



CLERK OF CIRCUIT COURT
ADMINISTRATIVE SERVICES DIVISION

Milwaukee County

JOHN BARRETT • Clerk of Circuit Court/Register in Probate

To All Prospective Jurors
Summoned to Appear for
Jury Selection at the
Milwaukee County Circuit Court

Dear Prospective Jurors:

Jury trials were canceled in Milwaukee County and throughout the State of Wisconsin, with the advent of the Coronavirus pandemic. In July, Milwaukee County began scheduling in-person trials. The right to trial by jury is one of the cornerstones of our democracy. Jury service is one of the highest forms of public service that any American can perform.

We are following CDC recommendations and working with health care professionals to slowly and cautiously resume jury trials in Milwaukee County to meet our constitutional obligation. We want to assure you that every reasonable precaution will be taken to protect the health and safety of the jury, the parties, the lawyers and the Court staff during jury selection and the jury trial to follow. In order to maintain physical distancing during jury assembly, jurors may be called to serve at the Courthouse Complex, 901 N. 9th Street, Room 307 OR the Zoofari Conference Center, 9715 W Bluemound Rd., Wauwatosa.

When you receive your summons and questionnaire, you are highly encouraged to:

1. Complete your questionnaire on-line.
2. Provide your e-mail and phone number. This will enable us to send you reminders and correspond quickly and efficiently.

To minimize risk of exposure to COVID-19, we require you to take a health assessment:

Conduct a pre-screen of your own health and risk factors the day before (within 24 hours) you are scheduled to appear for jury duty using the our on-line health assessment, <https://www.cognitofirms.com/MilwaukeeCountyClerkofCourts/JurorDailyHealthScreening>. If you have symptoms, you should **immediately** advise Jury Services at (414)278-4469 rather than report for service.

When you arrive at the Courthouse/Zoofari there will be several safety measures in place. Please come prepared.

1. **Pre-screening.** There are signs posted in both facilities informing you that if you have a fever or are exhibiting symptoms such as a cough or cold, you will not be admitted to the building.

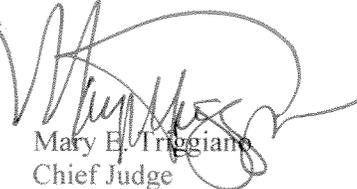
2. **Physical Distancing.** Be patient.
 - a. **Entry Points.** All those who enter either facility will be required to maintain a distance of 6 feet from other persons. Lines will be marked on the floor to help you safely distance.
 - b. **Elevators. (Courthouse)** Elevator capacity will be strictly limited to maintain physical distancing. If you are able to take the stairs, we ask that you please consider doing so.
 - c. **Jury Assembly Area.** All guests will be required to maintain physical distancing while checking in. Seating is marked to maintain appropriate distance. The check in process has been set up to be contactless. Your summons has a barcode that will be used to check-in. Please arrive with your summons and make sure to complete your questionnaire prior to arrival to reduce contact.
 - d. **Courtroom.** Appropriate physical distancing will be maintained in the courtroom. Plexiglas will be installed to further protect you.
3. **Mandatory Face Covering.** All employees and visitors are required to wear face covering to prevent the spread of COVID19. There are limited health exceptions to this mandate. We encourage you to arrive at the building with your own mask, however you will be provided with a face mask if you forget one or don't have your own.
4. **Cleaning and Sanitation.** All courtrooms, jury assembly and restrooms are sanitized daily. High touch areas will be cleaned more often.
5. **Sanitizer.** You will have access to hand sanitizer throughout the building and it will be readily available in the jury area and courtroom.
6. **Food/Personal items.** The Courthouse cafeteria is open for limited service from 8:00 am to 2:00 pm. There is no cafeteria at Zoofari conference Center. We encourage you to bring your own lunch. Please plan to bring items that do not need refrigeration to the extent possible, or bring an insulated bag/box with a cold pack. We will provide you with bottled water.

It is vital that you appear for your jury service; however, we want you to know that we are mindful of these challenging times and we will take every reasonable precaution to maintain your health and safety. We look forward to seeing you.

If you have questions or concerns about COVID 19 and your jury service, please call 414-278-4469.


John Barrett
Clerk of Circuit Court/
Register in Probate

Respectfully,


Mary E. Triggiano
Chief Judge
First Judicial District