

**Jefferson County  
District Clerk's Office**

1085 Pearl Street  
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Beaumont, TX 77701  
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**Family Law Division**

409-835-8653

**Child Support**

P. O. Box 3586  
Beaumont, TX 77704  
409-835-8425

**Jamie Smith  
District Clerk**

**Jill Wiebusch  
Chief Deputy**

As a prospective juror, the Judiciary of Jefferson County and the District Clerk's office have taken the following precautions to protect the health and safety of prospective jurors:

Each court will ensure that it minimizes person to person contact as much as possible to prevent the spread of the COVID-19 virus. Each court will comply with any and all State and County orders currently in place as well as future orders. The plan will assure for social distancing for any person having business which will include but not be limited to, court staff, attorneys, prosecutors, defendants, witnesses, and jurors in each court. In order to ensure the safety of courthouse staff and the citizens of Jefferson County, the following guidelines have been established:

1. Screening stations have been set up upon entry into the Courthouse where all entering will be screened for elevated temperatures with an infrared thermometer.
2. Face coverings are required for entry into the courthouse and must be worn at all times. For individuals who do not have cloth face coverings, a disposable mask will be provided. Court participants will be provided with face shields.
3. Hand Sanitizer Dispensers have been placed throughout the Courthouse for easy access by the public.
4. The Courts have agreed to alternate court times to minimize the congregation of people both in and outside each courtroom.
5. Court dockets will be reduced in size and scheduled appropriately to comply with social distancing and courtroom occupancy requirements.
6. All jail cases will be done remotely when possible to comply with social distancing and courtroom occupancy requirements. Each courtroom has been provided cleaning products, wipes, spray, etc.
7. Courtrooms will be cleaned pursuant to the Operating Plan of the Judiciary that can be found on the county's website at [co.jefferson.tx.us](http://co.jefferson.tx.us).
8. Common areas throughout the courthouse will be sanitized throughout the day.
9. COVID questionnaires will be completed by all prospective jurors prior to jury service.