

# JURY MANAGEMENT PROJECT

NCJRS

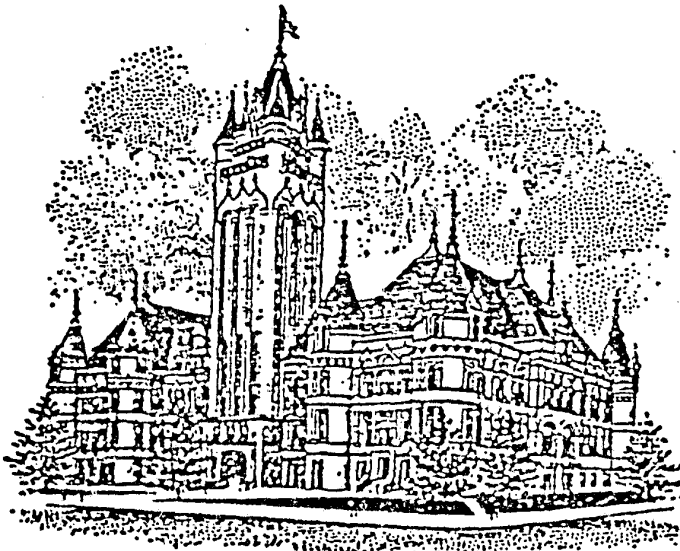
AUG 8 1979

ACQUISITIONS

Spokane County Superior Court

Spokane, Washington

LEAA Grant Number 76-NI-010-0003



SPOKANE COUNTY COURT HOUSE

60415

JUROR UTILIZATION AND MANAGEMENT DEMONSTRATION PROJECT

LJPO - 76 - DF - 0024

Spokane was selected as one of ten communities in the nation to participate in a Jury Utilization and Management Project. The project was federally funded and required no local match.

The general purpose of the grant was to develop an improved jury system that would provide maximum responsiveness to the court and criminal justice system with minimum cost and burden upon the community.

The Jury Utilization and Management Demonstration grant provided funds for staff and resources to study, implement, and demonstrate innovations.

The Spokane Superior Court acknowledged that the existing jury management system was a piecemeal effect which needed to be developed into a comprehensive management system to provide maximum responsiveness to the court and criminal justice system with minimum cost to the court system and the community. As a result, the Spokane Superior Court accepted the invitation to host a jury management project.

To accomplish the objectives of the grant, the court set out to apply all existing technology to improve the operation of the jury system through implementation of eight elements of jury utilization and management. The elements are: jury service methods, randomness, cost and conditions, citizen awareness, paperwork and jury system plan.

## ELEMENT 1

### Selection Methods

Selection methods are the methods in which the court selects citizens of the county to be prospective jurors.

## PHASE I

### Plan of Study

#### A. Topics Covered

1. Source lists
2. Selection by computer
3. Summons yield

#### B. Methods of Study

1. Research the existing jury publications and collect data concerning the selection and summoning stages of the jury system.
2. Analyze summons results by the use of the yield computation worksheet.
3. Categorize summon excusals by type of excusal or exemption.
4. Conduct a demographic study to compare jurors with county population data.

## PHASE II

### Results of Study and Proposed Changes

#### A. Results of Study

1. Source Lists - In researching the representation of the county by the voter registration list of all citizens 18 years or older, the staff determined that the list represents 72 percent of the county's population. The list was current in representing the voters available because of consistent updating by death notices, new registration of voters and jury summon returns.

The project staff researched the possibility of changing the present single source list to a multiple source list system. After reviewing the existing system and jury publications the staff concluded that the multiple source list would provide a better cross section of the population. However, the staff decided not to modify the present system for the following reasons.

- a. Driver's license list is not categorized by counties, and as a result, the list would have to be restructured for possible multiple source list use.
  - b. The multiple list concept is more expensive and time consuming to operate.
  - c. County computer personnel are not available because of programming priorities.
  - d. The present selection system is providing the court with an adequate cross-sectional representation in comparison with Spokane County population data.
2. Selection by Computer - Project personnel studied the operation of the computer selection system. The staff found that the computer program was adequately selecting prospective jurors equally.
  3. Summons Yield - In analyzing the summons yield, the staff determined that 26 percent of the citizens who were summoned for jury duty accepted. Project personnel concluded that the reasons for the low yield were: a. numerous excusals and exemptions allowed by law, b. failure to follow-up on truant jurors, c. courts relaxed enforcement of juror statutes.
  4. Demographic Study - The staff developed a demographic study which would obtain an idea of the type of citizens that were serving as jurors. Projected personnel collected data on four variables - sex, age, marital status and occupation. The staff determined that the average juror was about 43 years of age and married.

<u>Sex Comparison</u>	<u>Accepted Jurors</u>	<u>1970 Census</u>
Female	55.0%	53.0%
Male	45.0%	47.0%

The staff concluded that the selection process was adequately representing the county. However, the staff recommended that the combined source list selection should be developed to obtain a better cross-section representation.

## B. Proposed Changes

1. Revise jury occupational exemptions.

The jury staff set out to research state statutes in an attempt to legislate new jury exemption and excusal laws. In contacting the State Court Administrator's Office about the possible revision of the excusal laws, the staff learned that the House Judicial Committee had already submitted a revised bill in State Legislature.

2. Establish the policy of allowing prospective jurors the right to be postponed in cases of public necessity, undue hardship, temporary disability, or extreme inconvenience.

The project advisory committee requested that the county prosecutor issue an opinion on the postponement recommendation. The prosecutor's office concluded that a one month deferment would be lawful under the present state statutes.

As a result of the opinion, the management staff implemented the postponement policy June 1, 1977.

## ELEMENT 2

### Responsiveness to Court Needs

The aim of the jury system is to be responsive to court needs by supplying a panel of prospective jurors large enough to yield an unbiased jury to the parties and the judge.

## PHASE I

### Plan of Study

#### A. Topics Covered

1. Number of jurors needed
2. Voir Dire Information
3. Judge Wait

#### B. Methods of Study

1. Research the existing jury publications and collect data concerning trial selection.
2. Data will be collected by the following forms available in two jury publications, A Guide to Jury Usage and A Guide to Jury System Management.
  - a. Jury panel utilization data form.
  - b. Idle panel form.
  - c. Jury panel utilization data reduction form.
  - d. Jury pool response form.

## PHASE II

### Results of Study and Proposed Changes

#### A. Results of Study

1. The staff collected voir dire information by using the jury panel utilization form and the jury utilization reduction form to analyze the number of jurors needed for voir dire selection. Data was collected from 12 and 6 person jury trials. The staff concluded that 78.03 percent of jurors supplied to court were actually needed; while 21.97 were not used.
2. The project staff also collected and analyzed the following:
  - a. The average courtroom idel time before trial state - 17 minutes.
  - b. The average judge wait for a requested panel - 4 minutes.
  - c. The average length of voir dire - 1 hour and 50 minutes.

B. Proposed Changes

1. Reduction in panel size for better juror usage.

<u>Type of Trial</u>	<u>Present Panel Size</u>	<u>Reduced Size</u>
Criminal - 12 person	26	24
Civil - 12 person	24	18
Criminal - 6 person	18	12
Civil - 6 person	18	12

This recommendation was approved by the court.

ELEMENT 3

Jury Service Methods

Service methods are the methods in which court processes and manages jurors during the jury term.

PHASE I

Plan of Study

A. Topics Covered

1. Utilization of jurors
2. Orientation

B. Methods of Study

1. Study the existing jury publications and collect data concerning utilization of jurors.
2. Observe orientation presentation.
3. Data was collected by the following forms:

- a. Jury panel utilization form
- b. Petit juror used form
- c. Juror exit questionnaire

## PHASE II

### Results of Study and Proposed Changes

#### A. Results of Study

1. Utilization of jurors - The staff collected data by using the jury panel utilization data form, petit juror used form and juror exit questionnaire. After analyzing data and assessing utilization practices, the staff formed the following conclusions.
  - a. Panel size was too large.
  - b. The court was overcalling jurors for trial starts.
  - c. Trial starts were not grouped together.
  - d. Excessive phone time was needed to inform jurors when to report or to change previous instructions.
2. Orientation - The staff observed the enrollment and orientation presentation. The staff concluded that the orientation was not consistent due to lack of coordination between court personnel and judges.

#### B. Proposed Changes

1. The staff recommended the following proposals to improve juror utilization.
  - a. Reduce jury panel size  
This proposal was approved by the court.
  - b. Make special arrangements for an exceptionally large panel.  
The Court Administrator adopted this policy when a large number of jurors is summoned for a trial.
  - c. Stagger trial starts  
The Court Administrator adopted this strategy in setting jury trials.
  - d. Increase the number of summons drawn.  
This proposal was approved by the court.
  - e. Group jury trial starts for designated day within the week.  
The Court Administrator agreed to set jury trials on Monday, Tuesday and Wednesday of each during the month.

2. The staff recommended the following proposals to improve jury orientation.

a. Develop a jury orientation format.

Jury management personnel developed a new jury orientation format which was approved by the Court Administrator.

b. Purchase an orientation film.

Project personnel purchased an orientation film (Justice For All) which was endorsed by the court.

#### ELEMENT 4

##### Randomness

The purpose of randomization is to select jurors in a manner to produce a fair cross-section of the community.

#### PHASE I

##### Plan of Study

##### A. Topics Covered

1. Computer randomization
2. Court randomization

##### B. Methods of Study

1. Review existing juror selection methods.
2. Observed daily randomization of jurors by the court.

#### PHASE II

##### Results of Study and Proposed Changes

##### A. Results of Study

1. Computer Selection - As stated in element 1, the staff found that the computer adequately selected prospective jurors equally by random selection throughout the voters file.
2. Court Randomization - Project personnel studied the length of time jurors served during the jury term. The staff established that some jurors served more frequently than others. Grant personnel concluded that the method of informing jurors when to report had caused an unequal concentration of service on a small group of individuals. Jurors who were summoned in for panel assignments were asked to report the following day to eliminate time required for court personnel to reach jurors by phone. As a result, jurors who had to be contacted by phone served less time.



## B. Proposed Changes

1. Incorporate an automatic call-in device which can aid court personnel to obtain an equal cross-section of the juror pool.

In attempt to give all jurors an equal chance to serve and to reduce phone time, grant personnel purchased two telephone answering devices. The staff developed a call-in system which arranges jurors into groups of six. Jurors call the night before trial start to find out if their group was requested for panel assignments. All jurors are used at least once before anyone has a second chance. The system achieved a better representation of the jury pool and reduced phone time.

## ELEMENT 5

### Cost and Conditions

Cost - Loss of juror income and system cost

Conditions - Term of Service

## PHASE I

### Plan of Study

#### A. Topics Covered

1. Term of Service
2. System Cost
3. Fees/Loss of Income

#### B. Methods of Study

1. Study the impact of the present term.
2. Collect data on fees and loss of income of jurors.
3. Collect juror impression data by the use of the juror exit questionnaire.

## PHASE II

### Results of Study and Proposed Changes

#### A. Results of Study

1. Jury Term - The jury management staff investigated the possibility of reducing the length of jury service from one month to two weeks. In researching the impact of the present term, the staff concluded that behind many complaints about jury duty and many tactics to evade or be excused from jury duty was the length of jury service. The staff determined that a shorter term will make it possible for more people to participate as jurors and to serve with less personal disruption. As a result, the court system would have a better cross-section representation of the general population without having to summons a greater number of prospective jurors.

2. Loss of Juror Income - Exit questionnaire results revealed that less than 3% of the jurors lost income while serving on jury duty. The low percentage of reported responses was due to excusal policy.
3. System Cost - Grant personnel researched the possible centralization of Superior, District and Municipal court jury pools into one central pool. In studying the operations of three pools, the staff found that each court summoned and processed jurors separately. The staff also collected data and studied jury utilization policies in each court. Project personnel determined that Superior Court could summon and process jurors for all three courts with minimal increase in cost and administrative workload.

**B. Proposed Changes**

1. Reduce the present one month term of jury service.

In developing a workable plan, the staff decided to use the two week overlapping term. Under this system, a new group of jurors would report each Monday for jury duty and serve for two weeks.

The two week concept was approved by the court and implemented July 1, 1978.

2. Centralize Superior, District and Municipal jury pools into one central pool.

The staff coordinated the development of the operational plan. Under this plan, Superior Court was responsible for jury management and administration.

The central jury pool concept was approved by the courts and implemented February 1, 1978.

**ELEMENT 6**

**Citizen Awareness**

**PHASE I**

**Plan of Study**

**A. Topics Covered**

1. Citizen Information
2. Jurors' Problems
3. Juror Comfort

**B. Methods of Study**

1. Investigate existing information that is available to the general public.

2. Survey existing juror facilities.
3. Collect juror impressions of jury service by the use of the exit questionnaire.

## PHASE II

### Results of Study and Proposed Changes

#### A. Results of Study

1. Jury Information - Only information available was the juror handbook.
2. Juror Facilities - Existing juror waiting room was a courtroom with wooden benches.
3. Exit questionnaire results revealed juror problems such as poor parking facilities, uncomfortable juror lounge, length of the jury term.

#### B. Proposed Changes

1. Purchase of an orientation film which can be loaned to local television stations.

Project personnel have purchased an orientation film (Justice For All).

2. Construct a comfortable jury lounge.

Project personnel coordinated the construction of the jury lounge. The staff purchased carpet, cabinets, furniture and other furnishings for the lounge. Grant personnel also set up a small library of reading materials for jurors.

3. Follow-up on juror problems.

The jury management staff distribute jury exit questionnaires to departing jurors to evaluate the jury system. This questionnaire allows the jurors to rate various factors and make specific comments relating to their jury service. These responses furnish the court with juror ratings of the facilities and treatment by court personnel.

## ELEMENT 7

### Paperwork

## PHASE I

### Plan of Study

#### A. Topic of Study

1. Jury system paperwork

B. Method of Study

1. Project staff reviewed existing paperwork needed to process jurors throughout the term.

PHASE II

Results of Study and Proposed Changes

A. Results of Study

1. Summons Mailer - The staff determined that the manual assembling of the summons package wasted valuable labor time. This task usually takes about three days for summon packages to be assembled and mailed.
2. Jury Management Computer Program - The staff observed the paperwork process which court personnel and jurors completed throughout the jury term. The staff determined that several paperwork tasks could be eliminated by developing a jury management computer system.

B. Proposed Changes

1. Redesign the summons mailer.

The information questionnaire and summons mailer was designed by project personnel and a forms designer. The project advisory committee and Superior Court judges examined the questionnaire and mailer design. Both groups approved the design with minor changes.

The mailer was implemented May 1, 1978.

2. Develop a Jury Management Computer Program.

Project personnel have worked with computer personnel in developing a proposed program design. This new system will update the present system with the addition of on-line processing.

The new system was implemented on October 1, 1978. The only criticism which came out of the system changeover was the time spent in entering juror questionnaire information. However, this criticism is outweighed by the savings of labor time in preparing the summons mailer, printing of the daily attendance list, and calculating individual juror reimbursements.

ELEMENT 8

Jury System Plan

PHASE I

Plan of Study

A. Topic of Study

1. Operation of the system and personnel responsible.

B. Method of Study

1. Review existing jury operation.

PHASE II

Results of Study and Proposed Changes

A. Results of Study

The staff found that there was no operation plan. Personnel responsibilities were not defined.

B. Proposed Changes

1. Developed jury system plan.

The jury management staff developed a formal jury system plan. This plan encompasses the essential requirements to provide necessary authority and information to court personnel for an orderly and integrated system.

The jury plan was approved by the Court Administrator.

## Jury Management Conference

In September, the staff hosted a jury management conference. The court invited court personnel throughout the state to the conference. The participants felt that the demonstration project has improved Spokane County's system. The general response to the possible implementation of these ideas in their court was the need of financial aid and outside technical assistance to accomplish the courts' goals.

APPENDIX A

JURY MANAGEMENT COMPUTER SYSTEM

SPOKANE

COUNTY

JURY

MANAGEMENT

SYSTEM



SPOKANE COUNTY JURY MANAGEMENT

DRAW

- 1) DRAW PROSPECTIVE JURORS FROM VOTER REGISTRATION FILE (up to 5 service periods).
- 2) RETAIN ACTIVE AND POSTPONED JURORS FROM THE PRIOR PERIOD.
- 3) DROP ALL OTHER JUROR RECORDS.

DRAW  
REPORTS  
(Phase 1)

- 1) PRINT & MAIL OUT JUROR SUMMONS.
- 2) PRINT A LIST OF THE PEOPLE SUMMONED.
- 3) PRINT 1 SET OF LABELS TO BE USED TO MAIL OUT THE ACCEPTANCE PACKAGE AND THE EXCUSAL NOTICES.

ONLINE  
PROCESS

RECEIVE SUMMONS

UPDATE ONLINE -

- 1) RETURN CODES (acceptances, excusals, postponements).
- 2) QUESTIONNAIRE INFORMATION.
- 3) NAME AND ADDRESS CHANGES.
- 4) INDIVIDUAL EXCUSAL DATES.

REPORTS  
(Phase 2)

- 1) PRINT 3x5 JUROR INDEX CARDS.
- 2) PRINT A LIST OF ALL PEOPLE WHO ACCEPTED.
- 3) PRINT A LIST OF ALL PEOPLE WHO DID NOT ACCEPT.
- 4) PRINT A LIST OF THE SUMMONS RETURN STATISTICS.
- 5) PRINT A MILEAGE WORKSHEET.
- 6) PRINT A TIEPIN CRIMINAL HISTORY REPORT.
- 7) PRINT A MASTER VOIR DIER INFORMATION LIST.

DAILY  
REPORTS

- 1) PRINT A GROUP AVAILABILITY REPORT.
- 2) PRINT A DAILY ATTENDANCE LIST (by panel).
- 3) PRINT VOIR DIER INFORMATION FOR A PANEL.

ON REQUEST  
MONTHLY

PRINT A PAYROLL EXTENSION REPORT FOR SUPERIOR,  
DISTRICT AND MUNICIPAL COURT.

ON REQUEST  
ANNUAL

PRODUCE A SET OF MICROFICHE OF THE VOTER REGISTRATION  
FILE.

ONLINE PROCESSING SUPPORT

DISPLAY A MENU SCREEN THAT SHOWS ALL OF THE FUNCTIONS AVAILABLE IN THE ONLINE PROCEDURE.

DISPLAY A JUROR NAME INDEX.

JURORS NAME.  
STATUS CODE.  
SUMMONS NUMBER.  
APPEARANCE DATA.  
HOME PHONE NUMBER.  
WORK PHONE NUMBER.

DISPLAY A JURORS VOIR DIER INFORMATION.

DISPLAY A JURORS ATTENDANCE RECORD.

MILEAGE.  
EXCUSAL DATES.  
DATES PRESENT.  
TOTAL OF DAYS IN EACH COURT.  
TOTAL OF DAYS ON A JURY.  
TOTAL OF DAYS NOT ON A JURY.  
TOTAL DAYS TO BE PAID.

UPDATE JUROR VOIR DIER INFORMATION.

SUMMONS, RETURN CODES  
Accept, Excuse, Postpone...  
NAME AND ADDRESS CHANGES.  
VOIR DIER INFORMATION.

UPDATE MILEAGE  
FROM MILEAGE  
WORK SHEET.

UPDATE JUROR  
ATTENDANCE ON  
THE FIRST DAY A  
PANEL COMES IN.

UPDATE JUROR  
ATTENDANCE AFTER  
A CASE IS OVER.

ENTER INFORMATION  
TO REQUEST THAT  
A PANEL BE SELECTED  
FOR THE NEXT DAY.

ENTER INFORMATION  
FOR THE NEXT DRAW.

ENTER CONTROL INFORMATION  
ON RATES PER DAY AND MILE  
FOR EACH COURT.

By Court:  
UPDATE NO SHOWS.  
UPDATE PEOPLE NOT SELECTED  
FOR A PANEL.

NUMBER IN PANEL.  
COURT (S,D, M).  
VOIR DIER LIST-Y/N.  
APPEARANCE DATE.  
GROUP NUMBERS.  
SUMMONS NUMBERS.

ATTENDANCE  
LIST.  
VOIR DIER LIST  
PRINT - BATCH/  
ONLINE.

UP TO FIVE PERIODS.  
SERVICE START DATE.  
SERVICE END DATE.  
NUMBER OF JURORS IN PERIOD.  
TOTAL NUMBER OF JURORS  
IN THE DRAW.

ONLINE PRINTING:

GROUP AVAILABILITY REPORT.

PANEL ATTENDANCE LIST.

VOIR DIER INFORMATION.

## SPOKANE COUNTY JURY MANAGEMENT SYSTEM

This system is an automated system utilizing online/batch process reporting to draw, track, pay and manage jurors for Superior, District and Municipal Courts. The system is designed to meet the following objectives and still maintain management and operational flexibility.

### Objectives:

1. Reduce overall cost.
2. Improve management of jurors through a central pool for Superior, District and Municipal Courts
3. Reduce the voir dier process time
4. Provide a system that will easily handle future case load increases.
5. Track jurors through the system for better jury utilization.
6. Reduce the requirement now and in the future for additional staff, County wide.
7. Improve the system of paying jurors

### THE JURY FILE CREATION PROCESS

Jurors are drawn from the voter registration files. The jurors are drawn randomly giving a uniform distribution across the entire

voter registration file. The jurors' voter registration record is updated so that the juror cannot be selected again for another year. Jurors postponed from prior periods may be included in the draw. Jurors that are active from prior periods are retained until they are paid through the Auditor's claim fund system. Jurors are dropped from the file when they are paid or if they are excused and are to receive no payment.

#### REPORTS PRINTED AFTER THE DRAW

##### The Jurors Summons Package.

Printed on the jurors summons is the juror's name and address, the appearance date and the service period dates for which the juror is to serve. Summonses are printed in zip code sequence. The summons package contains a juror questionnaire form, juror summons, an acknowledgement of service of summons, and a return mailer.

##### Spokane County Jury Management Summons List.

This is an alphabetical list of all people drawn for jury service. This list is broken down by service period and groups. Shown on the list is the juror's summons number, name, address, city, zip, sex,

legislative district, commissioner district and precinct.

Totaled at the end of the list is the number of people summoned for each service period.

Spokane County Jury Management Summons Recap.

This is a statistical recap of people summoned. The recap shows age distribution for male and female and it contains counts for the various legislative and commissioner districts.

Mailing Labels.

The mailing labels contain the name and address of the summoned jurors. These labels are sequenced by summons number. The summons number is in the lower left-hand corner of the label. The labels are used for mailing out the acceptance package and the excusal notices.

3 x 5 Juror Index Cards.

The index cards are produced for each juror that accepted the juror summons. Each card contains the juror's summons number, name and address, service period dates, phone and business phone numbers, group number, and a note at the bottom that says "Superior Court Juror Index Card - Return to Superior Court Administrator."



Spokane County Jury Management Acceptance List.

This is a list of people who accepted jury service. The list is printed in summons number sequence. The list is broken down by service periods. On the list is the juror's summons number, name, address, city, zip and group number. At the end of the list is the total of the jurors who accepted.

Spokane County Jury Management Non-Acceptance List.

This list contains the people who did not accept jury service. This list contains the juror's summons number, name, address, city, state and zip, and the reason for not accepting the service. The reasons are broken down into a number of excusal and exemption categories. The list is in sequence alphabetically by name and is produced for each service period.

Spokane County Jury Management Draw Statistics.

This is a list of summons returns statistics. The returns are detailed by service period. All of the service periods are in turn recapped in a total. Each service period is broken down by the number of jurors who accepted jury service and the jurors in each of the excusable or exemption categories. A percentage of the total draw is shown in each category.

Spokane County Jury Management Mileage Worksheet.

This report is used to gather mileage that each juror must travel. The report contains space for the juror's signature. Printed on the report is the juror's name, address, summons number and a place for mileage—one way only. This report is for accepted jurors only and is in alphabetical sequence by service period.

Spokane County Jury Management Group Availability Report.

This report shows which jurors are available for jury service. This report is for a given service date. The report shows the group number and the number of jurors currently available for service in that group. Each group is further broken down by the summons numbers of the people available. With each summons number is the number of days that that juror has served and an indication that the juror has excusal dates present in his record. At the end of the report is a total of the number of available jurors available for jury service.

Spokane County Jury Management Daily Attendance List.

This list contains the people from which a jury panel is to be selected. The list contains the juror's summons number, name, and an indication that he was present or not present, home phone

number and work phone number. The list is in sequence by summons number.

Juror Voir Dier Information List.

Each juror appears on one page of this list. The list is in summons number sequence. The list contains all of the information filled out by the juror on the questionnaire form that he sent in when summoned.

Spokane County Jury Management Payroll Extension Report.

This report shows the total cost per juror for all courts that that juror appears in. Detailed on the list by juror are the summons number, the juror's name, mileage one way, the total days in Superior Court, District Court and Municipal Court, total cost for superior Court, total cost for District Court and total cost for Municipal Court and the total claim. Detailed at the end of the list are court totals for each of the three courts plus the total claim. The list is in alphabetical sequence.

SPOKANE COUNTY JURY MANAGEMENT SYSTEM ONLINE SUPPORT

Spokane County Jury Management System Menu.

The menu screen shows what is available online to the jury management system. The following is what is available in the online system:

1. Juror name index display
2. Juror information display
3. Juror attendance information
4. Juror voir dier information updata
5. Juror milage data update
6. Juror attendance exception update
7. Jury panel attendance update
8. Jury panel selection for batch processing
9. Jury panel selection for online printing
10. Job control information for jury draw
11. Job control information for rates
12. Group availability report online printing

Juror Name Index Display.

This is an alphabetical display of all jurors in the system.

The fields displayed for each juror are: name, juror status code,

the draw number, the juror's summons number, the juror's appearance date, home phone number, and work phone number. Eight names are displayed at a time in this screen.

#### Juror Information Display.

The juror information display has in it all juror information contained in the juror questionnaire form. It takes two screens to display all of the information relative to each juror.

#### Juror Attendance Information Display.

This display is used to input individual excusal dates for a juror and it also has a record of the juror's attendance for which he is to be paid. The display also shows the number of days the juror has served in Superior, District and Municipal Courts. The display also shows the number of days the juror has served on a jury and the number of days the juror was called in but did not serve on a jury. Total days are also shown.

#### Juror Information Update.

The purpose of this screen is to update the juror information that the juror has answered on the juror information form which

was sent out in the summons package. This screen is also used to postpone jurors to a future service period. It takes two screens to input all of the juror information.

Juror Mileage Data Update.

This screen is used to input mileage information for each juror. This information is taken from the juror mileage worksheet. The first two digits of the last name, the summons number and the miles one way are entered for each juror. 36 jurors at a time can be entered on this screen.

Juror Attendance Exception Update.

This screen is used to enter attendance information when a panel of jurors is first called in. The screen records only those people who do not show and those people who did not serve on the jury panel. If a juror was not called in but came in and served on a jury panel, he is also entered on this screen. The data fields for this screen are: appearance date of panel, month of draw number, court, first two characters of the last name, and the juror's summons number. Up to 24 jurors at a time may be entered

entered at one time. If more jurors are needed than can be contained on one screen, the screen will be refreshed and 99 more can be entered. This can go on until the desired number of people have been entered. If more than one jury panel is to be produced, all of the jurors will be randomly scrambled across all of the panels before the panels are printed.

#### Jury Panel Selection Printing Online.

This screen is used to cause a juror attendance list and the juror voir dier information to be printed on the online printer in the Court Administrator's Office. The data elements in this screen are: court, voir dier list (yes or no), appearance date, draw number. Up to 88 group or summons numbers may be entered. This screen is to produce only one panel at a time. This screen is to be used only when it is not feasible to wait for batch processing from the computer center the next day.

#### Job Control Information for Jury Draw.

This screen is used to enter the information needed for the next jury draw. Up to 5 draw periods can be entered. The data elements that must be entered are: starting date, ending date, number of jurors in each period, and the total number of jurors.

on this screen. The screen is used to handle attendance exceptions. Those jurors who remain on a jury panel are credited for jury duty when they are initially selected for the panel.

#### Jury Panel Attendance Update.

The purpose of this screen is to credit the jurors with attendance while they were in a trial. Up to 9 jurors at a time may be entered on this screen. The data entry fields are: draw, court, first two characters of last name, summons number of juror, month, and up to 18 individual days. If a juror gets credit for more than 18 days, the operator may go to the second line of entry.

#### Jury Panel Selection for Batch Processing.

Up to 16 panels at a time may be selected. The information is entered in two screens. The first screen contains information about the panel. The second screen contains information about the jurors. The data elements in the first screen are: number to appear on the panel, the Court, whether or not a voir dier list is desired, and the appearance date. The second screen contains the group or summons numbers. Up to 99 group or summons numbers may be



Job Control Information For Rates Per Day and Mile By Court.

This screen contains data fields that contain the rate per day and rate per mile for Superior, District and Municipal Courts.

Jury Group Availability Report Online Printing.

This screen is used to print the group availability report on the printer in the Court Administrator's Office. The data entry fields are the draw period and the appearance date of the groups desired.

APPENDIX B  
JURY SYSTEM PLAN

1. DECLARATION OF POLICY

It is the policy of the Court that all litigants in this Court, entitled to trial by jury, shall have the right to grand and petit juries selected at random from a fair cross section of the community and that all citizens shall have the opportunity to be considered for service on grand and petit juries and shall have an obligation to serve as jurors when summoned for that purpose.

2. JURY SELECTION SOURCE

The Court finds that the source from which the names of grand and petit jurors shall be selected at random shall be from the general election registration list as maintained on the automated registered system of the County Auditor.

3. INITIAL SELECTION OF NAMES FOR THE MASTER JURY LIST

The Court shall order a master jury list during the month of July of each year. The list shall be selected by an unrestricted random selection from the names of all registered voters filed with the County Auditor. The master jury list shall contain the names of a sufficient number of voters to serve as jurors until the first day of August of the next calendar year. The master jury list shall be certified and filed with the county clerk.

#### 4. SELECTION PROCESS

##### 4.1 Management and Supervision of the Jury Selection Process

The Court Administrator shall manage the jury selection and summoning process under the supervision and control of the Court.

##### 4.2 Selection of Names from the Master Jury List

One month prior to each jury term, the Court Administrator shall determine the number of potential jurors to summon, based on the usual summon yield and anticipated calendar load. The Court shall issue an order requesting System Services to select the correct number of names from the master jury list and to print the summons for transmittal to the individuals selected.

If, for any reason, the jurors drawn for service are not sufficient to dispose of the pending jury business, the Court shall order additional names to be drawn from the jury master list as deemed necessary.

##### 4.3 Qualification of Jury Service

The Court Administrator shall determine whether a person is unqualified, exempt, or to be excused from jury service solely on the basis of the information provided by the Acknowledgement of Service form and other competent evidence.

##### 4.4 Disqualifications

Any person shall be qualified to serve on grand and petit juries unless the person:

- (a). is not an elector and taxpayer of the state,

(b). is not a resident of the county in which he is called for more than one year preceding such time,

(c). is unable to read, write and understand the English language, and

(d). is incapable, by reason of mental infirmity to render satisfactory jury service.

#### 4.5 Exemption from Jury Service

Only those persons who are exempt from jury service in accordance with R.C.W. 2.36.080, 2.36.120 and 72.23.050 shall be exempt from jury service under this plan.

#### 4.6 Excusals from Jury Service

Any person summoned for jury service may on request be excused by the Court, upon a showing of undue hardship or extreme inconvenience in accordance with R.C.W. 2.36.100.

#### 4.7 Postponement of Jury Service

Request for postponement of jury service for one month may be granted at the discretion of the Court Administrator.

### 5. JURY SERVICE

#### 5.1 Management and Supervision of Jury Operations

The Jury Manager shall manage the jury pool and other jury operations under the supervision and control of the Court Administrator.

#### 5.2 Term of Service

When summoned to serve as a juror every person shall be obliged to serve unless determined to be disqualified, exempt, or entitled to be excused.

Jurors shall serve a two-week overlapping term of service which shall commence on a selected Monday and shall end on Friday of the following week, unless changed by order of the Court to extend jury service for not more than two months.

As provided by R.C.W. 2.36.093, any person who has completed a term of jury service, shall be excluded from selection of jurors for subsequent terms in that year unless otherwise ordered by the Court.

### 5.3 Jury Fee

Each person who reports for jury duty shall receive \$10 per day and 13¢ per mile travel to and from the courthouse. Jurors who are instructed by the telephone answering device, shall not be paid if their appearance is in contradiction to the recorded message as of 5 p.m. the previous day.

### 5.4 Processing Juror Responses

The jury manager shall be responsible for the processing of juror responses. All responses will be grouped and coded solely on the basis of the information provided on the Acknowledgement of Service form, and other competent evidence. After coding juror responses, the jury manager shall update the jury files through the use of the on-line video terminal.

### 5.5 Acceptance Package

The jury manager shall be responsible for the development and mailing of the Acceptance Package. The package will include: notification of appearance date; juror handbook; parking map and permit. The package will be mailed approximately one week prior to the start of each jury term.

### 5.5 Orientation

Juror orientation shall consist of a welcoming speech by the Presiding Judge and the showing of the jury movie (Justice For All). The jury manager shall set down the rules for the jury lounge and explain the call-in procedures. Jury orientation should be brief and should not repeat the information given in the juror handbook.

### 5.6 Excuses

Request for excuses during the jury term may be granted at the discretion of the jury manager. The juror shall notify the jury manager at least 2 days in advance. After granting excusals, the jury manager shall enter excusal information through the use of the on-line video terminal to update jury files.

### 5.7 Panel Assignment

The assembly of prospective jurors in the jury lounge shall be the responsibility of the jury manager. When jury panels are required for the commencement of trials, the jury manager shall be notified one day in advance by either the Superior Court Administrator or the District Court Jury Coordinator. The jury manager shall randomly select through the use of the computer, a standard panel of 18 prospective jurors for civil trials, 24 for criminal trials and 18 jurors plus 2 alternate jurors for District and Municipal court trials. If an additional number of jurors is needed, the jury manager shall be advised at the time of the panel request, but if more than 40 jurors are to be required, the jury manager shall be advised at least one week in advance.

Jurors shall report to the jury lounge in accordance with the pre-recorded reporting requirements. The jury manager shall take attendance and group jurors for commencement of trials. Voir dire information and attendance lists of jurors shall be prepared by Systems Services at the request of the jury manager. Three or more copies of the voir dire information lists, juror cards, and jury panel utilization forms shall accompany the panel to the courtroom. After the selection of the jury, the Court Clerk shall prepare jury form No. 31 and return the form along with the jury cards of jurors who were not selected. After receiving selection or other jury trial information, the jury manager shall update the jury files through the use of the on-line video terminal.

#### 5.9 Payment Procedures

At the end of each term, the jury manager shall prepare and submit to the County Auditor's Office, a list of names and amounts to be paid for jury service. Pay warrants shall be processed by computer and mailed along with a "Certificate of Appreciation" to each juror.

#### 5.10 Service Reports

Each month, the jury manager shall submit a monthly report to the Court Administrator giving the level of juror utilization achieved for that month. The utilization report shall include the juror days per trial; the percent of jurors called in but not sent to any panel; and daily peak usage. The report shall also include the number of juror days paid and the number of trials begun by type of case.



#### 5.11 Jurors' Evaluation

A jury service exit questionnaire, in a form approved by the Court, shall be used each month to solicit juror evaluation of service and comments at the completion of a term of service. Responses to the questionnaire shall be tabulated by the jury manager and the results shall be included in the next monthly report to the Court Administrator.

#### 5.12 Jury System Plan

The Superior Court Administrator shall be responsible for the implementation of this plan. Once each year, this plan shall be reviewed by a committee comprised of the Presiding Judge, the Superior Court Administrator, the District Court Administrator, the Clerk of Superior Court and the Jury Manager. The committee shall prepare a review report including recommendations with respect to the necessity and desirability of modifications to this plan for action by the Court.

**END**