



MJB JURY TRIAL PILOT CHECKLIST

Please complete this checklist and submit it, along with your Local Jury Trial Pilot Plan, to the Executive Committee for approval.

1. OVERALL

- Implement all recommendations in MJB COVID-19 Preparedness Plan
- Implement all recommendations in JMRT "Re-starting Jury Trials during COVID-19" Document
- Update local website and juror communication

2. PHYSICAL SPACE

- Map out courtroom to allow for strict physical distancing of 6 feet (360 degrees) for all panel members and court staff through all points in the jury process
- Ensure signage, floor marking, chair placement, etc. reflect the necessary social distancing
- Establish space for deliberations that is not recorded, watched, listened to or observed
- Ensure paper face coverings are available for Jurors – one per day
- Construct any physical barriers, such as Plexiglas panels or partitions, that may be added for safety
- Determine a facilities cleaning and sanitation plan

3. CREATE A LOCAL PLAN

- Prepare a location specific plan for a socially distanced jury trial in your specific courthouse
- Reach out to Statewide Jury Program, JMRT or Central Jury for technical assistance or troubleshooting
- Determine who will monitor and enforce social distancing protocols and implementation (Court staff? Public health official? Bailiff?)
- Determine how your location will handle the media and court attendees for the jury trial

4. LOCAL PARTNERSHIP

- Review location specific plan with local public health officials, and establish plan for ongoing guidance
- Review location specific plan with local criminal justice partners, and establish plan for ongoing collaboration

5. JUROR PROCESS

- Establish a check in and orientation process that complies with social distancing requirements
- Determine a plan for exhibits utilizing technology rather than each juror handling exhibits
- Plan for individual juror supplies (paper/pens) and individually packaged meals, should that be needed
- Use standard jury panel sizes based on case type
- Determine a plan for sequestration, should that be needed

Case Number: _____

Date Response Needed: _____

District Chief Judge Signature

Date

District Administrator Signature

Date