

**Jury Committee
Judicial Conference of Indiana**

February 16, 2024

Minutes

1. Attendance: The following members participated in the meeting: Sam Cappas, Kimberly Dowling, Kurt Eisgruber, Michael Fish, David Hooper, Shelia Moss, Sarah Mullican, David Urbanski, and Marla Clark, chair.
2. Staff Assistance: The committee received staff assistance from Michelle Goodman, Jill Russell, Christa Coffey, and Matthew Brothers.
3. Approval of Minutes: The committee reviewed the November meeting minutes. Judge Dowling moved to approve the minutes and Judge Cappas seconded the motion, which was unanimously approved.
4. IOCT updates: Jill Russell reported that IOCT has assigned a developer to the requested enhancements for the jury management system and on-line questionnaire projects. This will allow for these projects to begin to move forward and build project timelines. The committee briefly discussed the text messages approved at the last meeting and affirmed those items. One member requested a welcome message, so IOCT will check into this and any associated fiscal impact. Regarding the on-line questionnaire, a sub-committee will need to review the current requirements and be willing to help with questions from the developer. Judge Dowling volunteered to be a part of the sub-committee.
5. Jury Orientation video: Judge Clark reported that the alternative text on guarding against bias was reviewed by key Office of Judicial Administration staff. The committee reviewed the text along with the other amendments to the orientation script. Judge Dowling moved to approve the proposed script and Judge Cappas seconded the motion. The motion was unanimously approved.
6. Jury Record Retention: Michelle Goodman presented a revision to the previously approved Jury Record Retention Overview to include reference to Administrative Rule 6 regarding storage and disposal standards and include more specific guidance for juror records that are also used by the clerk for voter registration maintenance plans. After review and discussion, Judge Eisgruber moved to approve the revised document and Judge Dowling seconded the motion, which was unanimously approved.
7. Juror Privacy: Judge Eisgruber reported that the sub-committee started the discussion on developing best practice steps for courts wanting to use juror numbers, and the current practices within different courts on using names versus juror numbers. The sub-committee is gathering information from other courts for review.
8. Review of Jury Committee resources: Michelle Goodman presented the proposed updates to the Access to Juror Information Overview for the committee's review and discussion. Judge Dowling moved to approve the revised document and Judge Cappas seconded the motion, which was

unanimously approved. Next, the committee reviewed the proposed amendments to the Jury Rule FAQs. It was noted that additional adjustments to the items in Jury Rule 10 were still needed to coincide with the changes made in the Access to Juror Information Overview as well. The committee requested staff provide an updated document for review and approval prior to the next meeting.

9. Other business: The committee was asked to review the recent NCSC policy paper on jurors and identify if there are areas the committee should address. The committee was also advised that the Court Employee Conference would include a session on jury management and the faculty are seeking input on topics to include within that session. The committee also discussed additional information on juror trauma.

10. 2024 meeting dates: The committee scheduled the following meeting dates:

May 17, 2024

August 16, 2024

November 1, 2024 (in place of November 15th due to scheduling conflict)

All meetings begin at 9 a.m. (ET) and are remote unless specified.

Respectfully submitted,

Michelle C. Goodman
Staff Attorney

**Jury Committee
Judicial Conference of Indiana**

May 17, 2024

Minutes

1. Attendance: The following members participated in the meeting: Sam Cappas, Kimberly Dowling, Greg Granger, David Hooper, Steven Meyer, David Riggins, and Marla Clark, chair.
2. Staff Assistance: The committee received staff assistance from Michelle Goodman, Christa Coffey, and Matthew Brothers.
3. Approval of Minutes: The committee reviewed the February meeting minutes. Judge Cappas moved to approve the minutes and Judge Dowling seconded the motion, which was unanimously approved.
4. IOCT updates: Michelle Goodman reported that the technology team is collaborating with their developer to review the requests for the enhancements to the text messages, the record retention request, and the on-line juror questionnaire. The committee formed a sub-committee, which includes Judge Cappas and Judge Dowling to meet with IOCT as the work for the on-line questionnaire project begins. The committee will continue to receive updates and aid with additional decisions regarding this project. IOCT complete the additional disqualification drop-down option, which will be released today along with a memo to all jury management system users.
5. Jury Orientation video: Michelle Goodman reported that the Board of Directors approved the revised script at their April meeting. OJA staff are working to get quotes for the video production. The video will be closed captioned, which complies with the accessibility requirements and the video will not include the ALS interpretation since that is beyond what is required by law for accessibility for the video and the local courts would be required to have an interpreter for these situations in order to fully conduct jury selection.
6. Jury Management Session: Judge Dowling reported on the upcoming session for the Court Employee Conference and Michelle Goodman outlined the session topics, which include jury plans, record retention, technology, deferrals, and juror trauma. IOCT staff will also be serving as faculty for the session.
7. Juror trauma: Judge Dowling reported on this topic and advised of an upcoming meeting with staff from JQC and JLAP to discuss options for moving forward and outline issues and limitations.
8. Juror privacy: Judge Clark reported that the sub-committee is reviewing continuing to work on the best practices guide on the use of juror numbers and reviewing sample procedures. The sub-committee should have a proposal for the next meeting.
9. Other business: Judge Clark highlighted the NCSC paper and the ABA Principles provided in materials for the committee's review and asked for any discussion. The committee briefly discussed calling in small groups for jury selection and staggering appearance times. The

committee members shared their experiences with this during the COVID pandemic, the pros, and cons of such processes, and whether courts have continued this practice post-pandemic. The committee also discussed reviewing utilization rates and staff alerted the committee to the Jury Toolbox application from NCSC that can assist with calculations and recommended practices.

Judge Clark also thanked Judge Steven Owen for his service on the committee.

10. 2024 meeting dates: The committee scheduled the following meeting dates:

August 16, 2024

November 1, 2024

All meetings begin at 9 a.m. (ET) and are remote unless specified.

Respectfully submitted,

Michelle C. Goodman
Staff Attorney

**Jury Committee
Judicial Conference of Indiana**

**August 16, 2024
Minutes**

1. Attendance: The following members participated in the meeting: Sam Cappas, Kimberly Dowling, Kurt Eisgruber, Kelli Fink, David Francisco, Greg Granger, David Hooper, Steven Meyer, Sarah Mullican, David Riggins, David Urbanski, and Marla Clark, chair.
2. Staff Assistance: The committee received staff assistance from Michelle Goodman, Jill Russell, Christa Coffey, and Matthew Brothers.
3. Welcome: Judge Clark called the meeting to order and welcomed the new committee member in attendance.
4. Approval of May Minutes: The committee reviewed the May 2024 minutes. Judge Dowling moved to approve the minutes and Judge Cappas seconded the motion, which was unanimously approved.
5. Overview of Committee Scope: Judge Clark provided a brief overview of the committee's work to develop best practices related to jury management and selection, including review of the Jury Rules and the standard Jury Orientation.
6. IOCT updates: Jill Russell reported that the jury pool master list process is underway. The team, in reviewing reported duplicates, added a comparison for last names with and without punctuation since data between our data sources varies, which will further reduce duplicate data in the master list. She also reported continued work with the developers on updating the text and email notifications to add the additional reminder without the time included, adding a phone number in place of the "call the court" text, and replacing the COVID text with a Thank you text that includes judicial officer name. She highlighted that training needs to be done so staff understand that the judicial officer's name field would pull into the message, so they format it well. Regarding the online questionnaire, the developers are planning to set this up like the party access process so the juror would have a unique code to use to access the questionnaire. Lastly, the team is working on the data archive process. Michelle Goodman mentioned there is a sub-committee to help with substantive questions from the development team working on the online questionnaire work and others are free to join this group as well.
7. Jury Orientation video: Michelle Goodman reported that OJA is working on a formal RFP to use in selecting the video production vendor since the initial quotes were higher than anticipated. Once the RFP is approved, OJA will distribute it, and it must be out for a minimum of 30 days. We will also let members know if there are any other opportunities to assist with this project.
8. Jury Management Session: Michelle Goodman reported that the session at the Court Employee Conference was well attended, and the feedback was positive. Judge Dowling, Jill Russell, and Christa Coffey were part of the panel of presenters. We spent some time on key reminders regarding INCite JMS since many counties use our system. There were some who wanted a more

basic session and others wanted a full day track. The Education Division will certainly let us know what they need for future trainings.

9. Juror Privacy: Judge Clark reported the sub-committee has reviewed the proposed practices and three protocols, which are very similar. This material will be voluntary for courts to follow. The sub-committee will refine the materials to present them at the next meeting for the committee's consideration.
10. Juror Trauma: Michelle Goodman reported on the work to date with the smaller group, which includes Judge Dowling, JLAP, and JQC staff to discuss the parameters of how courts can address this issue with jurors. The group agreed that a general one-page information sheet can be developed, which will be reviewed by the small group prior to presentation to this committee. The report from the small group will also include guidance on how to implement using this information. In addition, the new State Court Behavioral Health Administrator has volunteered to assist the small group on this project.
11. National Jury Publications: Judge Clark began the discussion on the review of recent national publications from COSCA and the ABA and requested input from committee members who have reviewed these. There was discussion that generally Indiana is doing well on these topics, or this committee is currently working on projects that touch the topics referenced within the COSCA paper. There was a suggestion to look at the Jury Rule on summoning jurors to increase the notice time because a one-week timeframe seems too short. The committee also discussed how their counties are paying jurors who appear in court but are released due to a last-minute plea.
12. Other business: Michelle Goodman reported that OJA is updating its webpages and the sample juror question form, sample exit survey form and FAQs were moved to INCite within the Jury Benchbook Application. Judge Clark asked the committee members to review the Jury Duty webpage for any suggested updates.
13. Schedule 2025 meeting dates: The committee discussed the current meeting day and time to evaluate if there is a more convenient time for members. The committee decided to continue to meet remotely on Fridays and agreed to adjust the start time to noon (ET). The following dates were scheduled for 2025:
 - a. February 21
 - b. May 16
 - c. August 22
 - d. November 21
14. 2024 meeting dates: The committee agreed to adjust the November 1 meeting time to noon (ET) via zoom.

Respectfully submitted,

Michelle C Goodman
Staff Attorney