

[Insert Date]

RE: [Insert Case Number and Name]

Dear Sir or Madam:

This letter is to inform you that you are a member of the jury pool from which a jury will be selected to serve in the trial of the above criminal case. This trial is set for [insert date and time].

To assist in the jury selection process, the Court has prepared an advance questionnaire, which is enclosed herewith. **The Court directs you to complete this questionnaire. The questionnaire must be mailed back in the return envelope provided and postmarked no later than [insert date].**

This questionnaire will be kept confidential, similarly to the standard questionnaire you may have already filled out.

**IT IS EXTREMELY IMPORTANT THAT FROM THIS POINT ON, YOU READ NOTHING ABOUT THIS CASE. IF YOU SEE ANY STORIES ON SOCIAL MEDIA, ON THE INTERNET, OR IN PRINT MEDIA, PLEASE DO NOT READ THEM. IF SOMETHING ABOUT THE CASE COMES ON A TV PROGRAM THAT YOU ARE WATCHING, PLEASE TURN IT OFF OR LEAVE THE ROOM. YOU ARE ADMONISHED NOT TO DISCUSS THE CASE WITH ANYONE FROM THIS POINT ON.**

Thank you for your cooperation. I can assure you that your completing this questionnaire will save far more time in jury selection than it takes to complete.

Sincerely,

Karen K. Caldwell  
United States District Judge  
Eastern District of Kentucky  
101 Barr Street  
Lexington KY

## CONFIDENTIAL JUROR QUESTIONNAIRE

- A. You have been called as a potential juror in a matter to come before this Court. It is important that the Court seat a qualified jury. Therefore, the Court directs that you complete this questionnaire, which will be kept confidential. You must strictly comply with the following instructions.
- B. You must answer each question below as completely and accurately as you can. Please complete your answers in pen, and do not write on the back of the questionnaire.
- C. If there is a question that you do not want to answer because of privacy concerns, then write “privacy” in the blank next to that question.
- D. If you do not understand a question, then write “do not understand” in the blank next to that question.
- E. Some of the questions ask you to provide information on yourself or “anyone close to you.” This includes family, close friends, anyone who has ever lived in your household, and any personal or professional acquaintances.
- F. If you need more space to explain any of your answers, there is a blank page at the end of the questionnaire. Please include the question number for the question you are answering on the blank page.
- G. You must sign each page of your questionnaire with your juror number. You must also provide the date and sign your juror number in the space provided at the end of the questionnaire. Your answers will have the effect of a verbal statement given to the Court under oath, and you will be required to confirm that your responses are under oath in open court. To answer the questions contained in this questionnaire, all that is needed is your best, honest effort.
- H. An enclosed stamped envelope is included for your convenience.
- I. **This completed questionnaire must be mailed back to the Clerk’s office, postmarked no later than *[insert date]*. The Clerk’s office is located at *[insert address]*.**
- J. **You are instructed and required not to conduct any outside research about the case, the subject matter, the prosecution, or any defendant. This includes all kinds of research, including internet or other technological research. You may not discuss this case or this questionnaire with anyone, including family members, friends, and fellow prospective jurors. You may not share information about your service as a juror with anyone, including on social media websites, blogs, or the like. These obligations will continue in force until the Court expressly instructs you otherwise.**

**YOUR JUROR NUMBER:** \_\_\_\_\_

1. The case on which you may be called to serve will begin on [*insert date*] and may continue for a period of up to [*insert time frame*]. Is there any reason that you cannot serve as a juror on this case? If so, please state your reasons below and use the attached sheet if necessary. If you have a conflict that cannot be rescheduled, please state the reasons and attach any documentation you may have, including tickets, appointment confirmation cards, paid vacation receipts, or any other evidence of your conflict.

\_\_\_\_\_  
\_\_\_\_\_.

2. Have you or anyone close to you ever worked in law enforcement or criminal prosecution? If so, please provide their names, positions, and relationship to you.

\_\_\_\_\_  
\_\_\_\_\_.

3. Have you or anyone close to you ever worked in the area of criminal defense as a public defender, criminal defense attorney, or investigator? If so, please provide their names, positions, and relationship to you.

\_\_\_\_\_  
\_\_\_\_\_.

4. Have you or anyone close to you ever worked as a judge or court personnel? If so, please provide their names, positions, and relationship to you.

\_\_\_\_\_  
\_\_\_\_\_.

5. Do you or anyone close to you have any special training or experience in law, accounting, or banking? If so, please provide their names, positions, and relationship to you.

\_\_\_\_\_  
\_\_\_\_\_.

6. Have you or anyone close to you ever testified in a civil or criminal trial or before a Grand Jury?

\_\_\_ Yes      \_\_\_ No

If Yes, please explain who testified, and (if not yourself) what is the person's relationship to you?

\_\_\_\_\_  
\_\_\_\_\_.

7. Have you ever served as a juror on a Federal, State, or Grand Jury?

Yes       No

If Yes, please complete for each case:

<u>Case Type</u>	<u>When</u>	<u>Where</u>	<u>Reach a verdict?</u>	<u>Served as foreperson?</u>
_____			<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____			<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____			<input type="checkbox"/> Yes	<input type="checkbox"/> No

8. Have you or anyone close to you ever been arrested or accused of a crime?

Yes       No

If Yes, please explain who was involved, their relationship to you, when this occurred, the charges, and the outcome(s):

\_\_\_\_\_  
\_\_\_\_\_.

9. Have you had any experiences with drug use and abuse that would affect your ability to sit as a fair and impartial juror in this case?

Yes       No

If Yes, please provide a brief explanation: \_\_\_\_\_

\_\_\_\_\_.

10. Some witnesses in this case may have committed crimes and come to an agreement with the Government requiring them to cooperate and testify. Do you have any personal opinions about a witness who testifies under these terms that would prevent you from impartially considering and weighing his or her testimony?

Yes       No

11. If you are acquainted with any of the people listed below, please check the mark next to their name:

*[insert list of attorneys and parties]*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Yes, please explain your relationship to that person:

\_\_\_\_\_  
\_\_\_\_\_.

12. To the best of your knowledge, have you been exposed to COVID-19, otherwise known as the Coronavirus? If yes, please explain.

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13. Do you or anyone in your household have a physical condition that increases the risks associated with COVID-19? If yes, please explain.

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14. Do you or anyone in your household have a fever, cough, or respiratory problems? If yes, please explain.

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15. The Court is implementing procedures to encourage social distancing and minimize exposure to COVID-19 in the Courtroom setting. Even with these precautions, do you have **ANY** concerns related to COVID-19 that would affect your ability to pay attention and fully concentrate on the evidence in this case? If yes, please explain.

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16. Are you concerned that witnesses coming before the Court may cause additional exposure to COVID-19? If yes, please explain.

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17. If you have concerns about contracting or spreading COVID-19, the Court will pay for you to stay in a hotel for the duration of this trial. If you would like to stay in a hotel, please indicate below.

Yes       No



