

REQUEST PREPARATION OF  
COMBINED MASTER JURY LIST

MIPS Inc.  
1335 "H" street  
Lincoln, NE 68508  
Email: [helpdesk@nebraskacounties.org](mailto:helpdesk@nebraskacounties.org)

Date: \_\_\_\_\_

RE: Jury List/ \_\_\_\_\_ County District Court

Please accept this letter as my formal request to prepare a jury list for  
\_\_\_\_\_ County for the year \_\_\_\_\_.

The key number(s) for this jury pool is/are \_\_\_\_\_.

\_\_\_\_\_ Please prepare \_\_\_\_\_ sets of labels with juror number included  
\_\_\_\_\_ Please provide perforated index cards with juror number included  
\_\_\_\_\_ Please provide one hard copy of the master jury  
\_\_\_\_\_ Please transmit the jury data file electronically to JUSTICE.

If you have, any questions, please contact me. Thank you for your services.

Sincerely,

Jury Commissioner  
Ex Officio Jury Commissioner  
Address:  
Phone:  
Email: