

**Content Recommendations**  
**Flexible Sections**  
**A, D, E, I, J**

These sections should contain information NOT available in sections B, C, G, H.

Information that need not be repeated in flexible sections.

1. How to get postponements/excusals. One-time automatic postponement.
2. Jury service fees.
3. On-call status.
4. Local availability/locations for Wi-Fi or work stations.
5. Content of Jury Law or Criminal Contempts law (not recommended).

Examples of information to include in flexible sections.

1. Welcome letter from COJ
2. Court Contact information – including address, phone, email and fax.
3. Court hours
4. Refer to website and to your email for more info
5. Travel information – including a map if helpful in your area
6. Parking information
7. Comments concerning dress, hats, timeliness.
8. Access to restaurants/lunch trucks.
9. Special instructions about court entrance locations
10. Local policies about cell phones and other electronics
11. Reminders about being on time and court security
12. Quotes from state law – not recommended