

**Jury Committee
Judicial Conference of Indiana**

**February 7, 2020
Minutes**

1. Attendance: The following members participated in the meeting: Teresa Cataldo, Kelli Fink, Amy Jones, William Menges, Frank Newkirk, and Sally McLaughlin, chair (via conference call).
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 2019 meeting minutes.
5. Jury pool project and Jury Management System updates: Angie James provided an update on the text/email notification pilot. Clark County has joined the pilot group and the technology team is working on local court users' ability to cancel notifications. She also reported on starting the work for on-line questionnaires and working to add mail merge features in JMS as well. Judge McLaughlin, Judge Cataldo, and Mag. Fink agreed to work with staff and JMS workgroup on the on-line questionnaires processes.
6. Jury Rule proposal update: Michelle Goodman reported the proposed amendment to Jury Rule 10 was posted for public comment. The committee will receive updates throughout the process.
7. Record retention question/storage: The subgroup will be setting up meeting to discuss topic.
8. Benchbook update: The committee reviewed the following benchbook chapters:
 - Chapter 1 – committee approved the edits made and requested updated sample documents
 - Chapter 2 – committee discussed the proposed edits and agreed continued revisions need to be made based on the discussion
 - Chapter 3 – will be on May meeting agenda
 - Chapter 4 – submitted edits from reviewing members will be combined
9. Other business: The committee reviewed and approved an update of the Access to Records and juror privacy overview information necessary due to rule amendment on access to court records.
10. 2020 meeting schedule:

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

**Jury Committee
Judicial Conference of Indiana**

**Minutes
May 8, 2020**

1. Attendance: The following members participated in the meeting: Diane Boswell, Kelli Fink, Amy Jones, William Menges, Frank Newkirk, Jon Webster and Sally McLaughlin, chair (via conference call).
2. Staff Assistance: The committee received staff assistance from Michelle Goodman.
3. Guest: Angie James, Trial Court Technology.
4. Recognize outgoing members: The committee thanked John Sedia and John Boyce for their committee service.
5. Approval of minutes: The committee unanimously approved the February 2020 meeting minutes.
6. Jury Management System Enhancements: Angie James provide an overview of the work completed to date with a JMS user group to improve the merge features in the system. She also provided an update on the development of technical requirements for the on-line questionnaire feature, meeting with the technology security team, and necessary steps to start development work. The committee again reviewed the model questionnaire and requested email address be added in the section for court use only. Ms. James also reported on the text and email notification pilot. The technology team is working to add a feature for jury administrators to be able to cancel a panel notification without contacting TCT. The feedback from the pilot has been positive, so we are ready to move toward statewide rollout.
7. Discussion on jury trial considerations: The committee discussed jury trial consideration due to COVID-19 crisis. The committee reviewed an outline of jury trial topics and proposed questionnaire for juror regarding COVID-19 concerns and provided feedback for the Resuming Operations committee.
8. Benchbook updates: The committee reviewed the following benchbook chapters:
 - Chapter 3 – Trial Management – committee reviewed proposed edits and approved for publication
 - Chapter 4 – Jury Deliberations – committee reviewed proposed edits and approved for publication
 - Chapter 1 – Jury Orientation - committee was asked to submit samples for this chapter
 - Chapter 2 – Jury Selection – held for discussion in August

- Chapter 8 – Resources and Sample Jury Plans -held for discussion in August – committee asked to submit sample jury plans
- Chapters needing review:
 - Chapter 5 – Post trial matters – Judge Boswell volunteered for this section
 - Chapter 5.5 – Grand Jury Procedures – Judge McLaughlin volunteered for this section
 - Chapter 6 – Jury Management in Capital/High visibility trials – Judge Menges volunteered for this section
 - Chapter 7 – Juror Stress and Improvements to Alleviate Stress – TBD

These sections will be reviewed in November.

9. Other business: The committee was informed that the proposed amendment to Jury Rule 10 would be going to the Supreme Court for review. No comments were received during the public comment period.

The committee also discussed moving to remote meeting in place of in person meetings.

10. 2020 meeting schedule: The remaining meeting dates for 2020 are:

August 7, 2020 at 10 a.m.

November 20, 2020 at 10 a.m.

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

Respectfully submitted,

Michelle C. Goodman
Staff Attorney

**Jury Committee
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**Minutes
August 7, 2020**

1. Attendance: The following members participated in the meeting: Michael Bergerson, Diane Boswell, Teresa Cataldo, Kimberly Dowling, Kelli Fink, David Kolger, William Menges, Bradley Mohler, Frank Newkirk, and Sally McLaughlin, chair.
2. Staff Assistance: The committee received staff assistance from Michelle Goodman.
3. Guest: Angie James, Trial Court Technology.
4. Recognize members: The committee thanked Jon Webster for his service and welcomed Kimberly Dowling, David Kolger, and Bradley Mohler as new committee members.
5. Approval of minutes: The committee unanimously approved the May 2020 meeting minutes.
6. Jury Management System Enhancements: The committee received an overview of the on-line questionnaire project and Angie James provided an update on the draft requirements document using the model questionnaire. The committee provided feedback on the requirements and specifically discussed the confusion about the right to vote revoked item. The committee requested staff circulate the statutes on when right to vote is restored. The committee reviewed the text on the confirmation after a successful submission, and discussed options for securely transmitting questionnaires to counsel noting the need to include standard text concerning the proper use of questionnaires, etc. The committee amended the model questionnaire further. The Committee agreed online questionnaires would be an opt-in feature for courts to use the on-line questionnaire. Finally, the committee agreed to seek outside input on the model questionnaire from IPAC, IPDC, Civil plaintiff bar, Civil defense bar, Civil Benchbook and Criminal Benchbook committees. Staff was asked to schedule meeting with the stakeholders. The feedback will be provided to the committee for further discussion.

The committee reviewed a model prospective juror letter. The committee asked whether courts could use their own letter and still use online questionnaires. This is still an option if the county formats the proper information into its existing letter (i.e. link to complete questionnaire, required information for access, and corresponding instructions). The committee was also reminded of Jury Rule 4 requirements to provide non-technology option when needed for prospective jurors to reply.

The committee then discussed the text/email notification project which was released statewide. Some courts are waiting for fourth quarter 2020 or first quarter of 2021 to come on-line.

7. Benchbook updates: The committee discussed submitting samples materials for chapter 1 and noted if nothing additional was submitted we can maintain the current materials. Chapter 2 is still undergoing edits by committee members. Chapter 8 was reviewed and the committee agreed to keep links to the statutes and web page that inform the public; remove the references to the ABA materials; keep the NCSC link to Center for Jury Studies; keep oaths and timeline and update sample jury plans from committee members. Chapters 5, 5.5, 6, and 7 (currently unassigned) will be reviewed at the November meeting. Judge Dowling agreed to review Chapter 7.
8. Other business: The committee was advised that Jury Rule 10 amendments were approved with effective date of January 1, 2021.
9. 2020 meeting schedule: The remaining meeting date for 2020 is November 20, 2020 at 10 a.m. All meetings will be held at the Indiana Office of Court Services or remotely

Respectfully submitted,

Michelle C. Goodman
Staff Attorney

**Jury Committee
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**Minutes
November 20, 2020**

1. Attendance: The following members participated in the meeting: Diane Boswell, Teresa Cataldo, Kelli Fink, Amy Jones, Bradley Mohler, Frank Newkirk, 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 2020 meeting minutes.
5. Jury Management System: The committee reviewed the comments from the sub-group of stakeholders. The committee made some additional changes to the proposed questionnaire, noted the need to add some instructions or information for those completing the form, and revised the technology document to require the court to review qualifications while having the prospective juror continue to complete the form in some instances. The committee requested the document be updated based on this meeting and schedule a meeting in December to continue to review this information where this would be the only topic on the agenda. The committee briefly discussed establishing a pilot and looking at the proposal for secure file transfer of the panel questionnaires to attorneys on the case.
The committee also received an update that a COVID specific message was added to the text/email notification system to help courts needing additional communications and IOCT is exploring options to make local text/email messaging possible in addition to the standards currently in the system.
6. Benchbook updates: These discussions were deferred until a future date.
7. Schedule of 2021 meeting dates: The committee reviewed some meeting dates and requested staff to send a poll to determine which dates to confirm. The committee also agreed to meet from 9 a.m. to noon.

Respectfully submitted,

Michelle C. Goodman
Staff Attorney

**Jury Committee
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**Minutes
December 8, 2020**

1. Attendance: The following members participated in the meeting: Michael Bergerson, Kimberly Dowling, Kelli Fink, Amy Jones, David Kolger, Bradley Mohler, Frank Newkirk, and Sally McLaughlin, chair.
2. Staff Assistance: The committee received staff assistance from Michelle Goodman.
3. Guest: Angie James, Trial Court Technology.
4. Jury Management System: The committee continued to review the proposed questionnaire and continued to refine the items and options for responses. The committee agreed to have staff draft a reply to the sub-group of stakeholders with the final product and ask for any major concerns with this draft.
5. Other business: The committee briefly discussed jury trial continuances.

Respectfully submitted,

Michelle C. Goodman
Staff Attorney