



**UNITED STATES DISTRICT COURT
District of Connecticut**

JUROR HANDBOOK

**Honorable Stefan R. Underhill, Chief Judge
Robin DeKam Tabora, Clerk of Court**

August 2020

TABLE OF CONTENTS

RESUMPTION OF JURY SERVICE.....	1
PRECAUTIONARY MEASURES.....	2
PHYSICAL SPACE.....	3
CLEANING AND SANITIZING	4
ADDITIONAL SAFEGUARDS.....	5
WHAT YOU NEED TO DO.....	6
JURY DEPARTMENT CONTACTS	7

RESUMPTION OF JURY SERVICE

The U.S. District Court for the District of Connecticut (“District”) is resuming operations in its courthouses. The plan to reopen and the preparation of this Juror Handbook have been guided by the U.S. Centers for Disease Control and Prevention (CDC) [Guidelines](#) as well as the Connecticut Department of Public Health’s most recent recommendations.

LEE COURTHOUSE



RIBICOFF BUILDING



MCMAHON BUILDING



PRECAUTIONARY MEASURES

In accordance with federal and state recommendations, the District:

1. Is limiting court proceedings where necessary to comport with safety procedures;
2. Is enhancing its cleaning and disinfecting protocol, which is consistent with guidance provided by the CDC and the State of Connecticut's Department of Public Health;
3. Is requiring that face masks be worn at all times in our facilities; and
4. Is requiring social distancing and promoting good hygiene practices.



PHYSICAL SPACE

The District has made the following changes:

1. Social distancing markers have been installed in many areas to encourage jurors, staff, and members of the public to remain 6 feet apart, especially when individuals are waiting in line.
2. Visual markers and signage promoting social distancing in elevators have been posted, including passenger limits. Additionally, signs encouraging people to use the stairs – whenever possible and where reasonable – have been posted.
3. GSA has represented that ventilation rates and the percentage of outdoor air that circulates into District court buildings have been maximized, to the technical extent possible.



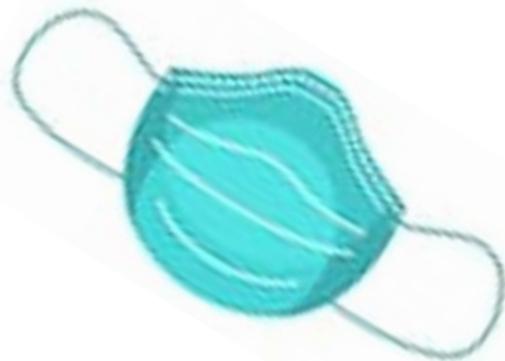
CLEANING AND SANITIZING

1. The District has instituted an enhanced cleaning and disinfecting protocol, which is consistent with guidance provided by the CDC and the State of Connecticut's Department of Public Health.
2. The District has thoroughly cleaned and will continue to clean and sanitize courthouses, including entrances, exits, lobbies, restrooms, hallways, and high touchpoint areas such as doorknobs, handrails, faucet handles, light switches, vending machines, counters, metal detectors, elevator buttons and panels, chairs, and benches.
3. In addition to a regular cleaning schedule, disinfectant cleaning is occurring in the courthouses at least after each day's proceedings.
4. Bathrooms are cleaned and disinfected at least daily.
5. Upon notification of a known or suspected COVID-19 exposure, emphasis is placed on disinfecting the areas where the individual has traveled within the facility, such as entrances, offices, courtrooms, restrooms, elevators, etc.



ADDITIONAL SAFEGUARDS

- 1.** Every juror entering a court facility must:
 - a.** Wear a face mask; and
 - b.** Complete a brief COVID-19 questionnaire indicating whether they are experiencing symptoms. The symptoms include coughing, shortness of breath, or any of the following:
 - i.** Fever;
 - ii.** Chills/Shaking;
 - iii.** Muscle pain;
 - iv.** Headache;
 - v.** Sore throat; and
 - vi.** Recent loss of taste or smell.
- 2.** To allow for adequate social distancing in a courtroom or in the lobby, the number of people entering a courthouse will be limited.
- 3.** Anyone entering a courthouse must wear a face mask covering their mouth and nose.



WHAT YOU NEED TO DO

1. Accurately answer the questions in the COVID-19 questionnaire.
2. *Prior to reporting for jury service:* in the event of a positive COVID-19 test, or in the event you are experiencing any COVID-19 symptoms, inform your jury clerk immediately.
3. *During jury service:* in the event you are experiencing any COVID-19 symptoms, inform a member of the court staff or the judge.
4. Wear a face mask or other face covering that completely covers your nose and mouth at all times, unless otherwise instructed by a judge.
5. Maintain a social distance of 6 feet at all times.
6. Sanitize or wash your hands routinely using soap and water for at least 20 seconds.



These procedures are subject to ongoing review and may be revised at any time based upon the needs of the District and the changing circumstances of the COVID-19 pandemic.

JURY DEPARTMENT CONTACTS

BRIDGEPORT JURY CLERK

Cheryl Conte

juryclerkbpt@ctd.uscourts.gov

Telephone: 203.579.5560

HARTFORD JURY CLERK

Diana Mendez

juryclerkhfd@ctd.uscourts.gov

Telephone: 860.240.2694

NEW HAVEN JURY CLERK

Ashlee Campbell

juryclerknh@ctd.uscourts.gov

Telephone: 203.773.2309



Thank you for your jury service.