

Summons Specs For Flexible Sections

Layout

- Left justified text is generally preferable for readability (rather than centered or right justified)
- Use of white space also increases readability

Font

- Basic font is Arial
- Times New Roman 12 will be used for juror-specific information/message on front
- Times New Roman may be used in pre-printed letter from Commissioner/Judge

Color

- One color may be used on each summons
- Color is used to highlight headings and occasional text on front and back
- Use the same accent color on the front and the back
- Avoid pale or shocking colors – e.g. light yellow or neon fuschia.
- When using a light color consider using it as a highlighter on text rather than using the color in text.
- Examples:

example example example

Type

- Always use upper and lower case
- Use BOLD or COLOR **occasionally** to highlight specific material.
- DO NOT USE all bold or all ital.