

If you have submitted your information through eJuror, there is no need to mail in the form below. If you are submitting your information through the mail, please detach the form below and submit within five days. Thank you.

If you have a significant conflict, obligation, or health issue that prevents you from serving during your specified service period, please explain in detail below.

Multiple horizontal lines for providing details about conflicts, obligations, or health issues.

JUROR SIGNATURE: DATE: AUG2020 -Balt

**Directions to the Baltimore Courthouse  
Garmatz Courthouse**

101 W. Lombard Street - Room 4625 (fourth floor)  
Baltimore, MD 21201  
1-866-277-3073 or (410) 962-3090

**From the Eastern Shore:**

Take Route 50 West to Route 2 North to Route 100 West. Route 100 West merges with Route 97 North. Take Route 97 North to 695 West (Baltimore Beltway). Take 695 West to 295 North (Baltimore-Washington Parkway) into the downtown area. Make a right to Pratt Street. Make a left onto Hanover Street. The Courthouse is located on your left between Pratt Street and Lombard Street.

**Alternate route:**

Take Route 50 West to Route 97 North. Take Route 97 North to 695 West. Take 695 West to 295 North (Baltimore-Washington Parkway) to the downtown area. Make a right to Pratt Street. Make a left onto Hanover Street. The Courthouse is located on your left between Pratt Street and Lombard Street.

**From the Northeast:**

Take 95 South. Go through Ft. McHenry Tunnel (not Baltimore Harbor Tunnel). After going through tunnel, stay to the right and exit at 395 (exit 53) (downtown) into the downtown area. Make a right to Pratt Street. Make a left onto Hanover Street. The Courthouse is located on your left between Pratt Street and Lombard Street.

**From the West:**

Take I-70 East to 695 South (Baltimore Beltway) to 95 North (to Baltimore). Take 95 North to 395 (downtown). Make a right to Pratt Street. Make a left onto Hanover Street. The Courthouse is located on your left between Pratt Street and Lombard Street.

**From the South:**

Take 301 North (which becomes 97 North near Rt. 50). Take 97 North to 695 West (Baltimore Beltway). Take 695 West to 295 North (Baltimore-Washington Parkway) to the downtown area. Make a right to Pratt Street. Make a left onto Hanover Street. The Courthouse is located on your left between Pratt Street and Lombard Street.

**From the Northwest:**

Take 795 to 695 East (Towson). Take 83 South into the city. Make a right onto Lombard St. and continue for five blocks. The Courthouse is located on your left between Hanover Street and Hopkins Place.

**AREA HOTELS**

**Days Inn Inner Harbor Hotel** 100 Hopkins Place, Baltimore MD, 21201 Phone: **410-576-1000**

**Holiday Inn Inner Harbor** 301 W. Lombard Street Baltimore MD, 21201 Phone: **(800) 939-4249**

**Marriott Inner Harbor at Camden Yards** 110 S. Eutaw Street, Baltimore, MD 21201 Phone: **(800) 228-9290**

**Radisson Plaza Lord Baltimore** 20 W. Baltimore Street, Baltimore MD, 21201 Phone: **410-539-8400**

**Renaissance Harborplace Hotel** 202 E. Pratt Street, Baltimore MD, 21202 Phone: **410-547-1200**

**Sheraton Inner Harbor Hotel** 300 S. Charles Street, Baltimore MD, 21201 Phone: **410-962-8300**

**For a complete list of area hotels:** [baltimore.org/hotels-and-accommodations/downtown-hotels](http://baltimore.org/hotels-and-accommodations/downtown-hotels)

*Jurors that reside fifty miles or more from the court may choose to travel to the courthouse the day before and/or stay overnight during service. The court will reimburse you for travel and hotel stay with accompanying receipts. **When making arrangements, advise the hotel that you are serving as a juror in the United States District Court and ask if a government rate is available.** Jurors are responsible for making and canceling their own hotel reservations.*

**Visit the U.S. District Court's Web Site at [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov)**

## **TRANSPORTATION INFORMATION**

Various forms of public transportation are available within a short walking distance of the courthouse.

**Railway Service** - MARC – 1-800-325-RAIL – or [www.mta.maryland.gov](http://www.mta.maryland.gov)

**Bus, Light Rail and Metro Service** - MTA – 410-539-5000 OR 1-866-RIDE-MTA

**Air** – BWI Airport - 1-800-I-FLY-BWI – or [www.bwiairport.com](http://www.bwiairport.com)

Salisbury-Ocean City: Wicomico Regional Airport - 410-548-4827 or [www.flysbyairport.com](http://www.flysbyairport.com)

### **Visitor Services**

Baltimore Area Convention and Visitors Association- 1-877-BALTIMORE or [www.baltimore.org](http://www.baltimore.org)

Maryland Office of Tourism - 1-866-MDWelcome or [www.visitmaryland.org](http://www.visitmaryland.org)

## **INCLEMENT WEATHER INFORMATION**

In the event of weather-related disruptions to the court schedules or to the operating status of the federal courthouse, information can be obtained by dialing (410) 962-2600 and (press 3). Operating status information also will be posted on the Court's website at: [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov).

Every attempt is made to post courthouse opening information by 6:15 a.m. on the morning of any disruption, or at the time a decision on early closing is made.

## **ELECTRONIC DEVICES AND COMPUTER USE**

Jurors may bring personal laptop computers, cell phones, notebooks, e-readers and similar electronic devices to the courthouse. Possession and use of the electronic devices, however, may be limited or prohibited in certain areas.

Jurors may have a great deal of waiting time while on Jury Duty. Please note that, while in the Jury Assembly area, jurors may use their laptop, cell phone or e-reader. Jurors may also use any reading materials they have brought with them.

When jurors go to a courtroom, they will be able to take their personal possessions with them, but will not have access to the court's wireless internet and their use of electronic devices may be restricted. Jurors will have no access to cell phones or other electronic devices during jury deliberations.

Wireless internet as well as several computers are available in our Jury Assembly Room for jurors to use free of charge during the term of their jury service. Court computer privileges may be terminated at any time in the sole discretion of the Clerk of Court, or her designee.

If you have any questions, please contact a member of the Jury Department at 410-962-3090. Thank you in advance for your cooperation.