



STATE OF NEW YORK
UNIFIED COURT SYSTEM
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JONATHAN LIPPMAN
Chief Administrative Judge

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Deputy Chief Administrative Judge

CHESTER H. MOUNT, JR.
Director, Office of Court Research

November 30, 2000

Dear Faculty Member:

On behalf of Chief Judge Judith S. Kaye and Chief Administrative Judge Jonathan Lippman, we would like to thank you for agreeing to speak at the Jury Summit 2001 conference being held in New York City at the Marriott Marquis Hotel from January 31 through February 3, 2001.

Your presentation is scheduled as follows:

The enclosed brochure describes the Summit agenda and provides registration information. Travel, meals and lodging expenses for the Jury Summit faculty will be reimbursed by the New York State Court System. There is no conference registration fee for faculty members.

Faculty members employed by the New York State Court System should submit their travel vouchers through their local District Administrative Judge's office. Please be sure to bring a tax exempt certificate to present at time of check-in to the hotel.

Faculty members not employed by the New York State Court System should follow the attached guidelines for reimbursement for travel, meals and lodging.

Faculty members must make their own hotel reservations at the Marriott Marquis Hotel.

When making your hotel reservation, specify “Jurors Conference Faculty” as the room block name.

Please return the registration card in the envelope provided. Make a note on the registration card that you are part of the faculty. Please make every effort to send in the registration card and make your hotel reservations by December 12.

The Marriott Marquis Hotel is located in midtown Manhattan, the center of New York City’s theater district and within a brief walk or cab ride of countless restaurants, shops, cultural and sporting events. Included in this registration package is a guide to New York City prepared by the Convention and Visitors Bureau. Please feel free to call Gail Miller at 212-428-2990 for ideas and suggestions about restaurants and cultural events. You may also check the Jury Summit web site (www.jurysummit.com) for links to information about New York City. We strongly recommend that you make any theater or dinner reservations by early December.

For those who are interested, we are planning a few special events for Summit faculty, attendees and their guests. On Thursday evening, for attendees and guests, we have procured discounted tickets for two Broadway shows and are making arrangements for a pre-theater dinner. On Friday, for guests only, we are arranging a tour of the NBC studios and a high tea at the Plaza Hotel. These events are described in the attachment. All costs of these events are the responsibility of the participants. Tickets and reservations are limited and available on a first-come, first-served basis. If you are interested in attending any of these functions, please complete the enclosed Special Activities Form and return it, with a separate check, in the envelope with the registration card. Payment must be received by December 12. Contact Gail Miller with any questions about these events.

In preparation for the Summit we are asking that all faculty provide a brief biography and complete a brief survey. The biography and survey form will be available on the Summit web site (www.jurysummit.com) on December 18. We would appreciate your making a note to visit the web site and complete the survey during the week of December 18.

If you have any questions, feel free to contact Chip Mount at 212-428-2990, or Tom Munsterman at 703-841-5620. You may also check the Summit web site for the latest information about the Jury Summit.

We look forward to seeing you at the Summit.

Sincerely,

Chester H. Mount Jr.

G. Thomas Munsterman
Director, Center for Jury Studies
National Center for State Courts

cc: Hon. Judith S. Kaye
Hon. Jonathan Lippman

Enclosures