

**Jury Committee
Judicial Conference of Indiana**

**February 22, 2019
Minutes**

1. Attendance: The following members participated in the meeting via conference call: Teresa Cataldo, Chad Kukulhan, Frank Newkirk, John Sedia, Jon Webster, and Sally McLaughlin, chair.
2. Staff Assistance: The committee received staff assistance from Michelle Goodman.
3. Guest: Angie James, Trial Court Technology
4. Approval of minutes: The committee unanimously approved the November 2018 meeting minutes.
5. Jury Pool Project and JMS update: Angie James provided the committee with an overview of progress on enhancements to the jury management system, including text and email notifications, updating existing reports, and exploring on-line questionnaire processes. The committee discussed the proper format for juror affirmation on the questionnaire.
6. Update on AR 9 proposal: The committee reviewed communication from the Rules Committee regarding the proposal to amend Administrative Rule 9. The committee agreed with their suggestion to also review Jury Rule 10. Judge Cataldo and Judge McLaughlin agreed to prepare a draft for committee review, which will be circulated for approval before submission to the Rules Committee.
7. Discussion of future education topics: The committee discussed possible topics for judicial education programs including juror privacy, Jury Rule 10 and Administrative Rule 9; Grand Jury procedures; trial exhibits and Administrative Rule 9. The committee requested staff reply to the Education Division with these suggestions.
8. Benchbook review: The committee discussed reviewing and updating the benchbook and requested staff and the chair prepare a plan for assigning sections.
9. 2019 meeting schedule:
 - May 31 at 10 a.m.
 - August 30 at 10 a.m.
 - November 15 at 10 a.m.All meetings will be held at the Indiana Office of Court Services

Respectfully submitted,

Michelle C. Goodman
Staff Attorney

**Jury Committee
Judicial Conference of Indiana**

**August 30, 2019
Minutes**

1. Attendance: The following members participated in the meeting: Michael Bergerson (via conference call), Teresa Cataldo (via conference call), Kelli Fink, Amy Jones, William Menges, Frank Newkirk, John Sedia (via conference call), and Sally McLaughlin, chair.
2. Staff Assistance: The committee received staff assistance from Michelle Goodman.
3. Guest: Angie James, Trial Court Technology.
4. Welcome of new members and thank you to outgoing members: The committee welcomed Mag. Kelli Fink and Judge Amy Jones as members. The committee thanked Judge Chad Kukelhan for his committee service.
5. Approval of minutes: The committee unanimously approved the February 2019 meeting minutes.
6. Jury pool project and Jury Management System updates: Angie James informed the committee the 2020 master list would be available to the counties on September 23rd. She presented on process change for the committee's review concerning matching records to include middle initial/name and suffix to continue to reduce the number of duplicates within the list. The motion to approve adding this to the matching process was unanimously approved. Ms. James also reported Sullivan and Tippecanoe Counties were considering our jury management system. Next, the committee discussed enhancement to the jury management system regarding text and email notification reminders and online questionnaires. The text/email notifications will be an "opt in" feature for jurors to select on their questionnaires. We have several counties interested in piloting these features and opened the pilot to other counties. Judge Bergerson and Judge Menges both volunteered their courts for the pilot. The committee reviewed the draft text messages and approved them for the pilot. The jury management system will also include some features to make follow-up letters easier to produce and standard reports will be upgraded to a new electronic version. As for online questionnaires, this is still in the planning process to determine the best method for electronically completing the questions and attaching the completed questionnaire to the juror record. The committee reviewed the proposed text for signature line for the questionnaire and approved the text along with a check box that listed the juror or other completing the questionnaire along with their relationship above the signature line to comply with affirming under penalties of perjury.

7. Jury Rule proposal update: The committee reviewed the comments received from the Rules Committee regarding its initial proposal. The committee discussed the need for court reporters to know when the proposed rule would apply and the text of the rule needing additional specificity to cover all the issues of concern and aid with compliance under the rule. The committee requested a representative attend the next Rules Committee meeting to discuss this in more detail. Staff will resend the original proposal and suggested edits along with Judge Bergerson's most current order.
8. FAQ update: The committee discussed final update for the FAQ listing with a link to the consanguinity chart. The committee selected the link to use and requested the updated FAQs be posted.
9. Record retention questions/storage: The committee briefly discussed how courts maintained various jury related documents that are not referenced within Administrative Rule 7. The judges agreed to see what other courts are doing in their counties to see if any common practice exists then the committee will discuss whether more guidance is needed.
10. Benchbook update plan: The committee discussed the process for reviewing the benchbook to determine what updates need to be made to the materials. The following assignments were made: Chapter 1 & 2 – Judge Bergerson and Judge Cataldo; Chapter 3 – Judge McLaughlin, Judge Menges, and Mag. Fink; Chapter 4 – Judge Newkirk and Judge Jones. Revisions will be due November 1. The remaining sections will be assigned later.
11. Other business: The committee discussed the statutes on juror compensation noting there hasn't been an increase since 1997, yet counties can adopt local ordinance to pay above the statutory amount. Staff provided an on-line resource so members can look at information from other states. The committee held further discussion until the next meeting.

Next, Judge Jones reported on their experience at the Benjamin Harrison House for juror appreciation event. She reported about 40 jurors attended and they are looking as other opportunities in the future for similar events.

12. 2019 meeting schedule:

November 15 at 10 a.m.

All meetings will be held at the Indiana Office of Court Services

Respectfully submitted,

Michelle C. Goodman
Staff Attorney

**Jury Committee
Judicial Conference of Indiana**

**November 15, 2019
Minutes**

1. Attendance: The following members participated in the meeting: Michael Bergerson (via conference call), Teresa Cataldo (via conference call), Kelli Fink (via conference call), William Menges, Frank Newkirk, John Sedia (via conference call), and Sally McLaughlin, chair.
2. Staff Assistance: The committee received staff assistance from Michelle Goodman.
3. Guest: Angie James, Trial Court Technology.
4. Approval of minutes: The committee unanimously approved the August 2019 meeting minutes.
5. Jury pool project and Jury Management System updates: Angie James informed the committee the master list release went well this fall. Three more counties joined the jury management system bringing the total to 81 counties using our system. She reported on the upcoming release of text messaging for pilot counties, the ability for all JMS users to select jurors for follow-up letters, and on-line juror questionnaires will be the next project for the technology team.
6. Jury Rule proposal update: Judge McLaughlin attended today's Rules Committee meeting to discuss continued work on the Administrative Rule 9 and Jury Rule 10 proposals. She reported on the discussion and provided the committee with a current draft for amending Jury Rule 10. The committee agreed to communicate to the Rules Committee its support of the proposed amendment.
7. Record retention questions/storage: The committee continued to discuss this issue and agreed to work on some best practices in this area in conjunction with key staff at IOCS. The committee agreed information on record retention should become part of the benchbook as well. Judge McLaughlin and staff will begin working on this on behalf of the committee.
8. Benchbook update: The committee discussed the work currently underway on chapters 1-4 of the benchbook. Those working on proposed revisions asked staff to provide Shepard's Reports for the cases mentioned in the sections. The members will work to get in revised draft by January 13, 2020.
9. 2020 meeting schedule:

February 7 at 10 a.m.
May 8 at 10 a.m.
August 7 at 10 a.m.
November 20 at 10 a.m.
All meetings will be held at the Indiana Office of Court Services

Respectfully submitted,

Michelle C. Goodman
Staff Attorney