



STATE OF ILLINOIS
CIRCUIT COURT OF COOK COUNTY
OFFICE OF JURY ADMINISTRATION
50 WEST WASHINGTON STREET
SUITE 1000
CHICAGO, ILLINOIS 60602-4524

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RETURN SERVICE REQUESTED

Juror No. 74238902

**JANE M. DOE
555 W. MAIN ST. – APT 2A
CHICAGO, IL 60606-1234**



Dear Jane M. Doe,

Our system of justice needs your help. Jury trials have been paused during the pandemic. During this pause we have been working hard on designing options for jury service that will help us reinstate this essential part of our democracy while being mindful of necessary social distancing requirements.

You may be selected as a potential juror for some time in the upcoming months. Please note you are not being summoned for service **at this time**. For some cases, we are offering remote jury service for some or all parts of the trial. If you would prefer to perform remote jury duty and have internet access, please fill out the questionnaire at www.cookcountycourt.org/jury_form. If you would prefer to be selected for in-person service, please check the box below and mail it back to the address indicated.

☐ I would prefer to come to the courthouse for in-person jury service

You are required to respond online or by mail within 10 days of receiving this document. If you do not reply either online or by mail we will assume you prefer to serve jury duty in-person.

If you are selected for future service, you will receive either a paper summons for in-person service or an emailed electronic summons for remote service.

**Please note that selecting your preference for remote service does not guarantee that you will be selected for remote jury duty and you may still be summoned for in-person service. In addition, please know that part of the trial, such as jury selection, may occur remotely and for those chosen remotely the trial may then be held at the courthouse. This method will help us reduce the number of people traveling to the courthouse.*

Thank you for your cooperation.

Mail back to: Office of Jury Administration
50 W. Washington Street – Suite 1000
Chicago, IL 60602-4524