

[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

The Honorable [Judge's Name]
[Court Name]
[Court Address]
[City, State, Zip Code]

Re: [Case Name]
Case No.: [Case Number]

Dear Judge [Judge's Last Name],

Pursuant to the Court's Standing Order and the upcoming trial date of [Trial Date],
[Plaintiff/Defendant], [Party Name], respectfully submits this status letter regarding the proposed
Jury Questionnaire and Voir Dire procedures.

1. Joint Proposed Jury Questionnaire

The parties [have/have not] reached an agreement regarding the Supplemental Jury
Questionnaire. [If agreement reached: Attached as Exhibit A is the joint proposal. If no
agreement: The parties have met and conferred but remain in disagreement regarding questions
[Numbers]. Counsel for the parties are available to discuss these specific items at the Court's
convenience.]

2. Proposed Voir Dire Questions

[Plaintiff/Defendant] hereby submits its proposed list of Voir Dire questions to be asked by the
Court during the jury selection process. These questions are intended to identify potential bias
and ensure a fair and impartial jury. [Optional: Attached as Exhibit B].

3. Time Requests

[Plaintiff/Defendant] respectfully requests [Number] minutes for attorney-conducted Voir Dire
following the Court's initial examination of the panel.

4. Specific Issues

[Include any specific requests regarding juror privacy, hardship excuses, or the method of
exercising peremptory challenges].

Thank you for your time and consideration in this matter.

Respectfully submitted,

[Your Signature]

[Your Printed Name]
Counsel for [Party Name]

cc: All Counsel of Record (via Electronic Filing)