

DATE

Re: *CASE CAPTION, 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.

I will describe the nature of this case and introduce you to the people involved in the trial. I will then ask you questions as to your qualifications to serve as a juror on this case. These questions are intended to focus on your ability to be totally objective and fair when serving as a juror in this particular case. If these questions do not specifically cover some matter that in your judgment could (or would) adversely affect your ability to serve as a juror in this case, you should bring the matter to my attention before the questioning process ends. Honesty and candor are crucial to selecting a fair and impartial jury.

During the questioning period, I will first ask each of you to stand one at a time and tell us the following information:

1. Your name.
2. The name of the city, village, or town in which you live. (If you live in the City of Chicago, please tell us what part of the City.) Also, if you haven't lived at your current home for more than 5 years, please tell us where else you have lived in the past 5 years. Do you rent or own your home?
3. How far did you go in school and what degrees do you have? Did you serve in the military? Did any members of your immediate family or your household serve in the military?
4. Your employment information for the past 10 years:
 - a. name and nature of the business or employer, and where located;
 - b. general description of your job duties.

5. Family and household information:
 - a. If married, your spouse's employment information for the past 10 years.
 - b. If you have children, their ages and employment information (if any) for the past 10 years; and if any of them are married, the same employment information for your child's spouse.
 - c. If any other adult lives in your household, the same employment information about that person.
6. Whether you have ever sat on a jury before, and if so, whether that jury reached a verdict in the case (do not say what the verdict was). Please also explain whether you have any prior jury service related to a civil or criminal case or a grand jury.
7. Have you, someone in your immediate family, or a member of your household ever been involved in a lawsuit or a criminal case as a party or witness?
8. What are your major hobbies or interests? What do you like to read or watch? Where do you get your news? What television programs, if any, do you regularly watch? What internet sites do you regularly visit?
9. Attached is a list of names. These people may be witnesses or may be mentioned during the trial. Please review the list carefully and let me know if you believe you know someone on the list.

After you and your fellow prospective jurors have answered these questions, I will ask some follow-up questions.

Sincerely,

Heather K. McShain
United States Magistrate Judge

Witnesses or People Who May Be Mentioned at Trial
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