



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO**

**JURY DIVISION**

**HALL OF JUSTICE**

**400 COUNTY CENTER**

**REDWOOD CITY, CA 94063-1655**

NEAL I. TANIGUCHI  
COURT EXECUTIVE OFFICER  
CLERK & JURY COMMISSIONER

***ATTENTION PROSPECTIVE JURORS***

Dear Prospective Juror:

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

The Superior Court of California, County of San Mateo 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.

1. Social distancing will be maintained throughout the entire jury trial process, from jury assembly and selection through jury deliberation.
2. Face masks and/or face coverings will be required for everyone who comes to the courthouse.
3. Fewer trials will be in session at any one time to reduce the number of people in the courthouse.
4. Empaneled juries will be seated and spaced around the entire courtroom to ensure social distancing.
5. Members of the public may be precluded from attending jury trials in person, to ensure social distancing.
6. Public call-in lines have been created for each courtroom so that members of the public can call in to listen to jury trials and other court matters that are open to the public.

**Suggestions for summoned jurors:**

- Be sure to bring and wear a face mask or face covering.
- You may consider bringing a small container of hand sanitizer with you to the courthouse as an additional precautionary measure.
- Bring your jury summons with you on the day you report, to verify you are a summoned juror.
- Bring your own bottled water, as a common water dispenser will not be available.
- You may want to bring a book, cell phone, laptop, etc. to occupy yourself during jury assembly and selection, as there will be no reading or other materials available.

Summoned jurors who have health concerns related to COVID-19 will be allowed to defer their service. It is also emphasized that if you are sick with respiratory symptoms, a fever or a cough, contact the Jury Commissioner's office at **650-599-1700** to request that your jury service be deferred to a future date.

**Thank you very much for your willingness to serve as a juror, and to help the Court continue to provide this vital function of our democracy during these extraordinary times.**