

**IN THE SUPERIOR COURTS OF GLYNN COUNTY  
BRUNSWICK JUDICIAL CIRCUIT**

Please find enclosed a summons for jury service. Due to the COVID-19 pandemic, the criminal justice system in our State has been largely shut down since March 13, 2020. By order dated MARCH 9, 2021, our Supreme Court announced that jury trial proceedings in Georgia may resume so long as specific steps are in place to ensure the safety of our citizens.

On behalf of the judges of this Circuit, the Glynn County Clerk of Superior Court, law enforcement, the District Attorney's Office, the victims of crime, and the accused, we are grateful you are willing to sacrifice your time to meet this civic obligation. We take your safety and physical health seriously. The following are some of the guidelines put in place that will assist in keeping you safe while appearing for jury selection:

- Upon receipt of your summons, and no later than **June 9, 2021**, please confirm your anticipated appearance and receive instructions for reporting by returning your completed Jury Questionnaire and your COVID-19 HEALTH SURVEY by mail in the enclosed envelope, by fax to (912) 267-5625 or emailing to [glynnjury@glynncounty-ga.gov](mailto:glynnjury@glynncounty-ga.gov). We ask you to provide your contact information to the Clerk so you can be notified in the event anything changes before your reporting date.
- To ensure your safety, the number of persons reporting for jury selection is reduced and reporting times are staggered. To allow for sufficient time and space to check individuals into the jury selection facility, please plan to arrive at the facility within 10 minutes prior to your scheduled reporting time.
- Upon your arrival to the jury selection facility, you will be directed to the main entrance and COVID-19 screening station, where your temperature will be taken and you will be asked a series of questions to ensure you are not suffering from any COVID-19 symptoms and determine whether you have been exposed to anyone with COVID-19.
- All persons entering the facility will be required to wear a face mask. If you have a medical reason you cannot wear a mask, you must wear a transparent face shield. If you do not have one, the county will provide one for you. Out of respect for you, the courthouse staff and those particularly involved in the Grand Jury process will be wearing masks as well.

- The Brunswick Judicial Circuit's COVID-19 Trial Resumption Plan<sup>1</sup> will be observed and enforced at all times. This includes social distancing requirements, limiting the number of persons in the facility, hand sanitizing stations throughout the facility, and the requirement to wear face covering at all times.
- The marked areas in the facility meet the social distancing requirements as set out by the Supreme Court and the Brunswick Judicial Circuit. Please sit only in the marked areas, as this will allow for sufficient distance among all prospective Jurors.
- The facility will be sanitized prior to your arrival and frequently throughout the day.

Accompanying this notice and summons is a questionnaire for you to complete and return. Any information disclosed therein will be reviewed by the Court for COVID-19 screening purposes and promptly filed under seal. Excusal or deferment of jury service shall be at the discretion and approval of the presiding judge.

The criminal justice system cannot function without the involvement of our citizens. We need you. We recognize that there may be reasons why you believe that you cannot serve; however, the legal reasons to be excused from jury service are limited. If you have any questions or concerns, please do not hesitate to contact your Jury Manager at 912-554-7286.

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<sup>1</sup> The Circuit's COVID-19 Trial Resumption Plan may be accessed online by visiting [www.glynncounty.org/juryservice](http://www.glynncounty.org/juryservice)

# COVID-19 HEALTH SURVEY

Name \_\_\_\_\_

Juror # \_\_\_\_\_

Phone \_\_\_\_\_

QUESTIONS	YES	NO
<ul style="list-style-type: none"> <li>DO YOU CURRENTLY HAVE ANY SIGNS/SYMPTOMS OF A RESPIRATORY INFECTION SUCH AS FEVER, COUGH, SHORTNESS OF BREATH, BODY ACHES, OR SORE THROAT?</li> </ul>		
<ul style="list-style-type: none"> <li>DO YOU HAVE A FEVER (MORE THAN 100.4 F) ?</li> </ul>		
<ul style="list-style-type: none"> <li>HAVE YOU HAD ANY SYMPTOMS OF RESPIRATORY ILLNESS (COUGH, NASAL CONGESTION) IN THE PAST 14 DAYS?</li> </ul>		
<ul style="list-style-type: none"> <li>HAVE YOU COME INTO CLOSE CONTACT (WITHIN 6 FEET) WITH SOMEONE WHO HAS A LABORATORY-CONFIRMED COVID-19 DIAGNOSIS WITHIN THE LAST 14 DAYS?</li> </ul>		
<ul style="list-style-type: none"> <li>ARE YOU CURRENTLY IN QUARANTINE DUE TO EXPOSURE TO A PERSON INFECTED WITH COVID-19?</li> </ul>		
<ul style="list-style-type: none"> <li>ARE YOU A MEMBER OF AN IMMUNE COMPROMISED OR MEDICALLY FRAGILE POPULATION OR DO YOU LIVE IN A HOUSEHOLD WITH SOMEONE WHO IS IMMUNE COMPROMISED OR MEDICALLY FRAGILE?</li> </ul>		
<ul style="list-style-type: none"> <li>ARE YOU OVER THE AGE OF 65?</li> </ul>		
<ul style="list-style-type: none"> <li>DO YOU HAVE SMALL CHILDREN BUT DO NOT HAVE CHILDCARE DUE TO COVID-19?</li> </ul>		

Complete and Return with Juror Questionnaire

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# TRIAL JURY INSTRUCTIONS

## JURY SERVICE IS A VITAL FUNCTION OF DEMOCRACY

Jury service is one of the highest duties of citizenship. It provides an opportunity to learn about our justice system and to see your court operate. While jury service may require some adjustment to your normal schedule and routine, we will **make** every effort to minimize your inconvenience

## ATTIRE

Please use good judgement and report properly dressed. Shorts, extremely short skirts, and tee shirts are not appropriate attire. We cannot be responsible for personal belongings and suggest you not bring expensive articles with you. Ladies may need a lightweight sweater in the courtroom

## CELL PHONES, PAGERS, KNIVES AND WEAPONS ARE NOT ALLOWED IN THE COURTHOUSE OR SELDEN PARK COURTHOUSE ANNEX

## DONOTBRINGCHILDREN

## COMPENSATION

You will receive an expense allowance for each day that you report to the facility unless you are notified that jury service has been cancelled or that you have been deferred or excused

**The night before your scheduled jury service, call 912-554-7289 or visit**

[www.glynncounty.org/juryservice](http://www.glynncounty.org/juryservice)

## POSTPONEMENT /DEFERRAL

Hardship requests must be submitted in writing to:

**Glynn County Superior Court**

**Jury Manager**

**P.O. BOX 1355**

**Brunswick, GA 31521**

Or email to [glynnjury@glynncounty-ga.gov](mailto:glynnjury@glynncounty-ga.gov) or fax to: (912) 267-5625. Please include contact information including phone and email address with your request

request for deferral or excusal.

## IF YOUR REASON FOR EXCUSAL/DEFERRAL IS:

**MEDICAL:** You must get a medical excuse from your health care provider who may email ([glynnjury@glynncounty-ga.gov](mailto:glynnjury@glynncounty-ga.gov)) fax (912-267-5625) or mail your excuse

**IF YOU ARE AGE 70 OR OLDER:** Unless you have an over-70 affidavit on file in the Clerk's Office, you must submit a written hardship request for excusal to be considered

**VACATION/WORK PLANS:** Written documentation of the date you booked your vacation and a copy of your reservation or verification of travel

**FULL TIME STUDENT:** You must submit a copy of your student ID and your class schedule that includes the court date. After we receive your information, you must complete a student affidavit. Provide your email address so we may email the affidavit form to you

## NO LONGER A RESIDENT OF GLYNN COUNTY:

Submit proof of your new address such as a copy of Driver's License, voter card, or lease

**CONVICTED FELON:** You must notify us, in writing, where and when you were convicted and if your rights have been restored.

## IF YOU HAVE SUBMITTED YOUR CONTACT INFORMATION WITH YOUR REQUEST TO BE DEFERRED OR EXCUSED, WE WILL RESPOND TO YOU:

If we do not have your contact information, you will need to report

Return completed questionnaire in enclosed envelope or email to [glynnjury@glynncounty-ga.gov](mailto:glynnjury@glynncounty-ga.gov) or fax to (912) 267-5625

Call (912) 554-7286 with additional questions

## COVID-19

The Court has taken many measures to provide for a safe jury experience. The Georgia Department of Public Health participated in the planning of operations to provide for a safe environment. You will note the location is **Selden Park Courthouse Annex** (map enclosed) which provides a larger space for jury selection.

Jurors who have a medical excuse including a higher level of risk if exposure to COVID-19 can apply for medical excusal with written physician notice to our office. The excuse may be emailed ([glynnjury@glynncounty-ga.gov](mailto:glynnjury@glynncounty-ga.gov)), faxed **(912)267-5625** or mailed to

**Glynn County Superior Court  
Jury Manager  
P. O. Box 1355  
Brunswick, GA 31521**

Due to revised operating procedures, a completed jury questionnaire and all requests for excusal or deferral or postponement must be received by the Clerk's Office by **June 9, 2021**. This will allow the office sufficient time to review any requests or plan for your attendance.

When jurors arrive at **Selden Park courthouse Annex** (map enclosed) we will check in jurors who will remain in one location for the process of registering, swearing-in, questioning and selection as jurors.

As jurors enter the building, they will answer health questions and have their temperature taken. Questions include: **1)** travel to or from areas with particularly active COVID-19, **2)** within past ten days, symptoms of cough, shortness of breath or difficult breathing, fever above 100, **3)** contact within 14 days of known COVID-19 patient, **4)** have you been tested for COVID and the result. If the answer to these

questions indicate a heightened COVID-19 risk or you are sick or have persistent fever on day of jury service, do not come to the Courthouse. Call or email to notify us of your condition. We will schedule you for service at a future date

As in all Glynn County buildings, jurors must wear masks unless their medical condition prevents the safe wearing of masks. In those cases, jurors will wear a face shield. If you do not have a mask or shield as appropriate, we will provide it.

Seating is arranged with 6-foot distancing. Hand sanitizers will be available. The flow of jurors will be in one direction to minimize exposure.

Because this is a very different procedure from previous jury service, we ask for your patience. If you have concerns about your safety and health, please notify one of the attendants at the jury selection. We expect to have sufficient staff to efficiently get jurors to their assigned seats.

Sheriff Neal Jump will provide security for the jury selection process.

**Email is** [glynnjury@glynncounty-ga.gov](mailto:glynnjury@glynncounty-ga.gov)

**Fax Is (912) 267-5625**

The night before your scheduled jury service, call 912-554-7289 or visit [www.glynncounty.org/jury-service](http://www.glynncounty.org/jury-service) to see if your presence is required