

## **JURY ASSEMBLY PROCESS**

### **MULTIPLE TRIALS/SAME DAY**

- 1) Assemble all panels together in jury assembly room – ask for reporting time to be by 8:00 am.**
- 2) Scan in attendance as jurors appear.**
- 3) Do not have assigned seating at this point – allow them to move about the room. No #s will be put on chairs.**
- 4) By 8:15 jurors are seated in random order and the list of absentees is called. Marshal proceeds with orientation process. The process in the automated Jury System of random assignment of jurors is begun to generate the seating chart(s). Jurors are randomly assigned by the system to a Division. They will be placed on the seating chart in sequential order though not every juror # will be represented.**
- 5) From those jurors in attendance, we can assign any number of them to any trial. From the amount called, a determination would be made as to the number assigned to each trial based on the absences. For example if there were 3 trials going and 40 requested for one trial; 50 for another; and 35 for another for a total of 125 requested but only 121 jurors actually appeared, we would take the percentage of those appearing which in this case would be 97% and then prorate the number appearing. This would result in 39 jurors for the 40 requested; 48 jurors for the 50 requested and 34 for the 35 requested. It becomes important that it is clear when a panel is requested whether the number being requested is the number to be seated or the number to be called taking into account a percentage of absences expected.**
- 6) With 2 or less trials, the target completion time for the seating chart(s) is 8:30.**
- 7) From 8:30 – 8:45, the jurors are given a break time in preparation for going into their designated courtroom.**
- 8) At about 8:45, from the automated seating charts, jurors will be assembled and assigned their badge #s. The jurors will then go with the specific marshal assigned to their designated trial/courtroom.**
- 9) Voir Dire books containing the original Questionnaires will be provided for the Judge only. Preparation of additional voir dire books for the parties is eliminated by earlier providing a CD containing the Questionnaires of potential jurors for the jury pool.**