UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
219 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60604

CHAMBERS OF
JUDGE MANISH S. SHAH

[DATE]

Re: *[Case Name]*, [Case Number]

Dear Prospective Juror:

Welcome to the United States District Court for the Northern District of Illinois. Our system of justice depends on fair and impartial juries, and I thank you for your willingness to serve.

This is a civil lawsuit. [Short description of case/claim(s)].

It is hard to predict how long a trial will last, but we estimate that this trial will take about [X] days, starting on [date]. Our hours are usually 9:45 a.m. until 4:30 p.m.

I will begin the jury selection process by introducing you to the people involved in the trial. I will then ask each of you to stand and answer the questions listed on the following page. After you and your fellow prospective jurors have answered these questions, I will ask some follow-up questions.

The questions are intended to focus on your ability to be objective and fair when serving as a juror. If these questions do not specifically cover something that in your judgment could (or would) affect your ability to serve as a juror in this case, you should bring it to my attention before the questioning process ends. Honesty and candor are crucial to selecting a fair and impartial jury.

Jurors are not allowed to perform their own research about the case or the law, whether in newspapers, books, reference materials, or on the Internet. Information from such a source may be irrelevant, confusing, or inaccurate. Jurors must make a decision based only on what they see and hear in the courtroom. **From now until you complete your jury service, or are excused, you must not communicate about or discuss this case with anyone (including your family, friends, or other jurors), and you must not perform any research or investigation on your own.**

Sincerely,
Manish S. Shah
United States District Judge

1.   Your name and age.

2.   What cities or suburbs have you lived in for the last ten years (if Chicago, please identify what part of Chicago). Do you rent or own your home?

3.   What is your level of education?

4.   What is your current occupation? Please tell us the name of your employer, number of years employed there, and a brief description of your duties (if you are retired, please give this information about your last occupation).

5.   What other jobs have you had during your working life?

6.   If you are married, please describe your spouse's occupation, employer, and number of years worked there (if spouse is retired, please give this information about last occupation).

7.   Describe the current employment of any adult children, and anyone who lives with you (for example, children, parents, roommates, partners).

8.   Have you ever sat on a jury before? If so, did that jury reach a verdict in the case (do not say what the verdict was)? Was your prior jury service related to a civil or criminal case or a grand jury?

9.   Have you or anyone close to you ever been involved in a lawsuit or a criminal case (for example, as a party, witness, victim, or accused)?

10.   Do you or anyone close have any legal training or worked in a law-related field (including the court system)?

11.   Do you or anyone close to you have experience, education, or training in the [industry/business relevant to case on trial]?

12.   What experience do you have in [conduct relevant to case on trial]?

13.   What are your major hobbies or interests? What do you like to read, watch, or listen to? Where do you get your news? Do you belong to any clubs or organizations? What websites or social media platforms do you frequently use or visit?

14.   Is there anything about our schedule, 9:45 a.m. to 4:30 p.m., for [X] days, that will pose an extreme hardship for you? Please remember that jury service is an obligation we all have as citizens.

15.   Please review the attached list carefully and let me know if you believe you know someone on the list or have had a significant interaction with one of the entities.

Witnesses Or Names That May Be Mentioned At Trial
[Case Name], [Case Number]