

UNITED STATES DISTRICT COURT



DISTRICT OF MAINE

PLAN FOR RESUMING TRIALS

Dated April 13, 2021

In the interest of public health and safety, and after the consideration of the public health guidelines regarding the COVID-19 pandemic issued by the U.S. Centers for Disease Control and Prevention and the State of Maine, this Plan sets forth how the Court will resume trials amid the COVID-19 pandemic beginning in June for non-jury trials and in July for jury trials. This Plan is subject to change depending on the complexities caused by COVID-19.

I. General Rules for Protecting Public Health and Safety

The Court has made the following changes to protect public health and safety:

- a. All persons entering the District's courthouses will be screened and must comply with the District's General Order 2020-13, amended April 1, 2021. *See* Attachment 1. Notable provisions require:
 - o Visitors will be required to answer health safety questions. Visitors who answer in the affirmative will not be permitted to enter the courthouses. To review the health and safety questions see General Order 2020-13, as amended April 1, 2021, Attachment 1.
 - o Face masks must be worn.
 - o Persons must remain at least six feet from other persons. The six-foot requirement does not limit counsel and their clients, victim-witness coordinators, or anyone authorized to sit at counsel's table during court proceedings.
- b. All persons in the courthouse must stay a minimum of six feet away from other persons. The trial judge may grant exceptions to this rule.
- c. Except as otherwise provided in this plan, all persons in the courthouses must wear a mask.

II. Courthouse Modifications

- a. The Court, in conjunction with the General Services Administration and based on evaluations completed by the General Services Administration's engineering staff, has modified the HVAC systems for each building for peak performance. Each system has been adjusted to provide maximum air changes per hour. The systems provide MERVE-14 filtration and are regularly maintained.
- b. The buildings have been marked with social distancing signage.
- c. Hand sanitizer, face masks, and disposable gloves are available throughout the courthouses.

III. Modifications to Courtrooms

- a. Every courtroom has been provisioned with face masks, hand sanitizer, and rubber gloves.
- b. Air purifiers are located at each witness stand and counsel tables.
- c. Plexiglass barriers have been installed on the witness stands.
- d. Plexiglass barriers have been installed at each counsel table to provide additional protection between counsel and client/staff and anyone authorized to sit at counsel's table.
- e. Seating in each courtroom has been configured to provide adequate space between each seat.
- f. For sidebars, the Court will use a wireless sidebar communication system to allow the parties and clients to participate in a sidebar conversation with the Court from the counsel tables.
- g. Counsel may use the Court's wireless sidebar communication system to confer with their clients.
- h. Bottled water will be provided to the jurors, counsel, parties, interpreters, and court personnel in all of the courtrooms. No other food or drink is permitted.

IV. Rules Governing Court Proceedings

- a. In criminal cases, the U.S. Marshal Service will transport and hold up to three detained persons in their cell blocks each day and persons must originate from the same jail or prison.
- b. Counsel must notify the Clerk's Office when a proceeding involves multiple parties or witnesses in custody.
- c. Counsel will be permitted to remove their masks during the opening and closing statements.
- d. Witnesses will be permitted to remove their masks when testifying unless the presiding judge determines, based on a finding of necessity, that a witness should not remove her or his mask.
- e. Parties, jurors and other individuals participating in a trial may remove their masks with the approval of the presiding Judge based on a finding of necessity.
- f. Lawyers may address the Court from the podium in each courtroom.
- g. Witnesses must be on call or scheduled for their appearance to reduce exposure and unnecessary waiting.
- h. Court personnel will clean the witness stands for each witness.
- i. The Court will reserve dedicated space in the courtrooms for court interpreters.
- j. Attorney conference rooms will be reserved for counsel and their clients.
- k. Court personnel will be responsible for disinfecting all surfaces used in the courtroom after each proceeding, including desks, microphones, tables, and chairs.
- l. To the extent that a person involved in the trial proceedings develops symptoms of COVID-19 or tests positive for the virus, the presiding judge will address the situation in a manner that maintains the confidentiality of the identity of the person or persons involved, to the maximum practical extent.
- m. The Court will not broadcast trial proceedings outside the courthouses, but may use a separate courtroom to accommodate additional people.

V. Communication with and Summoning Jurors

Jurors will be summoned at least three months before empanelment. The Court has increased the number of jurors who will be summoned to account for the expected increase in excusal requests due to the COVID-19 pandemic. Summonses will include a letter from the Clerk containing information about the steps the Court has taken to mitigate the risks. The Court's letter will also instruct each juror to complete and return the Court's Supplemental Juror Questionnaire. *See Attachments 2 and 3.*

VI. Supplemental Juror Questionnaires

The Court's local practice requires each prospective juror to complete the Court's Supplemental Juror Questionnaire (Attachment 3). This questionnaire will assist the Court in determining whether a prospective juror can decide a case fairly and impartially. The Court will provide the completed questionnaires to counsel seven days before jury empanelment. The Court does not ordinarily ask these questions during open-court jury empanelment proceedings.

VII. Preliminary Proceedings Re: Case-Specific Questionnaires

Once the Court has selected the jury trials that will be scheduled, a conference will be scheduled with counsel to address whether it is appropriate to utilize a case-specific or special written questionnaire. At the conference, the presiding judge will discuss with counsel their proposed case-specific questions (e.g., names of the parties, counsel, and witnesses). Any case-specific or special written questionnaire will be issued to potential jurors and completed by the jurors on the day of empanelment.

Counsel of record will be provided access to the case-specific questionnaires and the supplemental juror questionnaires through the date of jury selection, after which the questionnaires will not be available for review.

VIII. Calling in Jurors

The Jury Administrator will consult with the Presiding Judge to determine the number of jurors to randomly call in on the day of empanelment. Prospective jurors will be directed to arrive in 10-minute staggered intervals beginning at 8:00 a.m. on the day of empanelment.

IX. Preparations for Jury Empanelment

- a. The Court has determined the seating capacity for each courtroom is as follows:

Courtroom	Available Seating for Jurors
Portland Courtroom 1	56 socially distanced persons (8 in jury box; 1 next to jury box; 47 in the gallery.).
Portland Courtroom 2	44 socially distanced persons (9 in the jury box; 5 in the adjacent corner next to the jury box; 24 in the gallery; and 6 in the attorney/media seating section.).
Bangor Courtroom 1	16 socially distanced persons (8 in the well; 8 in the gallery.).
Bangor Courtroom 2	32 socially distanced persons (17 in the well; 15 in the gallery.).
Bangor Jury Assembly Room	25 socially distanced persons

- b. In Portland, empanelment will take place in Courtroom 2. If Courtroom 2 reaches maximum seating capacity, the remaining prospective jurors will sit in Courtroom 1. Jurors in Courtroom 1 will be able to see and hear the proceedings taking place in Courtroom 2 using audio streaming and video teleconferencing. In Portland, any member of the public, family, or media who wishes to observe empanelment will be able to do so from assigned seating in Courtroom 1.
- c. In Bangor, empanelment will take place in Courtroom 2. If Courtroom 2 reaches maximum seating capacity, the remaining prospective jurors will sit in Courtroom 1. Any prospective jurors seated in Courtroom 1 will be able to see and hear the proceedings taking place in Courtroom 2 using audio streaming and video teleconferencing. Any member of the public, family, or media who wishes to observe selection will be able to do so from assigned seating in Courtroom 1.
- d. In both courthouses, the presiding Judge and the Jury Administrator who are in Courtroom 2 will be able to see the jurors sitting in Courtroom 1 using their courtroom monitors.

X. Juror Orientation

- a. The Clerk's Office will greet jurors at the courthouse entrances and confirm with the juror that they do not have any positive answers to the COVID-19 Screening Questionnaire. *See Attachment 4.*
- b. Jurors will be given a bag labeled with their juror number that contains a notebook, writing utensil, hand sanitizer, tissues, a snack, and certificate of attendance. A station will be set up to provide gloves or masks to any juror who does not have them or requests them.
- c. Jurors will be escorted to sit in Courtroom 1 or Courtroom 2, where they will check in with the Jury Administrator.
- d. The Jury Administrator will remind jurors that their mask must be worn throughout the session and inform them of the bathroom locations. Courtroom 2 will be filled first, starting with the jury box and working towards the back of the courtroom until the courtroom is seated with the maximum number of people based on specific seating marked throughout the courtroom. Additional jurors will be escorted to Courtroom 1. As jurors are seated, the jury administrator will mark on the seating chart where the juror is and their juror number.
- e. Once all of the jurors have arrived and have been seated, the Jury Administrator will welcome the jurors and then play the video regarding jury service.
- f. After reviewing the video, the jurors will be given a brief overview by the Jury Administrator.

XI. Randomization of Jurors to Fill Seats

1. After all of the jurors have been attended to, the Jury Administrator will create the randomized list and order the jurors to be called forward.
2. Using the randomized list, the Jury Administrator will record the seat number next to each juror's number on each courtroom's seating chart. Jurors will remain in the same seat throughout the selection process.
3. Once the seating chart for both courtrooms has been marked with the jurors' seating order, a copy of the chart will be provided to the Judge, court reporter, and counsel to use during the empanelment.

XII. Voir Dire

- a. The Judge will ask the Jury Administrator to administer the juror's oath to the jury pool. Court personnel will track any affirmative responses during the voir dire process.
- b. Jurors in Courtroom 1 will be instructed to record any affirmative answers to voir dire questions in their notebook.
- c. Any follow up discussions with individual jurors during voir dire will be held using the Court's sidebar system. Jurors with affirmative responses will be instructed to step forward to the witness stand to use the sidebar system. Once the sidebar has concluded, court personnel will clean the sidebar equipment and ready it for use by the next juror.
- d. If there is any follow up questions needed with respect to voir dire it will occur in Courtroom 2 first. After the follow up and challenges have been addressed in Courtroom 2, then the jurors with affirmative responses from Courtroom 1 will be called to Courtroom 2 for any follow up regarding their responses.
- e. At the conclusion of day one, any jurors who are not excused will be instructed to return to the courthouse the following day to resume jury selection, if selection has not been completed on day one.
- f. If additional jurors need to be summoned for day 2, the juror orientation process outlined in section IX above will be repeated.

XIII. Final Panel Created

- a. Peremptory challenges will be completed at counsel table using the Court's sidebar system. Counsel will communicate with the Jury Administrator when they wish to strike a juror. The Jury Administrator will then relay to opposing counsel which juror was stricken. This process will continue back and forth as the Jury Administrator marks those jurors who have been stricken by the counsel.
- b. Once the peremptory challenge phase is completed, the Jury Administrator will ensure that the correct number of jurors remain by highlighting the remaining juror numbers on the seating charts. After confirming the correct number of jurors, the Jury Administrator will identify for the Presiding Judge which jurors were selected using the sidebar system. The Judge will then instruct counsel to use the sidebar headsets so that they can identify the jurors as constituted on the record.

- c. The Jury Administrator will then excuse those jurors who have not been selected for the case. If the final panel is dispersed between two courtrooms, the empty seats in Courtroom 2 will be cleaned and the jurors in Courtroom 1 will be directed to fill those seats.
- d. The Presiding Judge will then address the jurors who have been selected, by giving them some initial instructions.

VIX. Designated Jury Breaks and Deliberation Rooms

Due to the limited size of the Court's existing jury deliberation rooms, Courtroom 3 in Portland and the Jury Assembly Room in Bangor will be reserved for the petit jury's exclusive use.

The Court will reserve bathrooms for exclusive use by the jury. Court Security Officers will escort each juror to the bathroom to avoid any interaction with the parties, counsel, and the general public.

Petit jurors will be provided snacks throughout the day and jurors will be permitted to bring in food or beverage to keep in the jury room.

Counsel will be permitted to bring their own snacks and beverages.

XV. Juror Deliberations

During jury deliberation, jurors will view electronic evidence on a computer provided by the Court. Jurors will be provided hand sanitizer and rubber gloves to pass physical exhibits. All video and audio systems in the deliberation rooms will be turned off.

XVI. Anticipated Exhibits

Counsel will present evidence electronically using the Court's evidence presentation systems. Counsel should contact the Clerk at **least two weeks** before trial for training on how to use the Court's evidence presentation systems.¹ Physical handling of exhibits is discouraged.

¹ Defendants are encouraged to submit their exhibits in advance, but the Court notes that defendants are not required to submit their proposed exhibits in advance of trial.

All exhibits must be marked for identification before any trial and received by the Clerk of Court two (2) business days before trial. Counsel may email the exhibits to the Clerk of Court so long as they are PDF files that do not, in total, exceed 5 megabytes. Otherwise, counsel must submit exhibits on a thumb-drive or compact disc.

XVII. Length of Trial Day

Trials will be conducted between 9:00 a.m. and 2:30 p.m. with (3) fifteen-minute breaks. The Court will provide the jurors with a variety of snacks and refreshments.

ATTACHMENT 1: GENERAL ORDER 2020-13

United States District Court

District of Maine

IN RE:)
)
COURT OPERATIONS UNDER THE)
EXIGENT CIRCUMSTANCES) GENERAL ORDER 2020-13
CREATED BY THE COVID-19) [Amended, November 3, 2020]
CORONAVIRUS & RELATED) [Amended, April 1, 2021]
2020] PANDEMIC PRECAUTIONS:)
COURTHOUSE ENTRANCE)
PROTOCOLS)

GENERAL ORDER RE: ENTRANCE PROTOCOLS

In the interest of public health and safety, and after the consideration of the public health guidelines regarding COVID-19 issued by the U.S. Centers for Disease Control and Prevention and the State of Maine, the following protocols apply to all persons, other than court employees, entering the Edward T. Gignoux Courthouse in Portland, the U.S. Probation and Pretrial Services Offices in Bangor and Portland, the United States Bankruptcy Court in Portland, and the U.S. District Court or the U.S. Bankruptcy Court located on the third floor of the Margaret Chase Smith Federal Building in Bangor.

Entrance Protocols

Every person must comply with the requirements established in this Order. Persons who will not or cannot comply with these protocols will be directed to call or speak with one of the points of contact identified in this Order.

1. You may be asked to answer questions related to the health

guidelines in this Order.

2. You may not enter if you:

- Are unwilling to comply with the protocols or to participate in any screening questions outlined in this Order.
- Have been advised to self-quarantine by any doctor, hospital, or health agency within the last 14 days.
- Have been diagnosed with COVID-19 or have been told to presume that you have COVID-19 by a health professional within the last 14 days.
- Have had contact in the last 14 days with someone who has been diagnosed with COVID-19 or have been told that they have to presume they have COVID-19 by a health professional, unless the diagnosis was more than 14 days ago, and they have been symptom-free for the past 72 hours.
- Have a temperature of 100.4 or higher.
- Have had a cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, loss of taste or smell, sinus congestion, or extreme fatigue within the last 14 days, unless the symptoms are attributable to another known condition.
- Reside with someone who has had a cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, loss of taste or smell, sinus congestion, or extreme fatigue within the last 14 days, unless the symptoms are attributable to another known condition.

3. Pursuant to [Governor Janet T. Mill's *Moving Maine Forward Plan*](#) dated March 5, 2021:

- a. Individuals from Massachusetts, Connecticut, New Hampshire, Vermont, and Rhode Island are exempted from Maine's test or quarantine requirement.
- b. People who have either had COVID-19 in the previous 90 days or are fully vaccinated against COVID-19, regardless of state of origin, are now exempted from Maine's test or quarantine requirement.²

² An individual is considered "fully vaccinated" 14 days after the completion of the COVID-19

c. Until May 1, 2021, a non-exempt individual arriving in Maine should have a sample taken for a COVID-19 molecular or antigen test no earlier than 72 hours prior to their arrival in Maine. If awaiting the test results upon arrival in Maine, the individual must quarantine until a result is available. The result must indicate the individual is COVID-19 negative. Alternatively, the individual may commit to quarantining upon arrival in Maine for 10 days.

d. For international travelers, all people who arrive in Maine within 7 days of entering the U.S. must quarantine for 7 days from arrival in the U.S. and get a COVID-19 molecular or antigen test 3-5 days after arrival in the U.S. Even if the COVID-19 test is negative, individuals must complete the 7-day quarantine after travel. Individuals who test positive for COVID-19 must isolate in accordance with the State's requirements. Individuals arriving from international travel who do not get a COVID-19 test should quarantine for 10 days after arrival in the U.S. Individuals who arrive in Maine more than 7 days after arrival in the U.S. should follow the guidelines for domestic travelers arriving in Maine from non-exempt states, as previously described.

e. The requirements of the *Moving Maine Forward Plan* are available online at <https://www.maine.gov/covid19/moving-maine-forward>.

f. Between March 5, 2021, and May 1, 2021, if you are a Maine resident or a visitor from a non-exempt state, and you have traveled to or from a state or area not exempted from Maine's quarantine/negative test requirements, you may not enter the Court's facilities unless:

- i. You have received a recent negative test for COVID-19 in accordance with the standards established by the *Moving Maine Forward Plan*; or
- ii. You have quarantined in accordance with standards established by the *Moving Maine Forward Plan*; or
- iii. Your entrance is related to your role in an in-court hearing, grand jury proceeding, or jury trial and has been pre-approved by the presiding judge (based on guidance from the CDC, the Maine CDC, and/or other authorities); or
- iv. Your entrance has been pre-approved by the administrative head of the court unit or security agency you are visiting (based on guidance from the CDC, the Maine CDC, and/or other authorities).

vaccination series. See Office of the Governor, *COVID-19 Vaccination in Maine* (updated Mar. 4, 2021), <https://www.maine.gov/covid19/vaccines/public-faq>.

4. Masks: You must wear a mask or face covering pursuant to General Order 2020-7. If you arrive without a mask, one will be provided to you.³ You must wear your mask at all times unless otherwise directed by a Judge.
5. Hand Sanitizer: You must apply hand sanitizer upon entering the court's facilities. Hand sanitizer will be available at all courthouse entrances.
6. Social Distance: You must maintain at least six feet of distance between you and other persons at all times, unless otherwise directed by a Judge. Minor children may accompany adults and will not be expected to stay apart.
7. Cell Phones and Laptops: Unless you are a (1) member of the Court's bar, (2) law enforcement officer, (3) credentialed press person, or (4) U.S. Attorney's Office Victim Witness Coordinator, cell phones and laptops may not be brought into the courthouse without the prior permission of the Court. Permission may be requested by contacting the Clerk's office. If you arrive with a cell phone and cannot store it outside the courthouse, you will be required to label your phone with your name and phone number, and then place it in a clear plastic bag for storage. The phone will be deposited in a dedicated bin and will be made available to you when you exit the courthouse.
8. Food and Drink: Food and drinks may not be brought into the courthouse without prior approval of the Court.
9. If You Need Assistance: If you are scheduled or required to appear and you are unable to appear because of the restrictions in this Order, you are directed to contact the appropriate person(s) listed in the Points of Contact on page five of this Order.

SO ORDERED.

Dated: April 1, 2021

/s/ Jon D. Levy
CHIEF U.S. DISTRICT JUDGE

³ Face shields will be provided for those who cannot wear a mask. A Court Security Officer will contact the Clerk's Office if a shield is requested by a visitor.

Points of Contact

- If you are represented by the **Federal Public Defender**:
 - Portland: (207) 553-7070
 - Bangor: (207) 992-4111

 - If you are represented by an attorney, **contact your attorney**.

 - Anyone having business with the **U.S. Attorney's Office**:
 - Portland: (207) 780-3257
 - Bangor: (207) 945-0373

 - Anyone having business with the **U.S. Marshals Service**:
 - Portland: (207) 780-3355
 - Bangor: (207) 945-0416

 - If you are scheduled to meet with a **U.S. Probation or Pretrial Services Officer**:
 - Portland: (207) 780-3358
 - Bangor: (207) 945-0369

 - If you are a **juror**, or if you have any other business with the District Court, an attorney, or a *pro se* party, please contact the **Clerk's Office**:
 - Proceedings in Portland: (207) 780-3356
 - Proceedings in Bangor: (207) 945-0575

 - If you have business with the **United States Bankruptcy Court**, contact the U.S. Bankruptcy Court Clerk's Office:
 - Portland: (207) 780-3482
 - Bangor: (207) 945-0348
-

Note Regarding September 30, 2020, Amendment:

General Order 2020-13 was amended effective September 30, 2020, to clarify that the exemption addressed in Section 3.c. relates to all states identified in the most current listing of:

<https://www.maine.gov/covid19/restartingmaine/keepmainehealthy/faqs>.

Note Regarding November 3, 2020, Amendment:

General Order 2020-13 was amended effective November 3, 2020, to clarify that requirements associated with persons appearing at Court within 14 days of having entered Maine from another state are those set forth in the then-current version of the *Keep Maine Healthy Plan*.

Note Regarding April 1, 2021, Amendment:

General Order 2020-13 was amended effective April 1, 2021, to reflect and adopt the travel, quarantine, and testing requirements contained in the *Moving Maine Forward Plan* issued March 5, 2021.

ATTACHMENT 2: SAMPLE

OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
DISTRICT OF MAINE

Christa K. Berry, Clerk

Edward T. Gignoux U.S. Courthouse
156 Federal Street
Portland, Maine 04101
(207) 780-3356



Margaret Chase Smith Federal
Building and U.S. Courthouse
202 Harlow Street
Bangor, Maine 04401
(207) 945-0575

Dear Prospective Juror:

Juror duty is a constitutional duty we all share as American citizens and is a critical component of our system of justice. This letter explains the precautions the Court has taken to protect your health and safety, and requires you to complete and return the enclosed Supplemental Juror Questionnaire.

I. COVID-19 Precautions

Even as the COVID-19 pandemic challenges us individually and as a nation, federal courts are striving to ensure the fair and safe administration of justice. In order to do so, we need citizens to continue to serve as petit jurors.

The Court is committed to your health and safety. Below is some information you need to know and steps we have taken to ensure adherence to all public safety and social distancing guidelines:

- Your term of service will be three months. You will serve during July, August and September. During this three-month period the Court will conduct jury selection once each month on July 5th and 6th, August 1st and 2nd, and September 6th and 7th, 2021.
- Everyone involved with the Petit Jury will be required to wear a mask. Masks will be provided for you if you come to Court without one.
 - o Masks must
 - cover your nose and mouth;
 - fit snugly but comfortably against the side of your face;
 - be secured with ties or ear loops;
 - have multiple layers of fabric; allow for breathing without restriction; and
 - either be disposable or be able to be laundered and machine dried without damage or change to its shape.

- Sanitizer stations are located throughout the building and in the jury room. Jurors are provided with personal hand sanitizer.
- The jury assembly room and courtrooms will be cleaned and sanitized before your arrival and will be thoroughly cleaned and sanitized at the end of each day.
- Court staff will be wearing personal protective equipment when interacting with you.
- Maintaining a social distance of at least 6 feet will be required. Please observe floor signage and designated seating arrangements when in the jury assembly room and the courtrooms.
- Signs will also designate restroom assignments in order to maintain social distancing.
- You will not be permitted to bring your cell phone with you into the Court. If there is an emergency, family or friends may contact the jury clerk at 207-922-6423.
- You will be asked to arrive at staggered times. Please do your best not to enter the building early or late.
- If you have health concerns associated with the COVID-19 pandemic and the travel and lodging requirements to serve on a jury at this time, you may ask to be excused from service. All requests for excusal from service must be submitted in writing.

Please note that individuals with a higher risk of serious complications from COVID-19 are defined as those with underlying medical conditions, including individuals:

- with chronic lung disease or moderate to severe asthma;
- who have serious heart conditions;
- who are immunocompromised;
- with severe obesity;
- with diabetes
- with chronic kidney disease undergoing dialysis;
- with liver disease;
- who are age 65 or above or live with someone 65 or above or who have other risk factors; or
- who are medical professionals or first responders with likely exposure to COVID-19 or live with medical professionals or first responders with likely exposure to COVID-19.

This list of vulnerable individuals is subject to change by the CDC.

The Court is actively monitoring the COVID-19 situation and will make ongoing adjustments to our procedures based upon the recommendations of federal, state, and local public health officials.

Enclosed is the Court's Supplemental Questionnaire. The purpose of the Supplemental Questionnaire is to assist the court and counsel in selecting a jury and to streamline the jury selection process.

Important: Please complete both sides of the Supplemental Questionnaire and return to the Court within 5 days.

Jurors who are not feeling well or who are experiencing COVID-19 symptoms must stay home and contact Jury Services at 207-922-6423 to reschedule their jury duty.

Jury duty remains at the core of our system of justice. Thank you for carefully reading this letter. I hope that your jury service will be meaningful and satisfying.

Sincerely,

Christa K. Berry
Clerk

Encls.

ATTACHMENT 3
Supplemental Juror Questionnaire

To assist the court and counsel in selecting a jury, **please complete the following questionnaire and return it within 5 days.** The purpose of these questions is to determine whether a prospective juror can decide a case fairly and impartially. Please do not discuss the questionnaire or your answers with anyone. It is very important that the answers be yours and yours alone. Remember that there are no “right” or “wrong” answers; only truthful answers. Your answers are given under penalty of perjury; you must give true and complete answers to all questions.

Name: _____ Age: _____

Place of Birth: _____ # Years Resident of Maine: _____

Marital Status: _____ # of Children: _____

1. Please give approximate dates of any jury service. _____

2. Please give approximate dates of any jury service, other than your current service here in federal court, the types of cases and verdicts.

3. a.) Please describe briefly any court matter in which you or a close family member were involved as a plaintiff, defendant, witness, complaining witness or a victim.

b.) Was the outcome satisfactory to you? Yes No

c.) If no, please explain: _____

4. Have you or an immediate family member ever been employed in law enforcement? If yes, please describe the nature of that employment, including approximate dates and locations.

5. What has been your occupation(s) for the last five years? If you are retired or unemployed, what was your previous occupation?

6. Please describe briefly your duties at your present place of employment.

7. If you are married, what is your spouse's occupation and employer for the last five years? If your spouse is retired or unemployed, what was his/her previous occupation and employer?

8. Please indicate the number of years completed in each category below:

High School _____

College _____

Legal _____

Medical _____

Technical _____

Degrees/Diplomas
Obtained _____

Other, please explain: _____

9. Are any charges now pending against you for any state or federal crime? Yes No

10. Have you ever been convicted of any state or federal crime? Yes No

If yes, please describe the convictions below:

(If more space is needed, you may attach information on an additional sheet of paper.)

Federal:

Charges	Docket Number	State Convicted	Date
---------	---------------	-----------------	------

State:

Charges	Docket Number	State Convicted	Date
---------	---------------	-----------------	------

If yes, were your civil rights restored? Yes No Don't Know

11. Do you read, write, speak and understand English? Yes No

12. Do you have any physical or mental conditions which would require accommodations to assist you in your jury service? Yes No

If yes, please explain:

I declare under penalty of perjury that I have answered all the foregoing questions truthfully and completely.

Date

Signature

Town of Residence

ATTACHMENT 4

UNITED STATES DISTRICT COURT



DISTRICT OF MAINE

**COVID-19 SCREENING
QUESTIONNAIRE**

Juror ID _____

Date of Inquiry: _____

Form Completed by: _____

Directions to Jury Staff: Please contact the juror and ask the questions contained in this Questionnaire. Use this form for each jury and record the juror's answers to these questions on the form.

1. Have you traveled outside the states of Maine, New Hampshire and Vermont within the last fourteen days?

- Yes
- No

If you answered yes, please explain whether you have been tested for COVID-19 or have quarantined for ten days upon your return to Maine.

2. Have persons who reside with you, or have had close contact with you, traveled outside Maine, New Hampshire or Vermont within the last fourteen days?

- Yes
- No

If you answered yes, please explain whether you have been tested for COVID-19 or have quarantined for ten days upon your return to Maine.

3. Have you, or any person who resides with you or had close contact with you been asked to self-quarantine by any doctor, hospital, or health agency in the last fourteen days?

- Yes
- No

4. Have you, or any person who resides with you or had close contact with you, been diagnosed with the coronavirus in the last fourteen days?

- Yes
- No

5. Are you a healthcare worker or directly involved with the treatment of COVID-19?

- Yes
- No

6. Do you currently have any of the apparent symptoms of COVID-19, such as fever, severe cough, or shortness of breath?

- Yes
- No

7. Are you able to serve as a grand juror on July 30, 2020?

- Yes
- No

8. Do you request to be excused from service on July 30, 2020?

- Yes
- No

Regarding Excusals: If jurors request to be excused, please instruct the juror(s) to send a written request for excusal with an explanation for the request in writing to the Court. Inform the juror(s) that they must still appear for grand jury service unless they receive notice from the Court that their request for recusal has been approved and that the Court will endeavor to review their requests immediately.

9. Are you asking to be excused because you or someone in your household is considered to be at high risk for complications from contracting COVID-19 because of a preexisting condition, age, or other characteristic?

- Yes
- No

10. Are you requesting to be excused from grand jury service because serving at this time would result in an extreme inconvenience or undue hardship?

- Yes
- No

Notes: