

**Rule 804. Jury Administration Plan**

(a) Each jury commissioner must follow the State Jury Administration Plan and must supplement the plan as needed based on the county's court facilities and population. The plan shall be designed to further the policies of these rules.

(b) Each plan must:

- (1) describe the jury system including the process for creation of the jury source list;
- (2) give a detailed description of the random selection procedures to be used in all phases of juror selection, in accordance with Rule 805;
- (3) describe the storage media or electronic system by which the jury source list shall be maintained;
- (4) specify the maximum term of jury service for each county, in accordance with Rule 811;
- (5) list the conditions which will justify excusing a prospective juror, as well as those which justify deferral;
- (6) describe the juror qualification questionnaire, which will be used to gather information to determine if a prospective juror is qualified;
- (7) contain policies and procedures for enforcing a summons and for monitoring failures to respond;
- (8) describe juror orientation and instruction for jurors upon initial contact prior to service; upon first appearance at the courthouse; upon reporting to a courtroom for voir dire; following empanelment; during the trial; prior to deliberations; and after the verdict has been rendered or when a proceeding is terminated without a verdict.

(Amended effective November 22, 2023.)

***Advisory Committee Comment - 2023 Amendments***

*Rule 804 recognizes that in 2021, a State Jury Administration Plan was adopted by all 10 judicial district administrators in their capacity as jury commissioners under Rule 803.*