

## **Current Envelope used for Summons Only**

We use a standard 10-size security envelope.

The front of the envelope should contain two windows.

One window should correspond to the return address that is printed just below the signature area on the front of the summons file.

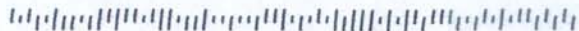
The other window should correspond to the black-printed recipient address on Juror Name and Address

The envelope contains a pre-printed notice of:

"Official Jury Summons Enclosed" as indicated on the attached example.

The print on the envelope is black.

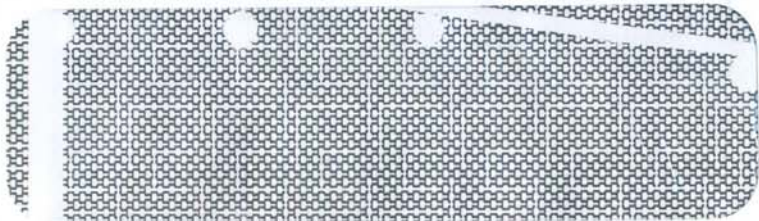
There is no printing on the back side of the envelope.



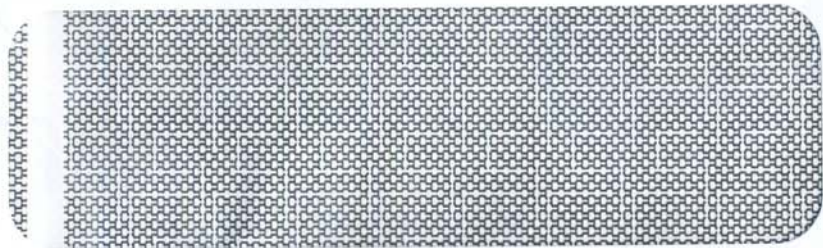
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**First Class Mail**

PRESORTED
FIRST-CLASS MAIL
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**OFFICIAL JURY SUMMONS  
ENCLOSED**



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