

# SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

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**T. MICHAEL YUEN**  
COURT EXECUTIVE OFFICER

## **ATTENTION PROSPECTIVE JURORS**

Dear Prospective Juror:

We want to thank you for your service to the Court and to the country. Fulfilling your constitutional duty as a juror ensures the fair and equitable administration of justice in our nation.

The Superior Court of California, County of San Francisco is committed to providing a healthy and safe environment. We are taking the following steps to adhere to all public safety and social distancing guidelines in our Court.

- Prospective jurors who are instructed to report the following day may now remotely check-in online. A link to remote juror check-in will be provided in the reporting instruction page and Jury Duty Portal. You will be instructed on how to complete the online forms during reporting and will receive further instructions. Please call the Jury Office at 415-551-3608 for further information about remote reporting.
- The Jury Assembly Rooms at the Civic Center Courthouse and the Hall of Justice normally have a capacity to seat 200 jurors. With current social distancing rules, the assembly room will only seat a maximum of 40 to 50 prospective jurors at a time.
- The JAR will be cleaned and sanitized before the arrival of each juror panel.
- Restrooms are easily accessible and located within the assembly rooms.
- Sheriff's Deputies will monitor the lines of prospective jurors entering the courthouse in order to ensure that jurors are engaging in social distancing. Masks are required at all times when inside the courthouse.

The Court continues to monitor the COVID-19 outbreak and will make ongoing adjustments at the direction of public health officials and the needs of the community. Jurors who are not feeling well or who have COVID-19 symptoms must stay home and contact Jury Services at (415) 551-3608 to reschedule their jury duty.

Jury duty remains at the core of our democracy. We want your experience in our Court to be meaningful, and we want to assure you that we are taking all necessary steps for your health and safety.