

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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**FILED**  
MAR 20 2003  
NOEL K. DESSAINT  
CLERK SUPREME COURT  
BY

In the Matter of: )  
)  
ARIZONA CODE OF JUDICIAL )  
ADMINISTRATION §5-203: )  
TRIAL JURY MANAGEMENT )  
)  
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Administrative Order  
No. 2003 - 34

The above captioned provision having come before the Arizona Judicial Council on March 12, 2003, and having been approved and recommended for adoption,

Now, therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the above captioned provision, attached hereto, is adopted as a section of the Arizona Code of Judicial Administration.

Dated this 20th day of March, 2003.

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CHARLES E. JONES  
Chief Justice

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 5: Court Operations**  
**Chapter 2: Programs and Standards**  
**Section 5-203: Trial Jury Management**

**A. Use of These Standards.** These standards are intended in part as mandates and in part as guidelines. The language of the standards distinguishes required standards from those described in advisory terms, for which either absolute adherence is not possible in every court, such as the standards relating to jury facilities, or because the subject matter of the standard does not lend itself to mandatory requirements, such as when to grant requests to postpone jury service.

**B. Selection of Prospective Jurors.**

1. Opportunity for jury service. The opportunity for jury service shall not be denied or limited on the basis of race, national origin, gender, age, religious belief, income, occupation, or sexual orientation.
2. Master jury list.
  - a. The master jury list shall be as representative and as inclusive of the eligible adult population in the jurisdiction as possible. The court should review and update the master jury list periodically. A master jury list is representative of the population to the extent the percentages of cognizable group membership in the list equal the corresponding percentages in the population. A master jury list is inclusive of the population to the extent it includes all eligible members of the entire population in the jurisdiction.
  - b. The names of potential jurors shall be drawn from a master jury list in accordance with statute (A.R.S. §§21-311, -312 and -313).
3. Random selection procedures.
  - a. Random selection procedures shall be used throughout the juror selection process. Any automated or manual method that provides each eligible and available person with an equal probability of selection may be used, except when a court orders an adjustment for underrepresented populations.
  - b. Random selection procedures shall be employed in:
    - (1) Selecting persons to be summoned for jury service;
    - (2) Assigning prospective jurors to panels; and
    - (3) Calling prospective jurors for voir dire.

c. Departures from the principle of random selection are appropriate:

- (1) To exclude persons ineligible for service in accordance with subsection (B)(4);
- (2) To excuse or postpone prospective jurors in accordance with subsection (B)(7);
- (3) To remove prospective jurors for cause or if challenged peremptorily in accordance with subsections (C)(2) and (3).

4. Eligibility for jury service. A.R.S. §21-201 establishes an individual's eligibility for jury service as follows:

Every juror, grand and trial, shall be at least eighteen years of age and meet the following qualifications:

1. Be a citizen of the United States.
2. Be a resident of the jurisdiction in which he is summoned to serve.
3. Never have been convicted of a felony, unless the juror's civil rights have been restored.
4. Is not currently adjudicated mentally incompetent or insane.

5. Term of trial jury service. By July 1, 2005, courts shall adopt a term of service for trial jurors of one day or the completion of one trial, whichever is longer.

a. An individual's jury service obligation is fulfilled when the person:

- (1) Serves on one trial until excused or discharged;
- (2) Appears at court but is not assigned to a trial division for selection of a jury before the end of the day;
- (3) Is assigned on one day to one or more trial divisions for jury selection and serves through the completion of jury selection or is excused;
- (4) Complies with a request to telephone a court or check a court's Web site to determine whether to report on a particular day, for four days within a 30-day period; or
- (5) Provides the court with a valid phone number and stands ready to serve on the same day, for a period of two days.

b. If a court is not in compliance with subsection (B)(5)(a) by July 1, 2005, the presiding judge in coordination with the jury commissioner shall apply to the supreme court for exemption from the one-day one-trial system for a specified period of time. An application under this section shall include either a plan to fully comply with this system by a specified date or an alternative plan that would provide the benefits of a one-day one-trial system to the maximum extent possible, given the conditions in the jurisdiction. To qualify for exemption, the court must demonstrate that:

- (1) The cost of implementing the system is so high that the trial court would be unable to provide essential services to the public if required to implement such a system; or
- (2) The requirements of subsection (B)(5)(a) cannot be met because of the size of the population in the jurisdiction compared to the number of jury trials.

6. Term of grand jury service.

- a. County grand jurors. The term of service for county grand jurors shall be determined pursuant to A.R.S. §21-403, which provides:

. . . a term designated by the presiding judge of the superior court which shall not exceed one hundred twenty days, unless at the end of such period the grand jury is serving in connection with unfinished inquiries or investigations, in which event the term may be extended by the presiding judge, upon petition by the county attorney stating the reasons therefor, until the conclusion of the investigation.

- b. State grand jurors. The term of service for state grand jurors shall be determined pursuant to A.R.S. §21-421(c), which provides:

The regular term of the state grand jury shall be six months. The term may be shortened by the assignment judge at the request of the attorney general. The term may be extended by the assignment judge for a specified time period upon a verified, written petition by the attorney general stating that an extension is needed to conclude a grand jury inquiry begun prior to the expiration of its term.

- c. Frequency of service. In no event shall either a county or state grand juror be asked to serve more than two days per week.

7. Exemption, excuse, and postponement. The following procedures shall apply to exempting, excusing and postponing jury service:

- a. No automatic excuses or exemptions from jury service shall be permitted unless specified by statute.

- b. Upon timely application to the court or upon the court's own motion, the court shall excuse eligible persons from jury service for either of the following reasons:

- (1) Absence from the prospective juror's regular place of employment would, in the judgment of the court, tend to affect materially and adversely the public safety, health, welfare or interest; or

- (2) Service as a juror would impose an undue financial, physical, emotional, or other hardship.
- c. A judge or duly authorized court official may excuse eligible persons from jury service upon their timely application to the court, if they have been sworn as a juror in any court in Arizona during the two years preceding their summons.
- d. A judge or duly authorized court official may postpone jury service for reasonably short periods of time for the convenience of a juror.
- e. The presiding judge shall adopt specific uniform guidelines for determining requests to postpone service and to be excused from service. Prospective jurors seeking to postpone their jury service should be permitted to submit a request by phone, mail, in person, or electronically if the court offers this option. Prospective jurors seeking to be excused from jury service shall be required to submit a written request that complies with the court's specific guidelines. Court officials shall promptly respond to requests to postpone service or to be excused from service. Any time a juror is granted a postponement or is excused from service, the court shall make an appropriate record of its decision.

### **C. Selection of a Particular Jury.**

- 1. Voir dire. The following procedures shall apply to voir dire:
  - a. Voir dire examination shall be limited to matters relevant to determining whether to remove a juror for cause and to exercising peremptory challenges.
  - b. To reduce the time required for voir dire, basic background information regarding panel members should be made available to counsel for each party on the day on which jury selection is to begin.
  - c. The judge shall control the voir dire examination. The judge may permit counsel to question panel members for a reasonable period of time.
  - d. Where appropriate to further the purposes of voir dire, the judge may permit questionnaires to be submitted to the prospective jurors, in addition to oral examination. Before submitting them to the jurors, the judge shall review and approve the questions.
  - e. The judge shall ensure that the privacy of prospective jurors is reasonably protected, that the questioning by counsel is consistent with the purpose of the voir dire process, that voir dire proceeds expeditiously, and that jurors receive courteous treatment.

- f. In courts of record, the voir dire process shall be held on the record in criminal cases. In civil cases, the voir dire process shall be held on the record unless waived on the record by the parties.
2. Removal from the jury panel for cause. If the judge determines during voir dire that any individual is unable or unwilling to hear the particular case at issue fairly and impartially, the judge shall remove that individual from the panel. Such a determination may be made on motion of counsel or on the judge's own initiative.
3. Peremptory challenges. The number of and procedure for exercising peremptory challenges shall comply with Arizona law.

**D. Efficient Jury Management.**

1. Administration of the jury system. The judicial department shall be solely responsible for administering the jury system in compliance with statute and this section.
2. Notification and summoning. The following procedures shall apply to notifying and summoning jurors:
  - a. The notice summoning a person to jury service and the questionnaire eliciting essential information regarding that person shall be phrased so as to be readily understood by an individual unfamiliar with the legal and jury systems.
  - b. A summons shall clearly explain how and when the recipient must respond and the consequences of a failure to respond. The summons shall also contain clear directions on where to report for service.
  - c. A summons shall clearly state the process for a prospective juror to seek excuse or postponement of their jury service.
  - d. The questionnaire shall be phrased and organized to facilitate quick and accurate screening, and should request only information essential for:
    - (1) Determining whether a person meets the criteria for eligibility;
    - (2) Providing basic background information ordinarily sought during voir dire examination; and
    - (3) Efficiently managing the jury system.
  - e. Written policies and procedures shall be established for monitoring failures to respond to summons and for taking appropriate action when failures occur.

3. Monitoring the jury system. Courts should collect and analyze information regarding the performance of the jury system on a regular basis in order to ensure:
  - a. The representativeness of the master jury list;
  - b. The inclusiveness of the master jury list;
  - c. The effectiveness of qualification and summoning procedures;
  - d. The responsiveness of individual citizens to jury service summonses;
  - e. The efficient utilization of jurors;
  - f. The cost effectiveness of the jury system; and
  - g. The court's ability to meet jurors' needs.
4. Juror utilization. Courts should implement the following practices relating to the number of jurors summoned to the courthouse:
  - a. Courts should employ practices that achieve optimum juror utilization with a minimum of inconvenience to jurors.
  - b. Courts should determine the minimally sufficient number of jurors needed to accommodate trial activity. This information and appropriate management techniques should be used to adjust both the number of individuals summoned for jury service and the number assigned to jury panels.
  - c. Courts should coordinate jury management and calendar management for effective juror utilization.
5. Jury facilities. Courts shall provide an adequate and suitable environment for jurors where possible. This should include:
  - a. Safe, convenient and free parking;
  - b. Entrance and registration areas that are clearly identified and appropriately designed to accommodate the daily flow of prospective jurors to the courthouse;
  - c. A pleasant and safe waiting facility furnished with suitable amenities;
  - d. Safe and secure jury deliberation rooms with space, furnishings and facilities conducive to reaching a fair verdict; and

- e. Juror facilities arranged to minimize contact between jurors, parties, counsel, and the public.
- 6. Juror compensation. Persons called for jury service shall be promptly compensated for fees and mileage pursuant to statute and local court policy. Every effort shall be made to compensate jurors within two weeks of termination of service.

#### **E. Juror Performance and Deliberations.**

- 1. Juror orientation and instruction. The following practices should be observed in orienting and instructing jurors:
  - a. Courts should provide some form of orientation or instructions to persons called for jury service at all the following points:
    - (1) Upon initial contact prior to service.
    - (2) Upon first appearance at the courthouse.
    - (3) Upon reporting to a courtroom for voir dire.
    - (4) Directly following empanelment.
    - (5) During the trial.
    - (6) Prior to deliberations.
    - (7) After the verdict has been rendered or when a proceeding terminates without a verdict.
  - b. Orientation programs should be designed to increase prospective jurors' understanding of the judicial system and prepare them to serve competently as jurors and should be presented in a uniform and efficient manner using a combination of written, oral, electronic and audiovisual materials.
  - c. In instructing a jury, the judge should:
    - (1) Give preliminary instructions directly following empanelment of the jury that explain the jury's role, the trial procedures including note-taking and questioning by jurors, the nature of evidence and its evaluation, the issues to be addressed, and the basic relevant legal principles in the case at issue;
    - (2) Prior to the commencement of deliberations, instruct the jury on the law, on the appropriate procedures to be followed during deliberations, and on the appropriate method for reporting the results of its deliberations. Such instructions should be recorded or reduced to writing and made available to the jurors during deliberations; and
    - (3) Prepare and deliver instructions which are readily understood by individuals unfamiliar with the legal system.



- d. Before dismissing a jury at the conclusion of the case, the judge should:
    - (1) Release the jurors from their duty of confidentiality;
    - (2) Explain their rights regarding inquiries from counsel, the media or any person;
    - (3) Either advise them that they are discharged from service or specify where they must report; and
    - (4) Express appreciation to the jurors for their service.
  - e. All communications between the judge and members of the jury panel from the time of reporting to the courtroom for voir dire until dismissal shall be in writing or on the record in open court. Counsel for each party shall be informed of such communication and given the opportunity to be heard.
2. Jury size and unanimity of verdict. In determining jury size and number of jurors required to return a verdict in criminal and civil cases, courts shall comply with Arizona law.
  3. Jury anonymity. When polling a jury at verdict, the judge and clerk shall not identify the individual jurors by name, but shall use such other methods or form of identification as may be appropriate to ensure an accurate record of the poll and to accommodate the jurors' privacy.
  4. Jury deliberations. The following conditions and procedures should be observed to ensure impartiality and to enhance rational decision-making during jury deliberations.
    - a. The judge should instruct the jury concerning appropriate procedures to be followed during deliberations in accordance with subsection (E)(1)(c).
    - b. The deliberation room should conform to the recommendations set forth in subsection (D)(5)(d).
    - c. The jury should not be sequestered except under the circumstances and procedures set forth in subsection (E)(5).
    - d. A jury should not be required to deliberate after normal working hours unless the judge after consultation with counsel and the jury determines that evening or weekend deliberations would not impose an undue hardship upon the jurors and are required in the interests of justice.
    - e. Personnel who escort and assist jurors during deliberation should receive appropriate training.

5. Sequestration of jurors. The following practices should be observed in sequestering a jury:
  - a. A jury should be sequestered only for the purpose of insulating its members from improper information or influences.
  - b. The judge has the discretion to sequester a jury on the motion of counsel or on the judge's initiative. The judge also has the responsibility to oversee the conditions of sequestration.
  - c. Training should be provided to personnel who escort and assist jurors during sequestration. Use of personnel actively engaged in law enforcement for escorting and assisting jurors during sequestration is discouraged.

*Adopted by Administrative Order 2003-34, Effective March 20, 2003*