

SUPERIOR COURT JURY TRIAL
COVID 19 PROCESS – MAIN COURTROOM

1. All proceedings will be streamed live to a public viewing room.
2. The doors of the Main Courtroom and the Jury Assembly Room will remain propped open during the selection process as much as possible.
3. The judicial officer, clerk, attorneys and parties will appear in the Main Courtroom.
4. Proposed jurors will be summoned to appear at the Court in several small groups, targeting no more than 16 attendees. Each group will be identified by a color and scheduled to appear at different times, in a sequential manner.
5. Upon arrival to the Courthouse, security will inform potential jurors of the need to have their temperature taken at the temperature center before going upstairs. The temperature monitor will have a sign stating that if a person's temperature is equal to or greater than 100.4 degrees, that they are to leave the courthouse and call the Jury Manager at the Clerk's office for further direction. Jurors will then go upstairs and be screened by a Bailiff, who will ask the screening questions. Bailiff will send those without temps taken back to temperature station to obtain their temperature.
6. Those jurors who do not pass the screening are to be asked to leave and call the Jury Manager. Those jurors who will not wear or are unable to wear masks will not join the jury pool on that day and are told to report to the Jury Manager to be given the opportunity to reschedule their jury duty to another day.
7. The Bailiff will be responsible for keeping jurors appropriately distanced throughout the jury selection and trial process.
8. After screening and check-in, each juror will be escorted to Courtroom 204, the Jury Assembly Room. Each juror will be assigned a seat in the Jury Assembly room. The seat assignment will remain the same throughout the jury selection process for each group.
9. The Court's questionnaire and a pen will be located at each seating location, with the questionnaire turned upside down. The jurors will be instructed to not turn over the questionnaire until instructed to do so by the judge.
10. The Clerk will provide the updated Strike List in accordance with the Jury Assembly/Strike List Process (separate document).
11. The introductory remarks and instructions of the Court, along with the introduction of the parties, will be made on the record from the Main Courtroom and streamed live into the Jury Assembly Room.
12. At the end of the introductory instructions, the Court will direct the jurors to complete the Jury Questionnaire.
13. The Bailiff will be responsible for turning on and off the video feed from the Courtroom at the appropriate times and confirm with the Court.
14. After the jurors fill out the Questionnaires, the Bailiff and/or Court Admin staff will put the Questionnaires in sequential order, copy, hole punch and distribute to the Judge and attorneys to put in their three-ring binders.
15. The Judge will confer with the attorneys and then tell the Bailiff which individual jurors will come to the Main Courtroom for individual questioning. The Clerk will turn on the gallery mics.

The Bailiff will bring each of the designated jurors into the Courtroom one at a time in a sequential manner. The juror will be instructed to sit in the first row at one of the three designated seating areas, rotating from the furthest to the closest to the doors.

16. The Bailiff will also seat the next sequential juror in the hallway to be ready to go into the Main Courtroom when the questioning for the previous juror has been completed. The hallway seating will be in the designated areas on the hallway bench. The individual juror will bring all of their personal belongings with them when they come into hallway and the Main Courtroom.
17. Upon completion of the questions by the Court and the parties, the individual juror will be excused to the hallway. The Court will decide whether the individual juror will be excused for cause or hardship and that will determine whether the juror will be sent home or returned to the Jury Assembly Room. All jurors returning to the Jury Assembly Room will return to their assigned seat.
18. The Bailiff will clean each of the designated seating areas in the Courtroom and in the hallway each time all three of the seating areas have been sat in.
19. The potential jurors who have not been excused during the initial questioning process will be brought into the Main Courtroom as a group for the attorney voir dire. Jurors will bring all of their personal items.
20. Upon completion of the voir dire, the judge will inquire regarding whether the attorneys pass for cause. Any requests for excusal for cause will be addressed by the judge at that time.
21. Once any requests for excusal for cause have been addressed, the remaining potential jurors in that group who are not excused are given the Cautionary Instruction, sent away, and are further instructed to return to the Jury Assembly Room at a designated time and day for the commencement of the trial, unless they receive a phone call from the Bailiff indicating that they are excused. The Court will further remind the potential jurors to provide the Bailiff with a good contact number in case their services are no longer needed.
22. When the potential juror pool is sent away after the attorney voir dire, they will receive written instructions telling them that they are to return at a designated date/time to continue their service, unless they are called and told that their services are no longer needed. They will also receive information regarding a "self-check" that they should do in the morning before they come to the courthouse (with the general screening questions included, including the phone number to call if there is an issue of their continued service).
23. Each subsequent group of jurors will be dealt with in the same manner, beginning with step 5, above, until a sufficient number of potential jurors have passed through the initial voir dire process.
24. The attorneys will then make their peremptory challenges outside the presence of the jurors. Once the peremptory challenges have been completed, the Court will confirm with the attorneys the remaining jurors, including alternates, who will be placed on the jury panel.
25. The Bailiff will contact the potential jurors that were peremptorily excused or otherwise not included in the jury panel and excuse them from serving during the trial.
26. The Main Courtroom and jury assembly areas will be sanitized after each group selection process has been completed. In particular, when each group of jurors go into the Main Courtroom for the attorney voir dire, the Jury Assembly Room will be disinfected at that time. This will allow seating of the next group of jurors upon arrival.

27. The full jury panel will return to the Jury Assembly Room at the previously arranged time. Depending upon timing, this may mean that those in the last group that end up being on the panel will be required to return at a later time, or return to the Jury Assembly Room to get ready for the commencement of the trial.
28. Once all jurors have returned to the Jury Assembly Room, they will be assigned new numbers, with the lower numbers to be seated toward the front of the Courtroom. Numbers will be assigned taking into account any physical limitations that a juror may have, such as the ability to sit on the benches and the ability to see the evidence screen from the back of the Main Courtroom.
29. The jurors will be provided daily with KN95 masks for use during the course of the trial and deliberations.
30. The jurors will be provided with a notepad along with a pen. The Bailiff will not touch the notepads during the course of the trial.
31. The notepads, pens and unused masks will be placed by the jurors in individually marked bags at the end of the day for use the following day.
32. At the appropriate time, the Jury panel will be escorted into the Main Courtroom and seated in the designated areas in the gallery, with cushions. The trial will commence with the jurors receiving their oath.
33. Courthouse security, the Bailiff, and the jurors will follow the screening process described in section 5, above, on each day of the trial.
34. If a juror does not pass the screening process on any given day, the Bailiff will instruct the juror to leave the courthouse and wait for a phone call for further directions. The Bailiff will then inform the judge who will address the parties outside of the presence of the jurors to determine how to proceed.
35. Should the Court be notified that a juror or a member of his/her household has symptoms or exposure to COVID-19, the judge will address the parties outside of the presence of the jurors to determine how to proceed.

Jury Assembly Room.

1. The jurors will assemble in the Jury Assembly Room at the beginning of each session and will be escorted into the Main Courtroom at the appropriate time. Seats will be assigned to each member of the jury once a panel has been selected and will remain that juror's seat throughout the period of the trial.
2. No refrigerator, microwave, or coffee will be provided. Jurors will be encouraged to go elsewhere to eat lunch.
3. Bottled water will be provided to the jurors.

Exhibits.

1. Original exhibits will be pre marked by the Clerk, with Plaintiff's exhibits sequentially marked beginning with Exhibit 1 and Defendant's exhibits sequentially marked beginning with 101.
2. There will be a laptop in the courtroom for counsel to use to to display exhibits. There will also be a document scanner in the courtroom to scan exhibits not included in the initial set.
3. Attorneys are to have all prepared exhibits to be presented in original form and scanned to two computer thumb drives, one for the exhibit computer and one for opposing counsel.

4. When a document exhibit is being presented to a witness for identification or further testimony, the attorney will use the image on the thumb drive and present the exhibit through the exhibit computer. Prior to showing the image to the witness, the attorney must provide the opposing counsel with the same image. The witness will view the exhibit on the witness monitor.
5. Exhibits will be admitted in normal course.
6. Should a document exhibit be admitted and published to a jury, the electronic image will be displayed on the witness monitor, the screen behind the judge and the courtroom monitor.
7. A laser pointer is provided to be used by witnesses and by attorneys when an exhibit is published on the big screen and there is a desire to point to it during examination or closing argument.
8. Physical exhibits will be placed on the exhibit table by the attorney for the witness to step down and observe, upon approval of the Judge. One-time use gloves will be provided to the attorneys and to the witness to allow for the exhibit to be touched.
9. At the end of the trial, the Clerk will scan all admitted exhibits onto a master thumb drive to be given to the jury. The Court will review the master thumb drive on the record before it is released to the jurors.

Attorney/Client Conversations.

1. Efforts shall be made at all times to attempt to maintain appropriate distancing between the attorneys and their respective clients throughout the entire trial process. Attorneys will be responsible for setting up a system where they can communicate with their clients during the trial.
2. The Court intercom/phone system is provided as an accommodation to allow for communication during trial at the attorney/client's discretion.

Deliberations.

1. The jurors will retire to the Jury Assembly Room for deliberations.
2. The jurors will be admonished by the court that they must maintain six-foot social distancing at all times during deliberations, that they must keep their masks on and that no piece of evidence may be handled without that juror wearing the one-time use gloves.
3. The jurors will be provided with a computer and a thumb drive with all admitted document exhibits.
4. The jurors will also be provided with the physical exhibits and one-time use gloves. The gloves will be used by the jurors for the purposes of handling physical exhibits as they choose.
5. Any food provided to the jury during deliberations shall be individually packaged for each juror.

Witnesses.

1. Two chairs will be designated for witnesses to wait in the second floor foyer area. Witnesses will not be allowed to wait in the hallway.
2. Attorneys will arrange their witnesses so only one witness is waiting in the foyer to testify at a time. The second chair will be left available for a testifying witness to use if they are excused from the courtroom during their testimony.
3. When the witness is called, the Bailiff will ask the witness the screening questions and ensure that they took their temperature.

4. If the witness does not pass the screening, the Bailiff will get the witness' cell number and instruct the witness to wait outside of the Courthouse for a follow up phone call about how to proceed and then discretely inform the judge. The judge will excuse the jurors to the Jury Assembly Room and address the parties outside of the presence of the jurors to determine how to proceed.
5. Witnesses will be escorted into the courtroom by the Bailiff through the back hall entrance to the courtroom. The witness will also exit the courtroom through the same door, with a Bailiff escort.
6. Witnesses will be required to wear a mask (except for health reasons) until they sit down on the witness chair. At that time, they will remove their mask.
7. The witness will observe documentary exhibits on the witness monitor.
8. The witness will be allowed to observe/touch any physical evidence upon request of an attorney and as instructed by the judge once it is placed on the evidence stand. However, before stepping down from the witness chair, the witness will place their face covering back on their face. The attorney and the witness will be required to put on one-time use gloves before touching any physical object.
9. Attorneys will be instructed to instruct witnesses to not view the proceedings prior to their testimony.
10. The witness chair and surroundings will be cleaned by the Bailiff after the completion of the testimony.

Breaks.

1. Frequent breaks will be provided for the jurors, court staff, witnesses and parties.

Public Viewing.

1. All trials will be live streamed and broadcast to a public viewing area.

Video Feed/monitor settings.

1. The judge will determine the video feed that will occur during the opening comments to the potential jury pool.
2. The JAVS feed during the time when the attorneys are introducing themselves and their clients should be fixed to the camera to the right of the judge (looking from the gallery).
3. The picture on the jury room monitor is to be set at full screen.
4. At the time of the closing argument, the camera should be fixed to camera to the right of the judge again.
5. When the Court is not in session and the parties are remaining in the Courtroom, the JAVS system should be put on *private* in order to ensure that there is no audio feed to the public viewing TV.

Communication between Courtroom and Bailiff

1. The "doorbell" will be set up in the Jury Assembly Room for the Clerk to summon the Bailiff.