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✓ **JURY PROCEDURES STUDY  
FINAL REPORT**

**SUPREME COURT  
OFFICE OF THE STATE COURTS  
ADMINISTRATOR  
Judicial Planning Coordination Unit  
State of Florida  
June 1, 1979**

**JURY PROCEDURES STUDY  
FINAL REPORT**

**NCJRS**  
**DEC 26 1979**  
**ACQUISITIONS**

**FLORIDA SUPREME COURT  
OFFICE OF THE STATE COURTS ADMINISTRATOR  
JUDICIAL PLANNING COORDINATION UNIT**

This public document was promulgated at an annual cost of \$2303.34 or \$11.52 per copy to inform Florida court officials and interested citizens of the results of the Florida Jury Procedures Study.

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The OSCA extends a special thanks to the following persons:

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## Introduction

"Most Jury Pool Members Face  
Week of Treading the Waters of Boredom"

Clearwater Sun  
May 20, 1979

Over the past decade there has been a growing concern with the manner in which jurors and jury systems are administered. Problems such as inefficient use of citizen time, the loss of public confidence and support of jury service and the expenditure of excessive amounts of public funds for jury systems have been identified.

Even though there are problems related to jury service, the right to have a jury trial is a fundamental aspect of our system of jurisprudence. In order for individuals to exercise this right it is necessary that citizens be available to serve as jurors and that courts develop and maintain administrative machinery to provide jurors for trial needs. It is these factors which have guided the development of modern jury systems.

A jury system can be considered to include all of the procedures involved in insuring that citizens are available to a court for jury service. A system includes the means of selecting potential jurors from a local population; summoning potential jurors to a court; using potential and sworn jurors in voir dire and trial activities; and compensating persons for their service.

The concern over the manner in which jurors and jury systems are administered has also arisen in the State of Florida. The State pays all jurors per diem and mileage costs at a rate of \$10.00 a day and 14 cents a mile. During fiscal year 1977-78, more than 100,000 citizens of Florida were called to the courts throughout the state, an expenditure of over 4.5 million dollars for juror and witness

fees. Both the Florida Supreme Court and Legislature have recognized that considerable cost savings might be realized and the impact of jury service on citizens may be improved by enhancing existing jury system management practices.

Other problems occur as a result of jury service. Many prospective jurors or their employers lost considerably more than the modest \$10 per day juror fee through their absence from customary employment. The cost of maintaining people at their full salaries during the time spent in jury duty is largely borne by employers and is included in their overhead costs. Moreover, many of those who came to court but were not seated as jurors resented the experience and thought it to be a waste of time.

As a result of these concerns, the Florida Legislature, in cooperation with the Supreme Court, allocated funds for a jury procedures study. This study was to be performed by the Florida Office of the State Court Administrator. The primary purpose of the study was to identify and resolve jury system problems through the institution and assessment of a number of jury system improvements. The focus of the study was to develop specifications for and to demonstrate procedural changes in jury administration practices which could be applicable to other Florida courts.

This report is a summary of the findings of the project. It contains information on the manner in which the selected jury systems functioned prior to and after the initiation of the project. The report is aimed at individuals who are familiar with the manner in which jury systems operate. It is anticipated that the report will motivate individuals to assess their jury system operation.

## A Typical Florida Jury System

According to a descriptive survey undertaken by the Office of State Courts Administrator in 1977, a typical Florida jury system operates in basically the following manner:

1. Once each year, or as needed, a master list of persons who may be selected for jury service is randomly drawn from the voter's registration list. This master list is stored in some secure manner until a list of persons to report for service, or venire, is required.
2. In some courts, a qualified list is generated from the master list. This list is to determine if individuals meet the statutory requirements for jury service. If this step is used the resulting qualified list is secured and used to select venires.
3. Each time jury trials are set, a set or several sets of names (the venire), is randomly drawn from the master list (or qualified list, if used), to be summoned to appear in court.
4. Summonses are sent to those persons on the venire. The summons may be hand delivered by the sheriff, sent by certified mail with return receipts requested or by first class mail.
5. Potential jurors report to the courthouse for service. A court may require its jurors to report to a single courtroom or judge, to several courtrooms or judges, to a single jury pool for use by all courts or to two jury pools, for use by either circuit and county courts or for civil and criminal courts.
6. After reporting, potential jurors are screened to determine if they meet the statutory requirements for jury service. Those who do not meet the requirements or who are determined by the court to be incapable of jury service are excused.
7. The remaining persons are either placed in a jury pool or are sent as a panel to a courtroom, depending upon the type of system used in the court. Those persons placed in a jury pool await to be randomly selected for whatever juror requirements arise in the court.
8. In a pool system, the pool is notified to send a sufficient number of persons to the courtroom for voir dire, when it is determined that a panel of persons is needed.
9. Once in the courtroom, members of the panel are selected for examination by the judges and attorneys to determine if they are acceptable through the voir dire process. A person may be challenged from serving on the jury, either preemptorily or for cause. A jury of the prescribed size (six or twelve persons) is then selected. An alternate may also be selected. Those persons who are challenged or not used may be dismissed, sent to another courtroom, or in the case of a pool system, returned to the pool for future use.
10. At the end of a trial the jurors may be dismissed, sent to another courtroom, or returned to the pool.
11. Jurors will serve one week, unless the trial circumstances require their presence for a longer period of time.

## Existing Jury System Characteristics

The basic jury system characteristics for each of the participant counties at the initiation of the data gathering are shown in Table 1.

**TABLE 1**  
**Jury System Characteristics**  
**September 1978**

	Alachua	Broward	Escambia	Hernando	Lake	Marion	Palm Beach
No. of Judges	10 circuit 4 county	49 circuit 13 county	9 circuit 5 county	1 circuit 1 county	2 circuit 2 county	3 circuit 2 county	19 circuit 8 county
Jury Pools	no	yes	yes	no	no	no	yes
No. of Courtrooms	11	27	6	2	5	3	13
No. of Jury Systems	1 system- circuit & county courts	1 pool for circuit & county courts	1 pool for circuit & county courts	2 systems- 1 circuit & 1 county	2 systems- 1 circuit & 1 county	2 systems- 1 circuit & 1 county	1 pool for circuit & county courts
Avg. Juror Days Paid/ Month Jan-Aug '78	671	3,033	848	94	172	370	1,875
Avg. No. Persons Summoned Jan-Aug '78	428	1,812	562	132	223	224	975
Computer Generated List	yes	yes	yes	yes	no	yes	no
Venires	no	yes	no	yes	no	no	no
Summons	no	yes	no	no	no	no	yes
Payroll	yes	yes	no	yes	no	no	no
Qualification Questionnaires	yes	no	no	yes	yes	yes	no
Summons Sent By	1st class mail	1st class mail	1st class mail	1st class mail	1st class mail	Circuit: 1st class County: certified	Certified Mail

## Conclusions And Implications Of The Research

As previously indicated, the primary purpose of the Jury Procedures Study was to identify and resolve jury system problems through the use of the selected test sites as experimental entities. The project was extremely successful in carrying out the purpose while meeting the objectives.

The four jury system objectives adopted by the Jury Procedures Study were:

- Maximize the responsiveness of jury systems to the court's need for jurors for voir dire and trials
- Maximize citizen participation and minimize inconvenience in jury service
- Minimize the economic burden on the individual
- Minimize the costs of jury systems

As a result of the Jury Procedures Study, it was determined that the test sites did, in fact, possess jury system operating characteristics which both inhibit and enhance the attainment of the four overall jury system objectives.

More importantly, the project determined that several of the inhibiting factors in those test sites could be effectively remedied through the implementation of simple administrative procedures. (reference Table 2)

Two consequences of the above determinations are that the test sites were able to reduce wasted juror time during jury service, and to reduce excessive amounts of public funds expended for jury duty.

The obvious conclusion to be reached from the experience in the pilot projects is that through the performance of similar data gathering efforts and analyses, many more Florida jury systems could enhance their operating efficiencies. If a large number of Florida jury systems were to undertake and perform the types of modifications implemented in the Jury Procedures Study, a significant amount of juror time and public funds could be saved.

The use of telephone call-in devices was a successful means which was identified for reducing wasted juror time and juror costs. During the conduct of the Jury Procedures Study, after the installation of the telephone call-in devices, those counties which had the devices on the average told 77 jurors not to report for jury duty per month through the telephone call-in process. In order to gain insights regarding the impacts of implementation of these improvement mechanisms on a statewide basis, let us assume that all 67 counties installed telephone call-in devices in their jury systems, and that each county on the average saved 77 juror days per month through the use of these telephone call-in devices. The results would be 5,159 juror days saved each month. That is to say that 5,159 persons would not be required to report for jury service. The dollar savings involved would be \$51,590. On a yearly basis, the savings to accrue to the citizens and the state would be 61,908 juror days saved with \$619,080 in juror per diem costs saved.

Another successful technique identified for improving juror utilization was the use of multiple voir dire. As described in the discussion of the findings, the Alachua court used this procedure to reduce the average number

of people brought into court from 36 per trial between September and November, 1978, to 20 per trial between December 1978 and April 1979. If the court had continued to use jurors in the last five months of the project, as they had in the first three months, then 992 unneeded persons would have been required to appear at the courthouse. By adopting the multiple voir dire procedure, those 992 individuals were spared what may have been a waste of their time. Correspondingly, \$9,920 was saved in juror per diem costs.

Research from other jurisdictions has shown that the multiple voir dire process is not easily adapted to large courts; therefore, the technique is not applicable on a statewide basis to all Florida courts. However, its adoption in smaller jurisdictions would produce significant savings in juror time and costs.

Benefits also accrued to the local jurisdictions as a result of the Jury Procedures Study. There was a savings in postage costs for that court which switched from the use of certified mail to the use of first class mail for the distribution of summons (\$1782.25 in one month alone). Paperwork was cut in half for those counties which adopted the one step summoning procedure. Jury system computerization eliminated many manual procedures performed by county jury personnel. Most importantly, juror attitudes and convenience improved through the utilization of information sheets included with the summons and the use of telephone call-in procedures.

The reader can see that through such simple procedural changes, there would be a significant positive impact upon jury system operating efficiency. This was proven in the Jury Procedures Study.

In spite of these successes, overall, the project sites were not able to address fundamental system problems such as overcall jurors to the courthouse, too large of panel sizes, case scheduling to permit more effective juror utilization, postponement policies and pool usage. This was largely due to the short timeframe of the study.

The Florida Supreme Court considers the study to have been extremely successful in identifying and testing various methods of improving jury system management. However, the Court feels that the study simply initiated actions in identifying further areas of concern in the jury field. The Court now faces the task of expanding the project so that all of Florida's trial courts benefit from jury system management improvement techniques. Specifically, the Court feels that the following activities must take place:

- The performance of research on jury-related state level obstacles and legislation to include:
  - a. The feasibility of the use of alternate or multiple juror source lists.
  - b. An analysis of the applicable Florida Statutes.
  - c. An analysis of the applicable Florida Rules of Court.
- The performance of regional workshops/training seminars on the principles and practices of good jury management and applications specific to Florida.
- The provision of technical assistance on juror utilization and management to Florida trial courts on an as requested basis.

**TABLE 2**

**CHANGES IMPLEMENTED**

CHANGES	IMPACT
<p><b>Alachua</b>                      —Multiple voir dire                      —Redesigned excuse policy                      —Increased computerization to include a computerized summons                      —Telephone call-in device</p>	<p>Cost per jury trial reduced by nearly half                      Great convenience to public                      Better selection procedures wider cross section                      Recently implemented</p>
<p><b>Broward</b>                      —Juror postponement procedures                      —Telephone call-in device                      —Orientation slide show</p>	<p>Allows many people to serve                      Saved \$4,040 in six months                      Provides necessary information</p>
<p><b>Escambia</b>                      —Computerization of entire jury system</p>	<p>No gains shown as yet; requires period of adaptation</p>
<p><b>Hernando</b>                      —Information sheet for jurors                      —Telephone call-in device                      —Reduction of jurors summoned                      —Redesigned excuse policy                      —Juror postponement procedures                      —Computerization of jury system</p>	<p>Convenience to public                      Saved \$4,060 in five months                      Saved one-sixth, but can do better                      Reduced workload of judges                      Better information for public                      More efficient selection—yield will improve</p>
<p><b>Lake</b>                      —Information sheet for jurors                      —Telephone call-in device</p>	<p>Convenience to public                      Saved \$4,980 in five months</p>
<p><b>Marion</b>                      —Telephone call-in device                      —Information sheet for jurors                      —Unified jury system                      —Redesigned excuse policy                      —Juror postponement procedures                      —Computerization of jury system                      —First class mail for summons distribution                      —One-step summoning</p>	<p>Saved \$2,530 in five months                      Convenience to public                      Reduced court personnel costs                      Reduced workload of judges                      Widened opportunity to serve                      Long-range improvement                      Yield will increase                      Eliminated paperwork—reduced clerical load</p>
<p><b>Palm Beach</b>                      —First class mail for summons distribution                      —Telephone call-in device</p>	<p>Not yet implemented                      Saved \$880 in one month</p>

- The application of accepted jury management improvement techniques to particular problem areas in jury management to include case scheduling, pool usage, multiple voir dire, postponement policies, reduction in the number summoned, reduction in panel sizes, etc.

The Jury Procedures Study was the first step toward improving the administrative practices involved in Florida's jury systems. This first step will serve as the basis for continued investigation, analysis and improvement in jury administrative practices.

## Discussion of Study

### The Pilot Study

The jury procedures study was an exercise in applied research. Methods and procedures which were developed nationally were applied to selected Florida courts to assess and modify their jury system performance. The fundamental project methodology was to:

- Gather data on past and current jury system practices in selected Florida courts
- Analyze that data and identify successes and problem areas requiring attention
- Identify and implement means of reducing problems
- Monitor and analyze modified jury systems
- Distribute the results of the analysis to the remainder of the Florida courts

The project was jointly administered by the Office of the State Courts Administrator and jury management and administrative personnel in seven counties throughout the state. Assistance and input was provided by the staffs of the Senate Judiciary-Civil Committee and the House Judiciary Committee.

Participation in the project was on a voluntary basis. Invitations to participate were distributed by the Supreme Court to 16 counties. The counties represented the major variations in jury system organization, structure and caseload identified in a descriptive survey previously conducted by the Office of the State Courts Administrator. Seven counties ultimately participated in the effort:

Alachua County  
Broward County  
Escambia County  
Hernando County  
Lake County  
Marion County  
Palm Beach County

Staff for the project was hired at both the state and local levels. Funds were available to the largest counties participating to hire one person for one year's service to relieve the workload of senior jury management personnel so that they may be involved in the study. Direct assistance to the medium and smaller counties was provided by the Office of the State Courts Administrator through field liaison personnel. Consulting assistance was also obtained to help in the conduct of the study.

During the initial stages of project implementation, all state and local personnel underwent a two day training workshop conducted and coordinated by the Office of the State Courts Administrator. The workshop was directed

primarily at the theory and practice generally associated with jury management improvements. The range and type of innovations available were discussed, as were their requirements for implementation in the State of Florida and, specifically, in the counties.

As a result of discussions at initial meetings with the participants and at the workshop, each court formed a local study team composed of the chief judge, clerk of court, local court administrator, jury clerk and the project liaison person or fulltime staff member assigned to that court. It was determined that the study team would decide on the needs for that respective jurisdiction. They were also to be responsible for the actual coordination of the procurement of additional equipment, the modification of forms and the initiation of the new procedures as well as continuous monitoring of systems performance and participation in the overall evaluation effort with the assistance of the OSCA.

Data collection began in August 1978. OSCA liaison staff researched the files of the participant counties to obtain available juror and jury data for the period between January 1, 1978 and August, 1978. In September each county began recording events on the project data collection forms.

As the past and current jury system data was gathered by the liaison personnel, it was summarized and analyzed so that a profile of each system could be constructed. After approximately six weeks of current data had been gathered and analyzed, system successes and problems were identified, and in early November the preliminary reports identifying successes, problems and initial recommendations were distributed by the OSCA staff to each participating county (see Appendix B). These recommendations were discussed among members of the study team. Each county then selected those recommendations which it felt were feasible for implementation. During December the changes which were selected by the participants began to be instituted.

Data continued to be gathered through the end of April, 1979. Jury data for eight complete months was obtained. Information on the participant courts from January to April reflects the institution of a number of modifications to their jury system.

### Methodology

As a result of jury research at the national level, methods and criteria have been developed to assess the attainment of the jury management objectives in each step of the jury system process. With these methods and criteria, jury personnel can evaluate and change their systems so that they approach a maximum degree of efficiency and effectiveness. The federal level research has produced specific quantitative indicators which measure the efficiency of the jury system and various steps within the system.

The effectiveness of the selection process may be measured and monitored by calculating the "yield" of jurors, based on the number who actually report for service versus the number who are actually summoned. In courts using separate qualifying and summoning steps, the yield is measured at both stages; the product of these two calculations gives the overall selection process yield for

the period. In a direct summoning operation, overall yield can be measured in one step.

For example, assume that 1,000 names are drawn from the master list and 500 of these are qualified. The qualification yield is 50 percent. If 400 are summoned and 280 become jurors, the yield of the summoning process is 70 percent and the overall yield of the selection process is 35 percent (50 percent  $\times$  70 percent).

Indicators designed to monitor the efficiency of juror usage, subsequent to reporting, include those which measure the average panel size, the average number of unneeded jurors, and the average amount of time spent by jurors on specified activities. By measuring the average panel size and the average number of unneeded jurors per panel, the court can develop an estimate of the number of jurors needed to strike a jury. By utilizing indicators which measure intervals associated with juror activity, a court can identify areas where juror and court time are being poorly utilized.

Indicators which reflect the efficiency of the overall jury management system include indices for juror utilization and computations of juror cost per trial. Two indices frequently relied upon are Juror Days Per Trial (JDPT) and People Brought In (PBI). Each of these indices attempts to determine a relationship between the number of jurors used in a court versus the number of trials that occur. JDPT is calculated by dividing the number of juror days served by the number of trials. PBI is figured by dividing the number of juror days served less juror days on continuing voir dire or trials by the number of trials. PBI, unlike JDPT, is not prejudiced by long trials. The average juror cost per trial is computed by multiplying the JDPT by the daily juror fee.

The data required to determine the above indicators as well as additional criteria was collected in the test sites from September, 1978 through April, 1979. All findings are based upon this data.

## Summary of Findings

As a result of the study, it was observed that the participant jury systems had operating characteristics which were both successful in promoting the objectives of efficient jury management and which restricted the attainment of those objectives. Listed below are the results of the analyses which occurred and the system changes which were implemented in attempting to identify and remedy jury system administrative problems.

### Juror Selection

- On the average, only 28% of the persons on jury service sampled had ever previously served on jury duty
- Persons 25 years old or younger were consistently under-represented on jury duty
- Persons 55 years or older were the most represented on jury service
- Males and females were equally represented on jury service

### Qualification/Summoning

- One step summoning, without a pre-qualification

step, produced as many or more potential jurors than the two-step process

- The judicious use of postponements and excuses by a court improved the yield of potential jurors at the courthouse
- The use of first-class mail to distribute summons produced yields of jurors comparable to certified mail yields
- The use of first-class mail to distribute summons did produce a higher percent of no-shows on the reporting date
- The use of certified mail to distribute summons produced a high rate of unclaimed summons

## Juror Service

### Enrollment and Orientation

- The typical juror enrollment procedure was by calling the roll of jurors, as many as 200 names
- None of the study courts used any form of orientation besides a speech
- Potential jurors were not provided with a sufficient amount of information prior to or after reporting

### System Type

- There were no notable differences in operating efficiencies between a jury pool system and a non-jury pool system in the study courts
- The jury pool systems in the project could increase their operating efficiency by intensifying and consolidating trial starts at the beginning of the week

## Juror Usage

### Call-In

- The test courts have developed accurate mechanisms for projecting jurors needed, within the context of their current operating procedures
- During the first three months of study, all courts called excessive numbers of persons to the courthouse for jury trial activity
- Through monitoring trial requirements, several courts were able to reduce the number of persons coming to the courthouse
- By using telephone call-in devices, Hernando, Broward, Lake and Marion counties were able to place significant numbers of jurors on stand by status and notify them not to report

### Panel Size

- Panels of potential jurors, sent to the courtroom were excessively large in most of the project courts
- The use of multiple voir dire, or striking all juries for the week on the initial day of service was a very effective means of reducing jury panel or pool size

### Time Factors

- Idle time which a panel spends in a courtroom, was greater in non-pool courts, than in pool courts
- Voir dire and trial lengths were similar in all courts

### Overall Usage Efficiency

- Each test court reduced the average number of people brought into the courthouse per trial subsequent to institution of changes proposed in the study

## Post Service Juror Attitudes and Information

- The majority of persons sampled in the study rated the following factors as "good":

- initial orientation
- treatment by court personnel
- physical safety
- parking facilities

and as “adequate” or “poor”:

- eating facilities
- scheduling of time
- Only 7% of the persons sampled in the study had unfavorable impressions of jury service
- On the average, only 18% of the persons sampled in the study lost income as a result of jury service, while 82% did not
- The overall average length of actual service on jury duty was 3 days

## **Jury System Costs**

- Five of the study participants significantly reduced their juror per diem costs per trial
- The use of multiple voir dire was an effective means of reducing juror costs
- The use of telephone call-in devices to notify jurors not to report for service if unneeded, was an effective means of reducing juror costs
- The use of one-step summoning will reduce the jury system operating costs to the local jurisdiction
- The use of first class mail to distribute summons, as opposed to certified mail, will reduce the operating costs of jury systems to the local community

## Discussion of Findings

Each of the major activities in the operation of a jury system was monitored in the project courts during the study period. Those activities included the selection process; qualifying/summoning; usage; compensation; and juror perceptions of their service.

Several important components of these activities, such as adequacy of source list or case scheduling, were not addressed in the study due to statutory constraints, or as a result of being defined as beyond the delineated scope of research. It is anticipated that these topics will be studied in future jury projects.

Described below are the findings of the project in the order in which they occur in the functioning of a jury system. Each discussion has a brief section devoted to the principle behind the existence of that activity. It is assumed that the readership is familiar with these operational principles, and therefore does not require elaboration on the theory of the necessity of these steps.

### Juror Selection

The random selection of a set of citizens who are identified as potential candidates for jury service is the first activity in the jury system administrative process.

Florida Statutes, Chapter 40, Jurors and Jury Lists, is the statutory directive guiding this selection. The statute dictates that:

“40.01 Qualifications and disqualifications of jurors.—

(1) Grand and petit jurors shall be taken from the male and female persons at least 18 years of age, who are citizens of this state and who have resided in this state for 1 year and in their respective counties for 6 months, and who are fully qualified electors of their respective counties . . .”

The purpose of the random selection is to provide an equal chance of jury service to a representative cross section of persons from the local community. Ideally, the

characteristics of the persons selected to be on the master list should reflect the characteristics of the population of the community as a whole.

The scope of the jury procedures study did not include an assessment of the adequacy of the mandated voter's registration list for providing a cross section of community population characteristics. However, as a result of the distribution of juror exit questionnaires to persons serving on jury duty during the months of September, 1978 and February, 1979, several interesting juror characteristics were observed (see Appendix C for the questionnaire responses).

One premise of effective and efficient juror management theory is the concept of bringing into the court for service as many persons as possible from a community so that an adequate cross section of the population may be obtained. The study indicated that overall, only 28% of persons serving on jury duty during the sampling periods had previously served, while the remaining majority of 72% had never experienced jury service.

Palm Beach County had the smallest average percentage (13%) of persons having previously served on jury duty.

The age of persons serving on jury duty was monitored during the study. The resulting data indicated that consistently during the two sample periods individuals under the age of 25 were substantially under-represented when compared to older age groups. On the average, the most represented age categories were the 55 years and older groups.

Males and females appear to be equally represented in jury service in all of the counties. Palm Beach had the largest variation between sexes, with an average of 63% females and 37% males serving.

Data was not collected on ethnic characteristics.

As a result of the age distributions which were observed in the sampling period, it is apparent that a study of the source list utilized in Florida is warranted. Such a study should include the assessment of ethnic representation.

**TABLE 3**  
**Persons Previously Serving on Jury Duty**  
**(in percent)**

	Alachua		Broward		Escambia		Hernando		Lake		Marion		Palm Beach	
	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no
Sept. '78	30	70	26	74	28	72	50	50	37	63	32	68	14	86
Feb. '79	20	80	26	74	31	69	*		*		30	70	12	88
<b>AVERAGE</b>	<b>YES 28</b>				<b>NO 72</b>									

\*No data available

**TABLE 4**  
**Juror Age Distribution**  
**(in percent)**

	Alachua		Broward		Escambia		Hernando		Lake		Marion		Palm Beach		Average	
	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb
18-20	2	5	1	4	3	6	0	*	7	*	3	5	0	3	2	5
21-24	5	11	5	4	11	12	0		0		2	3	2	5	3	7
25-34	16	22	11	9	13	15	1		0		18	13	15	15	11	15
35-44	27	21	13	14	17	14	1		7		17	10	32	19	16	16
45-54	26	17	16	15	23	24	7		13		12	28	23	19	17	21
55-64	14	15	27	28	22	19	32		33		25	26	16	21	24	22
65+	10	9	27	26	12	10	59		40		23	15	14	18	27	14

\*No data available.

**TABLE 5**  
**Juror Sex Characteristics**  
**(in percent)**

	Alachua		Broward		Escambia		Hernando		Lake		Marion		Palm Beach	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Sept. '78	55	45	44	56	43	57	66	34	56	44	42	58	34	00
Feb. '79	57	43	44	56	41	59	*		*		51	49	41	00
AVERAGE	MALE: 48				FEMALE: 52									

\*No data available.

### Qualification/Summoning

Once a set of persons has been identified as potential candidates for jury service, the second major activity in the administration of a jury system must occur: the qualifying and summoning of random subsets of those persons on the master list to report to the courthouse for service.

As indicated in the description of a typical Florida jury system, there are two ways of undertaking the qualification and summoning of potential jurors:

- A two-step process which consists of the pre-determination of the qualifications of persons on the master list by requiring the completion of a questionnaire, and subsequent random selection of the qualified individuals for summoning.
- A single-step process whereby individuals are simply randomly selected for summoning from the master list. These persons are reviewed relative to qualification for jury service subsequent to receiving their summons. This review may take place by the completion of a questionnaire contained in the summons, or after reporting.

Both of the above methods were in use by the study participants. Alachua, Hernando, Lake and Marion counties utilized the two-step process. Broward, Escambia and Palm Beach used the one-step procedure.

Qualifications, disqualifications and exemptions of persons from jury service are delineated in Florida Statutes, Chapter 40. They are:

“40.01 (1) . . . expectant mothers and mothers with children under 15 years of age, upon their request, shall be exempted from grand and petit jury duty.

(2) No person who shall have been convicted of bribery, forgery, perjury, or larceny within this state or under the laws of any other state, government or country, or who shall have been convicted within this state of a felony, or under the laws of any other state, government or country of a crime which, if committed within this state, would be a felony, shall be qualified to serve as a juror unless restored to civil rights.

(3) In the selection of jury lists only such persons as the selecting officers know, or have reason to believe, are law-abiding citizens of approved integrity, good character, sound judgment and intelligence, and who are not physically or mentally infirm, shall be selected for jury duty. . . .”

“40.07 Persons disqualified.—

(1) BY CRIME.—No person who is under prosecution for any crime, or who shall have been convicted in this state or any federal court, or any other state, territory, or country, of bribery, forgery, perjury, larceny, or any other offense that is a felony in this state or which if it had been committed in this

state would be a felony, unless restored to civil rights, shall be qualified to serve as a juror.

(2) **BY OFFICIAL POSITION.**—Neither the governor, nor his cabinet officers, nor any sheriff or his deputy, municipal police officer, nor property appraiser, collector of revenue, county treasurer, clerk of court, judge, county commissioner, or United States official shall be qualified to be a juror.

(3) **BY INFIRMITY.**—No person not of sound mind and discretion shall be qualified to be a juror.

(4) **BY INTEREST IN THE SUBJECT MATTER OF THE CAUSE.**—No person interested in any issue to be tried therein shall be a juror in any cause; but no person shall be disqualified from sitting in the trial of any suit in which the state or any county or municipal corporation is a party by reason of the fact that such person is a resident or taxpayer within the state, or such county or municipal corporation.”

The obvious purpose of the qualification/summoning process is to bring an adequate number of qualified citizens to a court to enable that court to perform its jury trial activities. A court wishes to obtain the highest percentage of persons as possible to serve as potential jurors from its qualification and summoning functions.

The percentage of persons who report for service, or “yield” of potential jurors from the qualification/summoning process, is one means of measuring the effectiveness of a court’s call-in process. As stated in the description of the methodology, for those courts which use a two-step procedure, yield is measured at both qualification and summoning phases and combined to produce an overall picture of the functions. In courts which use the one-step process, yield is measured relative to summoning.

Yields are affected by numerous factors. Since both qualification and summoning occur through the use of mailed notices, each process is subject to the ability of the items to be delivered to the recipient. Qualification yields are also subject to the return rates of the questionnaires.

Once qualification questionnaires have been returned for screening, those individuals may be disqualified, exempted or excused from service. The percent of persons that remains subsequent to undeliverables, non responses, disqualifications, exemptions and excusals is the qualification yield.

Summoning yield, in addition to delivery rates, is subject to influences of no-show for service rates, disqualifications, exemptions, excusals and postponements.

Each court, through its exemption, excusal and postponement policies, has tremendous control over its overall yields. This control has been observed in other jury research and was substantiated during the project period.

Yields were calculated for each of the participant counties during the study. Those average yields and significant components are shown in Table 6. A breakdown of the figures by summoning period is included in Appendix D. Qualification yields are summarized, since the qualification activities took place prior to the initiation of the

project. Each county maintained records on the qualification yield, but not its component rates.

**TABLE 6**  
**Average Yield Experience**  
**(in percent)**

Court	Qualified Yield	Summoning					Overall Yield	Method of Summons Delivery
		Unclaimed	No Show	Excluded	Postponed	Summoning Yield		
Alachua	70	9	17	13	12	48	34	1st class mail
Broward	—	9	14	33	5*	36	36	1st class mail
Escambia	—	14	6	39	—	41	41	1st class mail
Hernando	53	10	9	35	2*	46	24	1st class mail
Lake	42	7	25	31	—	57	24	1st class mail
Marion	36	3	6	26	7	58	21	1st class mail
Palm Beach	—	29	4	17	17	45	45	certified mail

\*Began granting postponements in January, 1979

It is apparent from the above statistics that those Florida courts which utilized the one-step process, summoning directly from the master list without prequalification, had equal or higher overall yields of qualified jurors. This correlates to findings of research in non-Florida jurisdictions which indicated that there were no significant differences in overall yields of persons for service by qualifying prior to summoning.

It was stated that courts, by their excusal, exemption and postponement policies, have great latitude over their overall yields. This was reflected by the yield statistics observed in the participant courts. It was determined that the judicious use of excuses, exemptions and postponements acted in a positive manner upon summoning and overall yields. Alachua and Palm Beach counties had strict excuse policies for persons seeking to avoid jury service. However, they had lenient postponement policies. The net affect of these policies, as shown in Table 6, was to reduce the percent of persons excluded, and to increase those persons postponed, relative to the other participant courts. This ultimately increased overall yield by having a higher percentage of persons report for service than were anticipated through the summoning process. This procedure benefited both the court and citizen by enabling the court to have adequate numbers of persons available to serve on jury duty and allowing individuals additional time to prepare for their service period (Note: In both counties, the court determines the date to which an individual will be postponed to insure that legal conflicts do not arise).

An interesting factor which was indicated by the yield statistics was that the use of certified mail for summons

distribution does not produce a substantially higher summoning yield than other methods. The Palm Beach court utilized certified mail for a four week period in November and December, 1978. Table 7 is a comparison of the yield characteristics which were observed.

**TABLE 7**  
**Palm Beach Yield Statistics**  
**Certified vs. First Class Mail**

Type of Mail	Unclaimed	No Show	Excluded	Postponed	Summoning Yield	Number of Weeks
1st Class	19	12	19	21	40	4
Certified	32	3	18	17	47	28

The data indicates that:

- There was a significant increase in the percent of persons that did not bother to show up at the court in response to a 1st class summons
- The percentage of summons which were unclaimed was significantly reduced with the use of 1st class mail
- The summoning yields were comparable (40% with first class mail and 47% with certified mail)

In order to further analyze the difference between methods of summons delivery, the Palm Beach yield data was plotted on yield control chart. This chart is shown below.

In only one instance was a yield with first class mail less than two standard deviations from their average yield, or what should have been acceptable to the court. It is apparent from the chart that certified mail in the initial portions of the study produced a high but very erratic yield. The one instance when first class mail produced a low yield was the week before Christmas. It is possible that any method of delivery of summons may have produced a low yield during that period. This is evident from the subsequent yield at the first of the year.

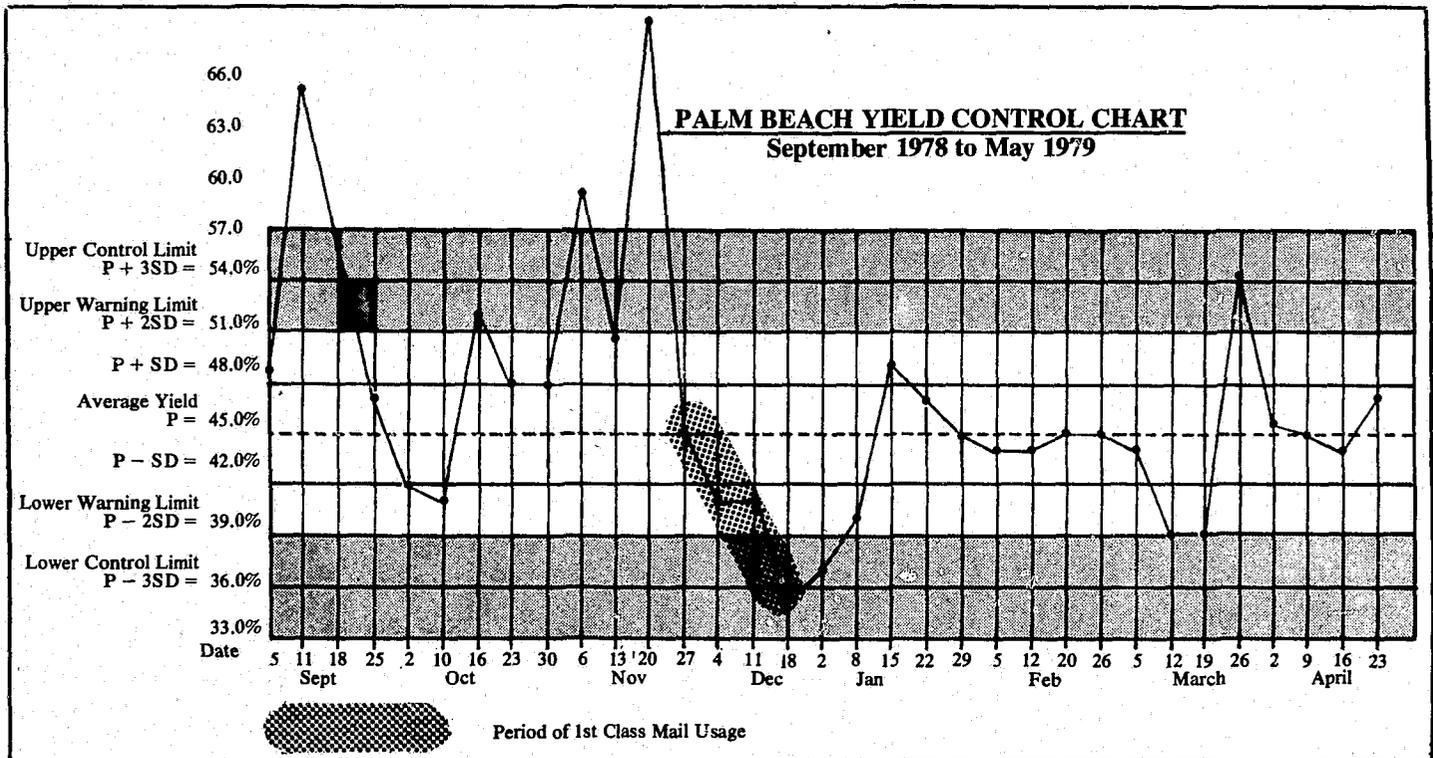
Once again these results reflect those which have been observed in similar jury studies. No difference has been between response rates in courts using certified mail and in courts using regular mail. Likewise, problems have been noted with delivery of certified summons, due to postage procedures or reluctance of the recipient to accept the summons.

### Juror Service

The most difficult phase of jury system administration takes place once citizens have reported to the courthouse for service. Effectively and efficiently using juror time within the parameters of our legal system creates problems which are not easily remedied.

After persons report for service there are five activities which may occur:

- Initially citizens are enrolled for service and given some type of orientation regarding various concepts of jury duty
- Panels of potential jurors are selected and sent to courtrooms for use in voir dire
- Potential jurors undergo voir dire, where jurors are selected for trials



- Those persons not used or who have been challenged in voir dire are either dismissed from service, dismissed for the day, or returned to some central location for future use
- Subsequent to service, all jurors are dismissed

Each of these activities requires the presence of persons to be used in jury service. As a result, each activity can be monitored and analyzed relative to its operating efficiency and effectiveness.

### Enrollment and Orientation for Jury Service

The typical enrollment procedure in the test courts consisted of the clerk, or jury manager calling roll to determine those persons who had reported for jury service. At times, this was in excess of 200 names. Either prior to, or immediately after roll call, a judge of the particular court would question the individuals regarding their qualifications. Broward County differed slightly from this roll call procedure by calling juror numbers which were printed on a reporting card included in the summons.

After roll call and qualification, either the judge, clerk of court, or jury manager would give a brief oral orientation. This usually consisted of a description of what the persons may expect during the service period; the available facilities; parking arrangements and a description of eating facilities nearby.

At the inception of the project none of the courts, except Broward County, provided information to jurors, either prior to reporting or at reporting. Alachua County had at one time distributed handbooks to give potential jurors insights into their roles in jury trials. Broward County included a brief information sheet within their summons telling potential jurors where to park, information on dress, etc.

It was apparent that since the majority of persons had never previously served on jury duty, each of the courts could have benefited from some method of providing information to prospective jurors. Initially, three courts (Hernando, Lake and Marion) reprinted their summons with an information sheet on the back (See Appendix E for an example). As the study continued, Alachua, Escambia, Hernando, Lake and Marion Counties, in their decision to further computerize their jury operations, developed information sheets to be included in their computer summons packages.

Perhaps the most ambitious attempt to provide jurors with information on their service was undertaken by Broward County. The Broward court wished to construct either an audio-visual juror orientation presentation or a standardized speech format for persons delivering juror orientations. After reviewing a slide presentation for juror orientation developed for Wayne County, Michigan, and subsequent modifications by several Maryland counties, Broward decided to develop a similar slide show. Working through two local universities (Florida International and Florida Atlantic), a narrative and set of slides specific to Florida and the Broward court was developed. The show has not, at this time, been utilized. It is anticipated that the orientation show will be reviewed by the Broward Judges, Bar Association, States Attorney and Public

Defender, prior to its use in the jury assembly room. It is also anticipated that the slide show, in its final form, will be the basis for the development of similar shows in other Florida courts. (see Appendix F for the narrative of the slide show).

### System Type

There were two basic types of jury systems in use in the study sites: jury pools, and summoning directly to a courtroom.

A jury pool is a collection of potential jurors reporting to a central location for random assignment, as needed, to panels. Persons who are not used or challenged during voir dire are returned to the pool to wait for further panel requirements. Three of the study courts used a jury pool, as defined above: Broward, Escambia and Palm Beach counties.

In the remaining courts, jurors were summoned to a specific court or courtroom. These individuals were shared with other judges if trial requirements dictated. Normally, such persons were dismissed once they were no longer needed by that specific court.

### System Efficiency

No noticeable variation in operating efficiency was noted as a result of the type of jury system in use. In Florida, a jury pool system is usually utilized in courts which have a larger number of jury trials. The summoning of jurors to a specific court or courtroom usually takes place in smaller jurisdictions. This was the situation in the project courts. Broward, Escambia and Palm Beach were the largest courts. The remainder of the counties had relatively smaller case loads.

The three jury pool systems were monitored as to their efficiency in September, October and November, 1978, by the Center for Jury Studies, consultants to the project. Their findings regarding the jury pool operating efficiencies were universal among the counties. Summarized, the consultants found that the pools operated most efficiently on those days when there were larger numbers of panel calls. This is indicated in Tables 8, 9 and 10.

**TABLE 8**  
**Broward County**  
**Percent of Pool Sent to Voir Dire**

Number of Panel Calls Per Day	Number of Days	Average % of Morning Pool Sent Out
0	8	0%
1	9	47%
2	6	57%
3	7	108%
4	5	98%
5	6	124%
6	3	133%
7	3	167%
8,9	4	132%
9,10,11	9	131%
12,14	2	165%

**TABLE 9****Escambia County  
Percent of Pool Sent to Voir Dire**

Number of Trial Starts	Number of Days	Average % Sent Out
0	6	0%
1	16	68%
2	12	102%
3	6	148%
4	3	211%
5	1	275%

**TABLE 10****Palm Beach County  
Percent of Morning Pool Sent to Voir Dire**

Number of Panel Calls Per Day	Number of Days	Average % of Morning Pool Sent Out
0	2	0%
1	10	44%
2	8	89%
3	10	102%
4	6	95%
5	2	106%
6	2	131%
7	5	153%
8	2	110%

Their conclusions were that by intensifying the number of panel calls, and therefore trial starts per day, at the beginning of the week, the pools could be eliminated during the latter days of the week. This would ultimately improve their operating efficiencies.

These suggestions fall within the realm of case scheduling. This topic was intentionally not included in the scope of the effort due to the complexity of the subject. However, it is anticipated that any further investigation into the jury management area will require the addressing of case scheduling.

**Juror Usage**

After potential jurors have reported and are enrolled, a court is confronted with the problem of utilizing those persons for trial activities. The degree to which the study courts were effectively and efficiently using their potential jurors was analyzed relative to several of the rules of good juror usage expounded in the LEAA publication "A Guide to Juror Usage." These rules are:

- (1) Do not overcall jurors to the courthouse
- (2) Adapt panel sizes to jurors needed
- (3) Do not call panels prematurely or unnecessarily
- (4) Make special arrangements for exceptionally large panels
- (5) Dismiss and excuse jurors whenever possible

**Juror Call-In**

A fundamental factor in juror utilization management theory is an accurate assessment and determination of the number of persons to have in the courthouse for jury trial needs. Having more persons than is necessary is indicative of inefficient system management.

An initial indicator of the degree to which a court has developed an accurate mechanism for determining overall juror requirements relative to their existing operating procedures is the relationship between the percentage of persons who experience voir dire and the percentage of persons not utilized. These items were sampled in September and February during the project. The results are shown in Table II.

The data indicates that except for Marion County in September and Alachua County in February, the courts have generally developed accurate projection techniques for bringing in a sufficient number of persons for service.

Although the study courts have learned their jury requirements, these requirements have been based upon the assumption that their typical operating procedures were performed in an efficient manner. To initially determine if their juror usage was in an efficient manner, a review of the percentage of jurors selected for trial from those who were available to serve was performed. That percent for each sample month is delineated in Table 12.

**TABLE 11****Juror Usage  
(in percent)**

	Alachua		Broward		Escambia		Hernando		Lake		Marion		Palm Beach	
	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb
% who experience voir dire	93	89	99	99	93	97	92	—	100	—	77	100	99	100
% not utilized	7	11	1	1	7	3	8	—	0	—	23	0	1	0

**TABLE 12**  
**Persons Selected for Trials**  
**(in percent)**

	Alachua		Broward		Escambia		Hernando		Lake		Marion		Palm Beach	
	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb	Sept	Feb
% selected for trial	30	38	72	65	60	66	33	—	94	—	38	97	50	78

One objective of good juror usage is to use each person at least once each day he is called. The majority of the counties had surplus individuals available in the courthouse. This indicates that these counties were overcalling jurors to serve during that month.

As a result of the interim analysis in December and January, all counties were urged to reduce the number of persons reporting for service. Marion and Palm Beach Counties were able to reduce the number summoned relative to their respective jury trial case loads. This resulted in a greater percentage of people selected for trial service. Broward, Hernando, Lake and Marion installed telephone call-in devices to notify jurors not to report to service, which resulted in 339 persons being told not to report for duties in December and January.

The use of stand by jurors to be notified for service through a telephone call-in device, was a very successful aspect of the study.

As previously stated, calling potential jurors and not using them can place unusual demands upon a jury system. Yet it was a common occurrence among the study courts.

Often in the smaller courts persons are summoned for an anticipated trial, and that trial does not occur. Last min-

ute settlements, pleas and continuances are inherent in our form of jurisprudence. They are very often unavoidable. However their impact upon jury system operating efficiency and costs is devastating.

Florida Statutes, Chapter 40, allows a court to place individuals who have been called for jury duty to be on one hour's notice to report to the courthouse when needed. Several of the study participants utilized this element of the statute to install and operate a jury telephone call-in device.

Between December and April, all seven counties had installed such a device. The counties would require potential jurors to either call-in prior to their initial reporting date or at different times during their service period. When reaching the device the potential jurors would hear a recorded message telling them whether or not to report for service. Broward County used it to trim their pool during the week, particularly on Fridays.

Overall, the use of the telephone call-in devices was extremely successful. The total number of persons told not to report for service is shown in Table 13.

A total of 1,649 were told between December and May not to report for service as a result of this procedure.

**TABLE 13**  
**Number Of Persons Not Reporting For Service**  
**As A Result Of Telephone Call-in Devices**

	Alachua	Broward	Escambia	Hernando	Lake	Marion	Palm Beach
September	—	—	—	—	—	—	—
October	—	—	—	—	—	—	—
November	—	—	—	—	—	—	—
December	—	62	—	—	—	—	—
January	—	42	—	115	99	21	—
February	—	35	—	97	99	47	—
March	—	76	—	88	10	29	—
April	—	66	—	72	36	67	—
May	—	123	—	34	254	85	88
<b>TOTAL</b>	—	<b>404</b>	—	<b>406</b>	<b>498</b>	<b>253</b>	<b>88</b>

## Panel Sizes

In either a pool system or non-pool system, the panel from which a jury is drawn must be of sufficient size to provide a jury and alternates; an adequate number for peremptory challenges; and an adequate number for challenges for cause.

Those individuals included in a panel who are not sworn or challenged represent an excess number of potential jurors available to a court for voir dire. This excess is usually present to insure a safety margin of potential jurors for examination and selection.

A major factor in juror utilization efficiency theory is the idea of carefully determining the value of the safety margin. A large margin, or number of persons who are "not reached" or used in a panel produces negative effects

upon juror efficiency by requiring excessive numbers of individuals to be available to the court. This creates the necessity to overcall persons to the courthouse for service.

In order to reach and maintain a high degree of juror utilization efficiency, it is desirable to restrict the size of the juror safety margin. One standard which has been proposed is that the average panel size should be large enough to satisfy 95% of the trial needs. This likewise, would require an occasional wait by a court for jurors.

Panel sizes were monitored in project courts during the study period. Average panel sizes are shown in Table 14.

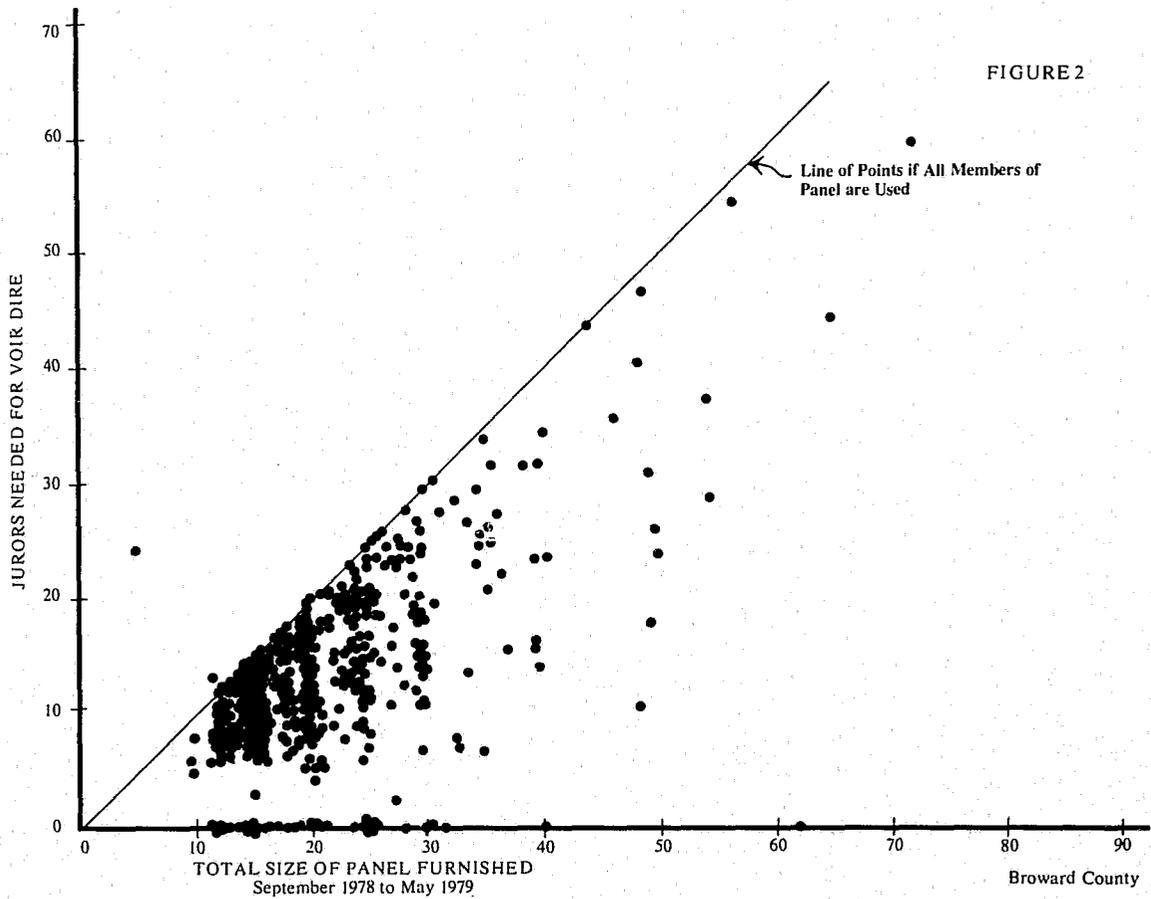
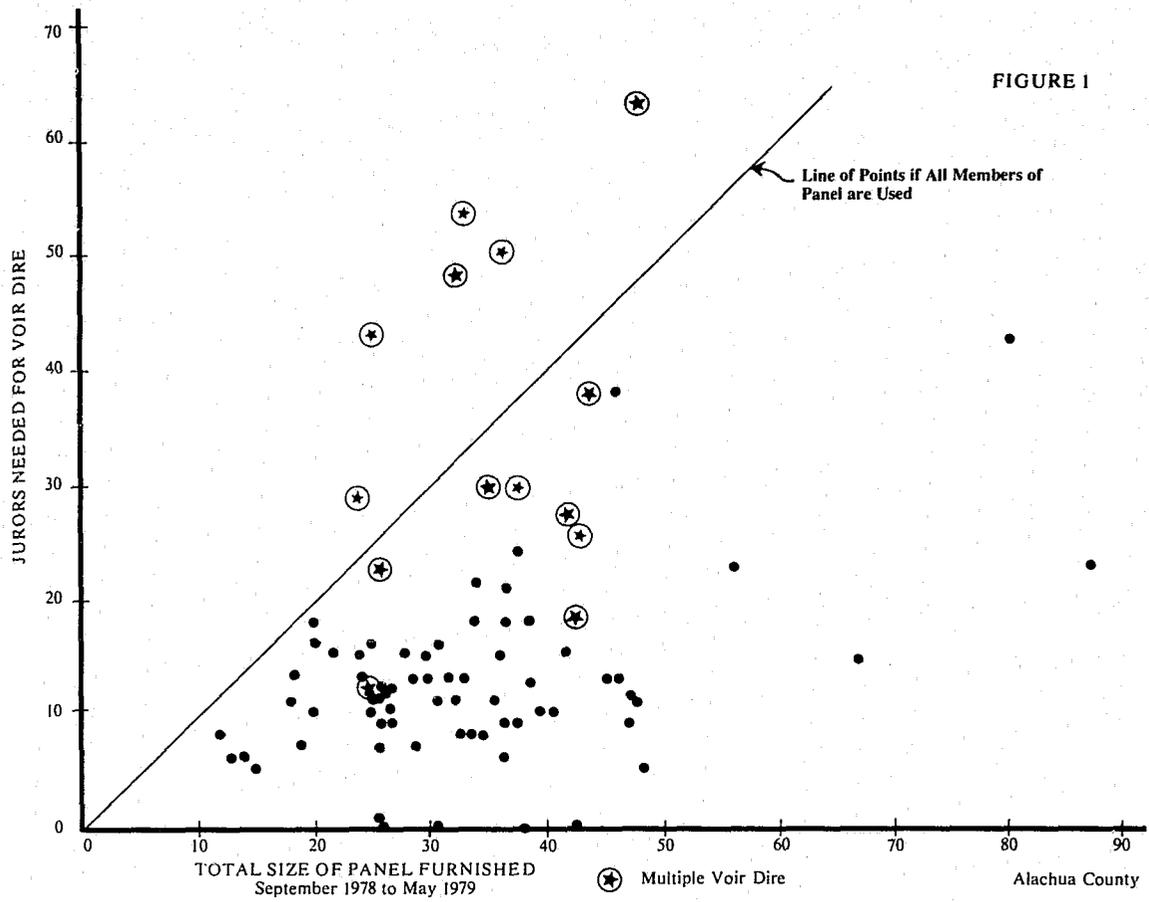
The average number of persons not reached per panel was also monitored during the project. These values are indicated in Table 15.

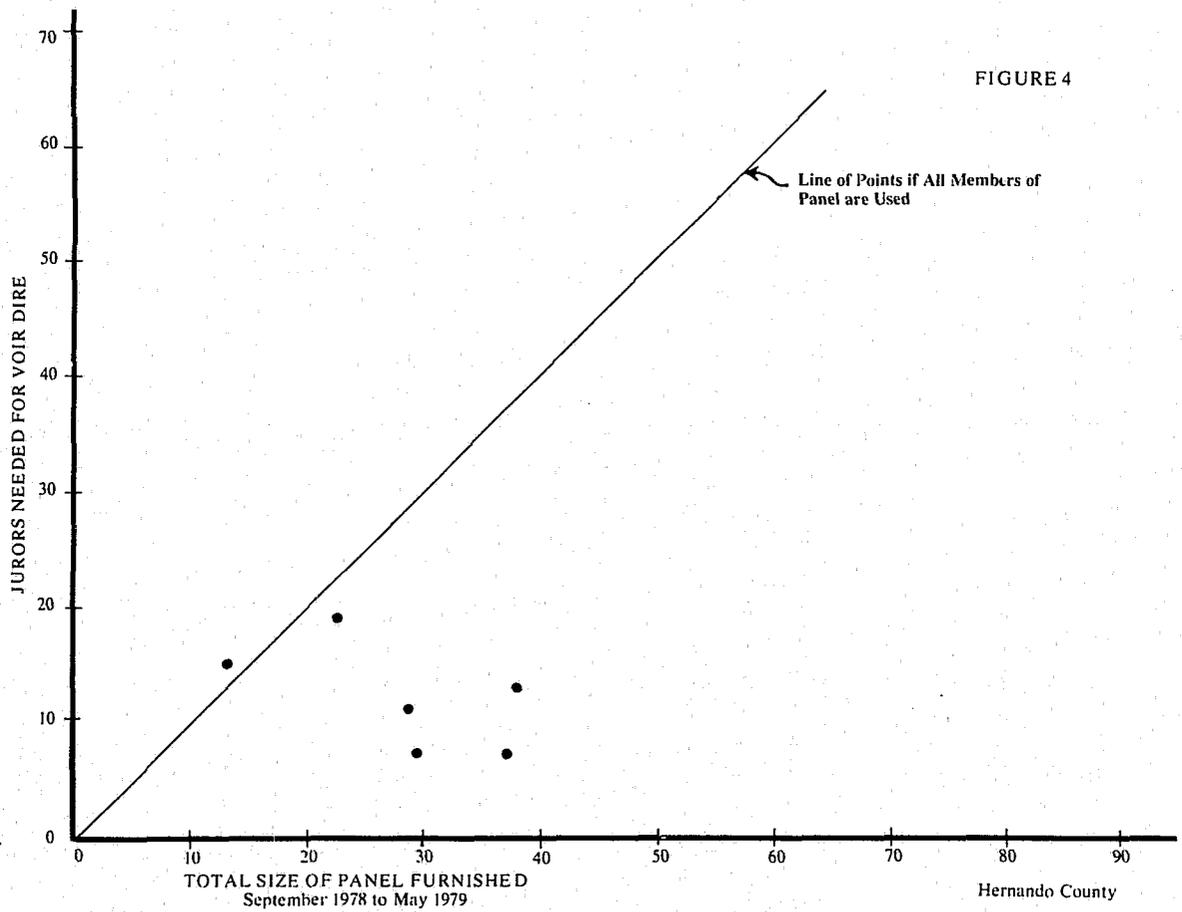
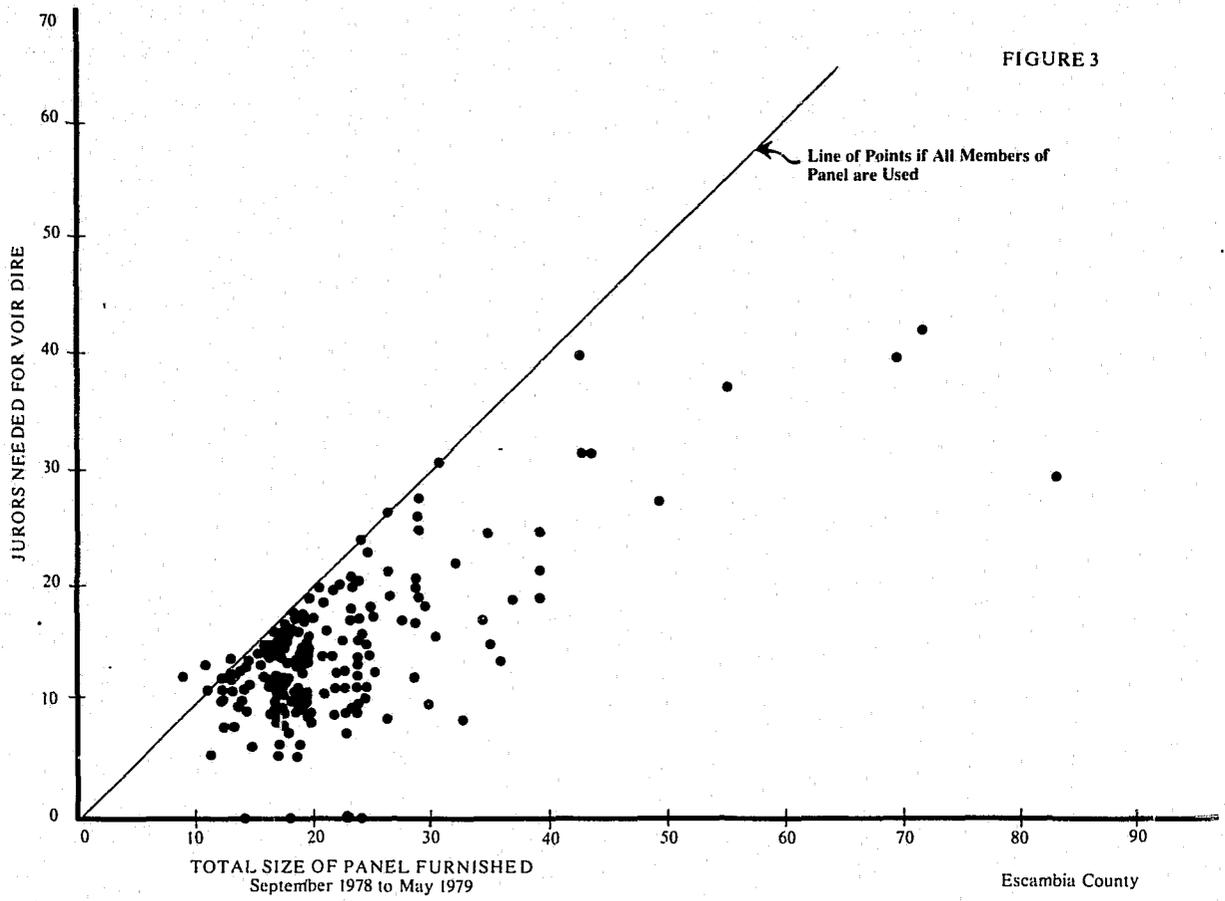
**TABLE 14**  
**Average Panel Size**  
(by 6 and 12 person trials)

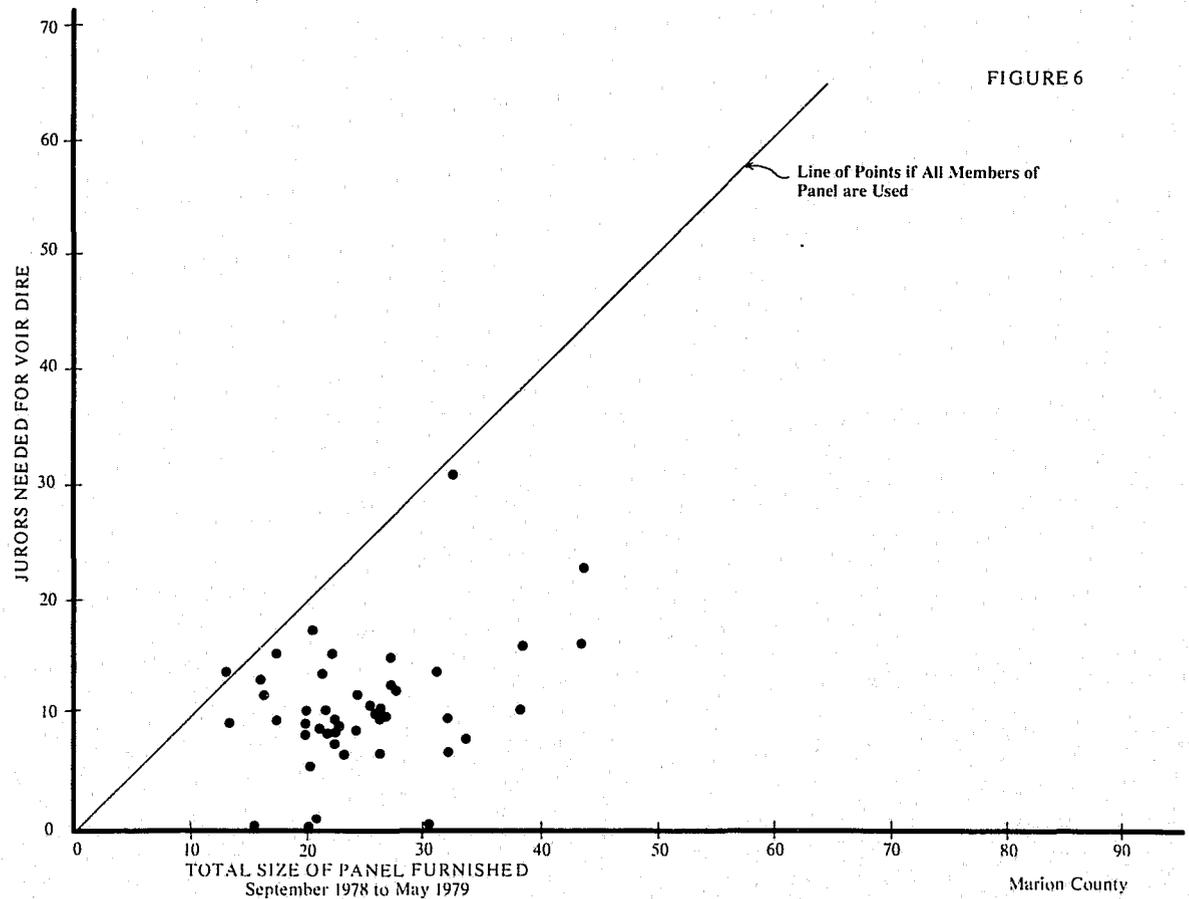
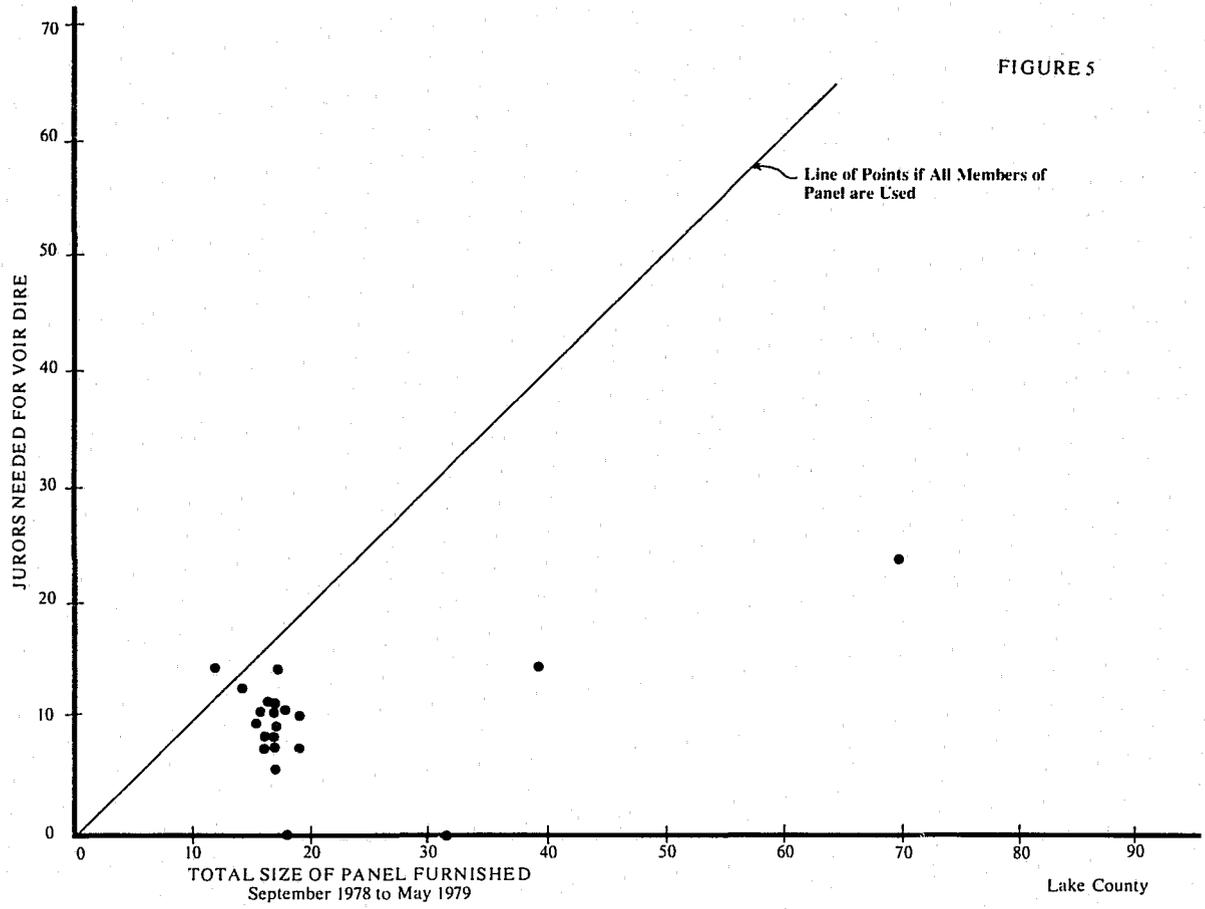
	Alachua	Broward	Escambia	Hernando	Lake	Marion	Palm Beach
	6 12	6 12	6 12	6 12	6 12	6 12	6 12
September	35 85	23 —	20 —	38 —	20 —	23 —	21 36
October	28 —	20 —	22 30	— —	18 72	26 —	23 45
November	29 —	20 36	21 32	27 —	18 —	26 —	21 32
December	14 —	19 50	19 44	— —	18 90	22 38	20 40
January	27 36	22 40	22 —	— 39	19 —	33 —	21 37
February	14 —	20 45	22 57	29 —	18 —	20 43	18 36
March	39 —	20 50	22 77	15 —	20 —	22 32	20 —
April	29 —	20 —	25 —	— —	— —	30 —	19 30
<b>AVERAGE</b>	27 61	21 44	22 48	27 39	19 81	25 38	20 35

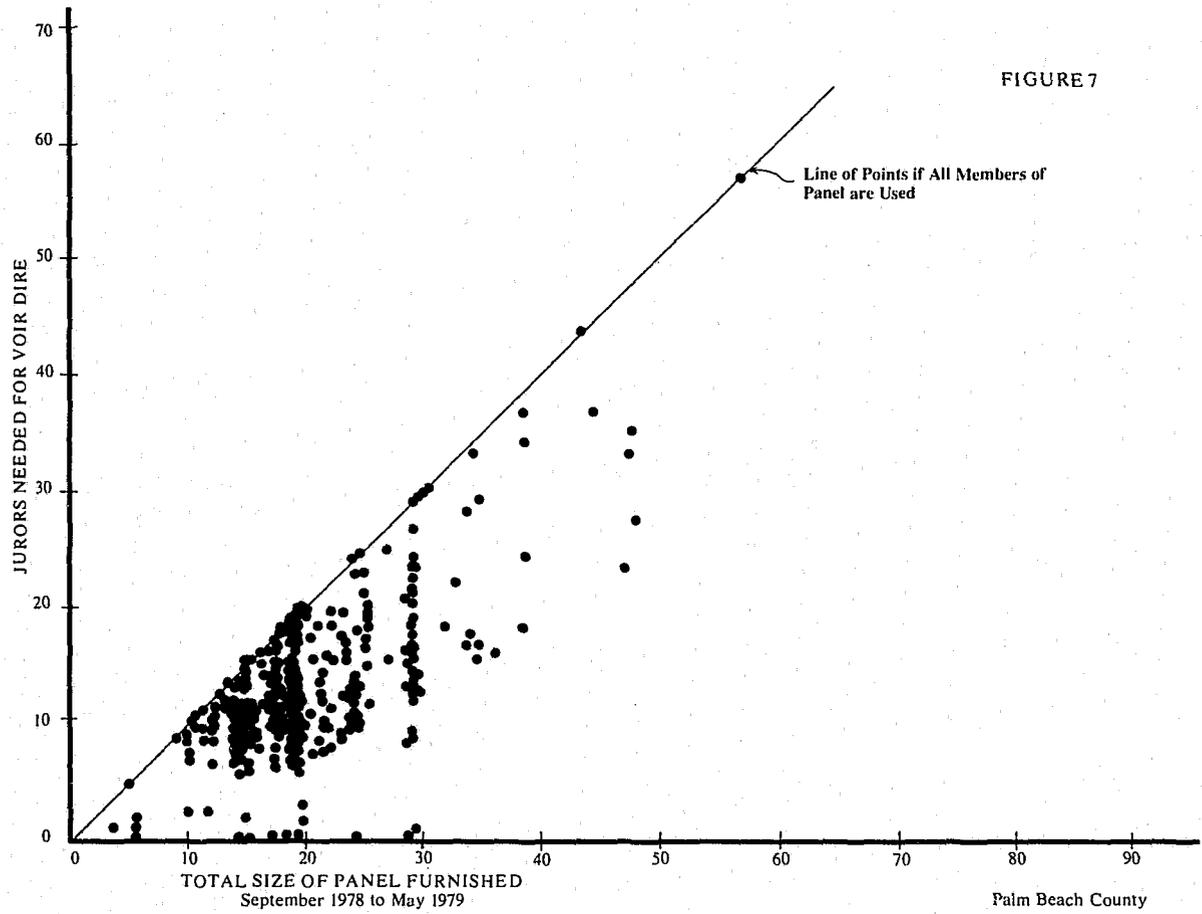
**TABLE 15**  
**Average Number of Persons**  
**Not Reached (Needed) Per Panel**  
(by 6 and 12 person trials)

	Alachua	Broward	Escambia	Hernando	Lake	Marion	Palm Beach
	6 12	6 12	6 12	6 12	6 12	6 12	6 12
September	22 51	8 —	7 —	30 —	9 —	13 —	8 10
October	18 —	10 —	9 9	— —	8 45	13 —	9 10
November	17 —	7 10	9 0	13 —	10 —	17 —	9 13
December	7 —	6 1	6 —	— —	9 30	13 17	8 16
January	23 12	7 13	13 —	— 17	8 —	10 —	9 15
February	21 —	7 20	8 22	19 —	9 —	11 22	6 13
March	13 —	7 5	6 45	12 —	11 —	11 2	8 —
April	14 —	10 —	10 —	— —	— —	22 —	7 8
<b>AVERAGE</b>	17 32	8 10	9 19	19 17	9 38	14 13	8 12









It is evident that several of the jurisdictions did, in fact, provide excessively large safety margins of potential jurors in their panels.

It is interesting to note that if the 95% criteria had been applied to panel sizes during the study period, the following average panel sizes would have been sufficient to meet 95% of the 6-person trial requirements and 100% of the 12-person trial requirements.

In Hernando County only five trials took place during the project. A panel size of 22 would have been adequate for all of these trials. Lake County had 19 6-person trials during the study. A panel size of 15 would have satisfied 100% of those trials.

Although the above data indicates that excessively large panels were used in the study sites, it is hard to visualize the degree to which this practice occurred. A better grasp of the impact of this practice can be obtained by viewing Figures 1-7. These charts compare the number of jurors provided to the courts for use in voir dire versus the number actually needed for examination. The diagonal line through each graph represents the point at which all members of the panel furnished to the court are used in voir dire. A jury system can be said to have efficient utilization if all points cluster around that diagonal. This would indicate that a majority of jurors sent to the courtroom are used in examination. Points which are a considerable distance below the diagonal line indicate that a large number of jurors are not reached (or needed).

These figures reinforce the contention that the counties in the study tend to provide panels to their courts which contain more persons than are required for voir dire. This in turn mandates that these counties summon and have

available larger numbers of potential jurors than are actually necessary to meet trial needs. The ultimate result of these policies is to increase juror per diem costs.

One means of panel usage, multiple voir dire, was very successful in Alachua in improving juror utilization efficiency.

At the beginning of the project it was observed that in two jurisdictions, judges often used a method of voir dire whereby all juries are selected for a trial week on one day, or multiple voir dire. This method differs considerably from the standard schedule for voir dire. Normally, voir dire is held immediately prior to the trial start. If trials are scheduled Monday through Friday, potential juries are normally present on each of these days to fulfill voir dire requirements.

In the multiple voir dire procedure, all juries are usually picked for the trial week on the first day of the week. Those persons not picked for a jury are dismissed. The persons selected for juries report on their respective trial dates. As a result, the number of persons required to report during that week is much smaller than those weeks in which the entire venire report each day for voir dire.

Beginning in December, portions of the Alachua court began using the multiple voir dire procedure. This involved scheduling all voir dire on Monday, calling a sufficient number of potential jurors to meet all voir dire requirements, selecting all of the weeks' jurors on that Monday, dismissing the remaining jurors and requiring those persons selected for juries to report on their trial date. This relieved the court of the necessity of having a large number of persons on hand for trial needs throughout the week.

**TABLE 16**  
**Panel Sizes Required to Meet 95% of 6-Person**  
**and 100% of 12-Person Voir Dire Needs**

	Alachua	Broward	Escambia	Hernando	Lake	Marion	Palm Beach
	6 12	6 12	6 12	6 12	6 12	6 12	6 12
September	25 44		24 —	8 —	11 —	18 —	18 67
October	20 —		18 21	— —	15 25	16 —	25 49
November	19 —	25 29	20 32	20 —	8 —	13 —	20 35
December	22 —	23 49	21 —	— —	12 60	13 21	21 40
January	24 36	26 27	22 —	22 —	8 —	13 —	21 31
February	36 —	20 30	21 36	10 —	10 —	12 21	21 24
March	20 —	20 45	23 36	12 —	12 —	13 30	20 —
April	28 —	20 —	26 —	— —	— —	13 —	20 26
AVERAGE	24 40	22 36	22 31	14 —	11 43	14 24	21 39

**TABLE 17**  
**Average Jury System Time Factors**  
**September 1978 - January 1979**

	Alachua	Broward	Escambia	Hernando	Lake	Marion	Palm Beach
Pool Response Time	n/a	17 min	13 min	n/a	n/a	n/a	9 min
Idle Panel in Courtroom	52 min	17 min	9 min	95 min	32 min	39 min	11 min
Voir Dire Length	2 hr	2 hr	1 hr	1 hr	2 hr	2 hr	2 hr
Trial Length	2 days	2 days	1 day	1 day	2 days	2 days	3 days

For example, in December, two judges used multiple voir dire to select juries. Judge Chester B. Chance had 49 jurors available to county court, and selected 7 juries from these individuals. Judge Emory J. Cross had 48 persons available and selected 4 juries. The net effect of these practices was to reduce the number of people brought in for trial in the Alachua court during the project period.

### Time Factors

The degree to which a jury system is responsive to the court's and to citizen's time is a significant element of system administration. Four time factors were monitored between September and January in the study:

- Jury Pool Response time—or the length of time required to get a panel of jurors to the courtroom.
- Idle Panel in Courtroom—or the length of time it takes the court to begin voir dire once a panel is present.
- Voir dire length
- Trial length

Only the idle panel in courtroom time factor differed significantly between pool and non-pool systems. This time factor was much longer for non-pool systems. This is attributable to the pre-voir dire trial activities that occur which a panel of jurors from a pool system are not required to witness. Once trial activities begin, all courts experience comparable time utilization.

### Overall Usage Efficiency

The overall efficiency of juror utilization is a function of all the factors previously mentioned. Several measures have been developed which indicate overall efficiency.

One of these measures, the People Brought In Index, was calculated monthly for the study courts.

The People Brought In Index (PBI) compares the number of juror days served, minus the number of juror days in continuing voir dire and trials to the number of jury trials, or:

$$\text{PBI} = \frac{\text{Juror Days Served} - \text{Juror Days on Continuing Voir Dires or Trials}}{\text{Number of Jury Trials}}$$

Since it excludes those jurors serving in extended voir dire or trials, it is essentially independent of trial length.

(Note: For this study, a jury trial was defined as any instance where voir dire began.) Since the Index is independent of trial length, it allows cross jurisdictional comparison without an inherent bias. For instance, Palm Beach has an average trial length of 3 days, one day longer than most of the courts. By using PBI, Palm Beach is not handicapped in the analysis by trial length.

The concept behind the PBI Index is that a court should attempt to determine juror needs based upon an analysis of all relevant factors. Consequently, the number of jurors used should reflect actual trial needs. This index reflects the efficiency with which those jurors not already assigned to trials are utilized.

The PBI values for the project courts are indicated in Table 18.

**TABLE 18**  
**Average Number of PEOPLE BROUGHT IN (PBI) per Trial**

	Alachua	Broward	Escambia	Hernando	Lake	Marion	Palm Beach
September	48	22	21	38	51	44	27
October	30	32	37	*	36	24	23
November	29	21	22	27	18	26	23
December	17	29	41	*	36	26	36
January	20	10	11	39	19	47	23
February	22	24	24	29	21	17	15
March	20	30	34	15	20	24	21
April	20	25	39	*	*	33	19
<b>AVERAGE</b>	26	24	29	30	29	30	23

\*No trials for month

**TABLE 19**  
**Average Number of People Brought In (PBI)**  
**Per Trial Prior to Modification and After Modification**

	Alachua	Broward	Escambia	Hernando	Lake	Marion	Palm Beach
Prior to Change	36	25	27	33	35	31	24
After Change	20	24	30	28	24	29	23

On the average, the Alachua, Broward and Palm Beach courts brought in less people to strike a jury than the other courts. It is interesting to note that the smaller courts, particularly Alachua, Hernando and Lake Counties significantly reduced the number of people brought into court, for trial needs, during the study period.

A comparison of the average PBI values prior to and after the implementation of changes as a result of the study produces the following results:

It is evident that all but Escambia County improved their index values, and therefore reduced the number of people brought in to serve. This is significant when it is realized that the PBI is a per trial rate. If a court has a large number of trials, then the total number of persons brought in will be less with a smaller PBI index value.

For instance, during September, October and November, the average PBI in Alachua County was 36. During the following months of the project their average PBI was 20. Thirty-nine (39) trials occurred in the initial three months of the project. The court called in approximately 1404 potential jurors ( $39 \times 36 = 1404$ ). During the remaining five months of the study there were 62 trial occurrences,

with a call-in of approximately 1240 people ( $20 \times 62$ ). Alachua conducted 37% more trials with 12% less jurors during the second phase of the study. Even more important, if the Alachua courts had continued to call-in approximately 36 people per trial during the last five months of the study, instead of using 2644 citizens, they would have used 3636 persons. Since that number was not needed, this would have been an obvious waste of juror time and juror costs.

The reduction of the PBI in the counties can be attributed to the following changes to their systems:

- Alachua County:—use of multiple voir dire
- Broward County:—use of telephone call-in device; reduction in the number summoned
- Hernando County:—use of telephone call-in device; reduction in the number summoned
- Lake County:—use of telephone call-in device
- Marion County:—use of telephone call-in device
- Palm Beach County:—reduction in the number summoned; reduction in panel sizes

## Post Service Juror Attitudes and Information

Many of the problems which have been identified with jury system administration center around the inefficient use of juror time and the purported negative economic impact upon jurors when serving.

As previously stated, in order to determine juror attitudes concerning their service, exit questionnaires were distributed to persons in the study courts during September, 1978, and February, 1979 (see Appendix C for the individual county responses and overall summaries). Much of the information which was obtained has been described in the *selection* portion of this analysis. Three items which have not been mentioned are the overall impression of jury service on the individuals surveyed; those areas which the individuals felt required improvement; and the loss of income as a result of jury service.

The majority of persons serving on jury duty consistently rated initial orientation; treatment by court personnel; physical personal safety and parking facilities as being "good". Eating facilities and scheduling of time were consistently rated as "adequate" or "poor".

However, overall, after having served on jury duty, individuals had favorable impressions of jury service. Only 7% of the persons surveyed had "unfavorable impressions" of their service. This correlates to findings in other courts. Even though citizen time is not used effi-

ciently and effectively, persons still feel positively toward jury service.

An important aspect of jury service discovered through the use of the exit questionnaires was the percentage of people who lost income as a result of this service. These figures are indicated in Table 20.

This data indicates that the vast majority of individuals involved in the project did not lose income as a result of jury service. This is contrary to the impressions of many public officials.

## Jury System Costs

The first question which usually arises when one is addressing jury system improvements is "will it save money?" Due to the accounting procedures of the local participants, actual juror per diem expenditures and postage costs were unavailable. However, these figures were extrapolated from the data which was gathered. Juror days served per month was multiplied by the per diem into \$10.00 to determine monthly juror per diem expenditures. Postage costs, where examined, were calculated by multiplying the respective rates times the number of items sent.

The monthly juror per diem expenditures are indicated in Table 21. Juror per diem expenditures per trial, a value comparable among courts is shown in Table 22.

**TABLE 20**  
**Persons Losing Income as a Result of Jury Service**  
**(in percent)**

	Alachua		Broward		Escambia		Hernando		Lake		Marion		Palm Beach	
	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no
Sept '78	13	87	20	80	10	90	6	94	13	87	21	79	24	76
Feb '79	18	82	24	76	15	85	*		*		21	79	25	75
<b>AVERAGE</b>	<b>YES: 18%</b>				<b>NO: 82%</b>									

\*No data available

**TABLE 21**  
**Monthly Juror Per Diem Expenditures**  
**(in dollars)**

	Alachua	Broward	Escambia	Hernando	Lake	Marion	Palm Beach
September	6,700	22,700	5,520	380	510	1,970	16,030
October	4,710	21,300	8,180	*	1,770	2,870	10,332
November	4,300	28,830	7,120	590	350	2,170	23,720
December	3,720	19,310	7,410	*	3,180	1,910	12,640
January	3,380	26,360	8,670	240	190	2,480	25,380
February	4,730	27,090	11,140	290	700	2,040	18,020
March	2,410	28,190	11,750	150	1,600	4,780	19,530
April	3,270	15,000	9,530	*	*	3,000	20,630

\*No trials for month

**TABLE 22**  
**Juror Per Diem Expenditures Per Trial**  
**(in dollars)**

	Alachua	Broward	Escambia	Hernando	Lake	Marion	Palm Beach
September	558	299	230	380	510	492	434
October	337	387	409	*	590	318	369
November	331	356	339	295	175	310	400
December	233	293	412	*	636	477	360
January	376	318	362	240	190	496	358
February	316	339	310	290	334	255	262
March	201	415	406	150	267	287	343
April	252	386	415	*	*	334	308

\*No trials for month

**TABLE 23**  
**Juror Per Diem Savings by Use of Telephone Call-in Devices**  
**(in dollars)**

	Alachua	Broward	Escambia	Hernando	Lake	Marion	Palm Beach
September	—	—	—	—	—	—	—
October	—	—	—	—	—	—	—
November	—	—	—	—	—	—	—
December	—	\$ 620	—	—	—	—	—
January	—	\$ 420	—	\$1,150	\$ 990	\$ 210	—
February	—	\$ 350	—	\$ 970	\$ 990	\$ 470	—
March	—	\$ 760	—	\$ 880	\$ 100	\$ 290	—
April	—	\$ 660	—	\$ 720	\$ 360	\$ 670	—
May	—	\$1,230	—	\$ 340	\$2,540	\$ 890	\$880
TOTAL	—	\$4,040	—	\$4,060	\$4,980	\$2,530	\$880

Table 22 shows that Alachua, Hernando, Lake, Marion and Palm Beach Counties reduced their per diem costs per trial by significant amounts. This was in line with improvements in their People Brought In index (PBI). Alachua's improvement was attributed to their use of multiple voir dire, while Palm Beach reduced the number summoned. The remaining courts utilized the telephone call-in device. Table 23 shows the per diem monies saved through the use of these devices.

Not only can the telephone call-in device improve juror system efficiency, but it can significantly reduce juror per diem costs.

In the discussion of qualification/summoning, it was concluded that the one-step process produces an equal or better yield of potential jurors. This is extremely important to the local jurisdictions, since the distribution and screening of a large number of qualification question-

naires is extremely expensive. Although cost data was not available, these costs must be substantial, and the local jurisdiction bears the entirety of the expense. This analysis indicates that the necessity to incur this expense is questionable. If the overall yield of qualified, potential jurors is the same or better with a less expensive method, why perform the separate qualification step?

Also in the discussion of qualification/summoning, it was shown that the use of first class mail produces yields comparable to certified mail. Perhaps the overriding factor in the use of first class mail is the savings that can accrue to a local jurisdiction. Postage costs to Palm Beach County during the study period amounted to \$10,885.95 (7623 summons @ \$1.40 and 1425 @ \$.15). If the court had used first class mail throughout the study period, postage costs would have been \$1,357.20 (9048 summons @ \$.15), a savings of \$9,528.75. It is very possible that additional postage savings could have occurred through the use of special rate mails.

## **APPENDIX A**

### YIELD COMPUTATION WORKSHEET

	Number	Percent	Number	Percent
<b>SUMMONING (Date _____)</b>				
Number of Summons Sent .....				100%
<b>Less:</b>				
Unclaimed .....		%		
No Show .....		%		
<b>Total Non-Response</b> .....		%		
Disqualified .....		%		
Exempt .....		%		
Permanently Excused .....		%		
Postponed .....		%		
<b>Total Excluded</b> .....		%		
<b>Total Jurors Serving</b> .....				
			<b>Summoning Process Yield</b>	%

### YIELD COMPUTATION WORKSHEET

	Number	Percent	Number	Percent
<b>QUALIFICATION (Date _____)</b>				
<i>(Use only if qualification is a separate step)</i>				
Number of Questionnaires Sent .....			_____	100%
<b>Less:</b>				
Undeliverable .....	_____	%		
Not Returned .....	_____	%		
<b>Total Non-Response</b> .....		%		
Disqualified .....	_____	%		
Exempt .....	_____	%		
Excused .....	_____	%		
<b>Total Excluded</b> .....		%		
<b>Total Qualified</b> .....			_____	
			<b>Qualification Process Yield</b>	%
<b>SUMMONING (Date _____)</b>				
Number of Summons Sent .....			_____	100%
<b>Less:</b>				
Unclaimed .....	_____	%		
No Show .....	_____	%		
<b>Total Non-Response</b> .....		%		
Disqualified .....	_____	%		
Exempt .....	_____	%		
Permanently Excused .....	_____	%		
Postponed .....	_____	%		
<b>Total Excluded</b> .....		%		
<b>Total Jurors Serving</b> .....			_____	
			<b>Summoning Process Yield</b>	%
<b>OVERALL YIELD:</b>				
Qualification Process Yield	%	x	Summoning Process Yield	%
		=		%



JURY PANEL UTILIZATION DATA FORM

Case Number \_\_\_\_\_

Civil

Criminal

Judge \_\_\_\_\_

EVENTS:

- Venire arrived in courtroom
- Voir dire started
- Voir dire ended
- Trial started
- Trial ended
- Venire dismissed
- Other \_\_\_\_\_

Date	Time
	am pm

PANEL USE:

(6)  =  +  +  +  +

Total size of panel furnished      Size of jury and alternates      Challenges for cause allowed      Peremptory challenges exercised      Jurors not sworn or challenged

CASE DISPOSITION DATA:

Criminal \_\_\_\_\_

Civil \_\_\_\_\_

Prepared by \_\_\_\_\_

Return to \_\_\_\_\_

See comments on reverse side.

**JURY PANEL UTILIZATION DATA FORM**

Case Number \_\_\_\_\_

Civil

Criminal

Judge \_\_\_\_\_

**EVENTS:**

	Date	Time
• Panel requested		am pm
• Panel arrived in courtroom		am pm
• Voir dire started		am pm
• Voir dire ended		am pm
• Trial started		am pm
• Trial ended		am pm
• Panel returned unused		am pm
• Other _____		

**PANEL USE:**

(6)  =  +  +  +

Total size of panel furnished      Size of jury and alternates      Challenges for cause allowed      Peremptory challenges exercised      Jurors not sworn or challenged

**CASE DISPOSITION DATA:**

Criminal \_\_\_\_\_

Civil \_\_\_\_\_

Prepared by \_\_\_\_\_

Return to \_\_\_\_\_

See comments on reverse side.

## **APPENDIX B**

**(Note: Item I. in each set of recommendations consisted of jury data which is reflected in the text of this report and has therefore been deleted.)**

## ALACHUA COUNTY

### II. POSITIVE AND PROBLEMATIC AREAS

#### A. Positive Areas

1. Good physical facilities
2. First class mail used for summoning
3. Sharing of jurors among courts
4. Good treatment of jurors by court personnel (99% of jurors rated as good)
5. Good juror attitudes (97% of jurors rated their experience as favorable)

#### B. Problematic Areas

1. Qualification step prior to summoning greatly reduces overall yield
2. High percentage of "no-shows" among those summoned (16-30%)
3. Overcalling jurors to the courthouse (Average PBI: 45; Average Panel Size: 40; Average Unneeded Jurors Per Panel: 27)
4. Last minute settlements, pleas and continuances
5. Inefficient handling of juror excuses
6. Trial starts not staggered
7. Lack of juror information regarding scheduling of their time, parking, etc.

### III. RECOMMENDATIONS

- A. **One-step summoning of jurors**—the experience of courts using combined qualification and summoning brings into question whether a separate qualification process is necessary. Combining the qualification and summoning processes into one integrated procedure reduces the amount of paper work handled by the prospective jurors, the jury commissioners, and the court personnel. Additionally, elimination of the qualification step could be expected to result in an increased overall yield and decreased costs.
- B. **Send follow-up letter to those jurors who fail to respond to the jury summons**—a high non-response rate, in view of the prior qualification process, would appear to indicate that: (1) there is little fear of the consequence of ignoring a legal notice to appear for jury duty; and/or (2) there is a large transient population in the county. In some courts, follow-up notices have reduced the number of delinquents by as much as fifty percent.
- C. **Reduce the number of jurors summoned, or, in the alternative, utilize multiple voir dire**—multiple voir dire is best utilized in those counties which hold three or four trials per week. This process requires the summoning of a relatively large number of jurors for a single day. Judges holding trials during the week then select successive panels from the venire and conduct voir dire to establish their trial juries for future days. Jurors selected for future trials are excused until the judge is ready to start trial to which they have been assigned. This obviates the need for a large daily pool of jurors waiting to be selected for each day's trials.
- D. **Use of a Code-A-Phone**—the juror notification problem associated with last minute settlements, pleas and continuances can be partially resolved by utilizing a Code-A-Phone. A Code-A-Phone is a telephone answering device which allows the Clerk or the jury personnel to record reporting instructions for jurors. Jurors are directed to telephone the court prior to reporting to ascertain whether their attendance is required. By assigning jurors to groups, it is possible to dismiss a portion of the venire while still requiring others to report for service. This places the responsibility upon the juror and relieves the Clerk's office of the burden of notifying unneeded jurors. The Office of the State Courts Administrator will assume the costs for initial installation of a Code-A-Phone, and for leasing the device through June of 1979.
- E. **Designate one person responsible for excusing jurors**—in some courts the responsibility for excusing and deferring jurors has been delegated to a jury clerk. The Chief Judge is the final word in excusing a juror. He is called upon only on rare occasions when a juror wishes to speak to a "higher source."
- F. **Stagger trial starts**—when the court's work flow is reasonably continuous and trials are started uniformly throughout the day or week, the demand for jurors is also smooth. Sharp and large peak demands caused by simultaneous voir dire are avoided by shifting trial starts to off-peak hours or days.
- G. **Enclose juror information sheet in summons**—the following information supplied with the summons can reduce jurors' apprehensions about service, increase the number of persons who serve willingly, and reduce administrative time required of court personnel who are required to answer repeated inquiries about the most routine matters concerning jury service. The sheet should include information pertaining to:
  - Required dress
  - Location of courthouse and parking
  - Available facilities for jurors
  - Fees and travel allowance

- Court procedures that will be encountered
- Use of a Code-A-Phone
- Scheduling of the juror's time

## **BROWARD COUNTY**

### **II. POSITIVE AND PROBLEMATIC ASPECTS OF JURY SYSTEM**

#### **A. Positive Aspects**

1. Average panel size is reasonably low at 19.6 persons
2. The Court does not consistently overcall jurors to the pool
3. The Court uses computerized summoning and payroll
4. The jury pool response time to finish a panel is good
5. Treatment of jurors by jury system personnel is excellent
6. Jurors are dismissed or excused promptly whenever possible
7. Summons distributed by 1st class mail
8. Juror per diem cost per trial are fairly low at \$326.51

#### **B. Problematic Aspects**

1. Juror facilities need improvement
2. The average number of unnecessary jurors per panel could be reduced, 92% of all trials and voir dices could have been satisfied with 20 or less jurors
3. Trial starts on Thursday and Friday are much lower than earlier portion of the week, therefore, continuous use of the court is not maintained
4. Additional juror information would be helpful prior to reporting and at orientation

### **III. RECOMMENDATIONS FOR IMPROVEMENT**

#### **A. Provide Additional Information to Jurors in:**

1. Summoning
2. Signs to reach jury pool room
3. At orientation

**B. Reduce the Panel Size**—The court may reduce the number of unnecessary jurors in a panel by reducing the panel size. This would ultimately reduce the number of jurors necessary to be available in the pool.

**C. Schedule Trials Each Day of the Week**—This will reduce the number of jurors needed during the initial days of the week to meet peak demands, spreading smaller demands out over more trial days.

**D. Install a Code-A-Phone Call-In-Device**—This will facilitate the use of stand-by juror system.

## **ESCAMBIA COUNTY**

### **II. POSITIVE AND PROBLEMATIC AREAS**

#### **A. Positive Areas**

1. One-step qualification/summoning of jurors
2. First class mail used for summoning
3. Pooling of jurors
4. Good physical facilities
5. Small panels (average of 20)
6. Low JDPT (average of 23)
7. Early dismissal of jurors from pool
8. Trial starts well staggered
9. Good time factors (short pool response time, little idle panel time, short voir dices and trials)
10. Good treatment of jurors by court personnel (97% of jurors rated as good)
11. Good juror attitudes (95% of jurors rated their experience as favorable)

#### **B. Problematic Areas**

1. Jury Clerk must manually cut up master list of 8,000 prospective jurors once each year
2. Lack of a uniform policy re excuses (judges handle on rotating basis)
3. Last minute settlements, pleas and continuances
4. Inadequate parking facilities
5. Inadequate eating facilities

6. Lack of adequate pre-reporting information for jurors
7. Lack of amenities for jurors

### III. RECOMMENDATIONS

- A. **Computer generation of venires and summonses**—assuming the availability of computer facilities, a program could be written to provide for the generation of venires. Venires could still be randomly selected, venire lists could be printed by the computer, and prepackaged summonses could be prepared. The computer generation of venires and summonses would eliminate the jury clerk's task of annually hand-cutting the 8,000 name master list, the administrative judge's task of physically drawing the venire, and the sheriff's task of weekly addressing 100-200 summonses.
- B. **Use of a Code-A-Phone**—The juror notification problem associated with last minute settlements, pleas and continuances can be partially resolved by utilizing a Code-A-Phone. A Code-A-Phone is a telephone answering device which allows the Clerk of the jury personnel to record reporting instructions for jurors. Jurors are directed to telephone the court prior to reporting to ascertain whether their attendance is required. By assigning jurors to groups, it is possible to dismiss a portion of the venire while still requiring others to report for service. This places the responsibility upon the juror and relieves the Clerk's office of the burden of notifying unneeded jurors. The Office of the State Courts Administrator will assume the costs for initial installation of a Code-A-Phone, and for leasing the device through June of 1979.
- C. **Enclose Juror Information Sheet in Summons**—The following information supplied with the summons can reduce jurors' apprehensions about service, increase the number of persons who serve willingly, and reduce administrative time required of court personnel who are required to answer repeated inquiries about the most routine matters concerning jury service. The sheet should include information pertaining to:
  - Required dress
  - Location of courthouse and parking
  - Available facilities for jurors
  - Fees and travel allowance
  - Court procedures that will be encountered
  - Use of a Code-A-Phone
  - Scheduling of the juror's time
- D. **Examine Alternatives for Obtaining Amenities for Jurors**—Check with post office re magazines, solicit magazine subscriptions from local bar association and local civic clubs, solicit television from local associations, merchants or county commissioners.

## HERNANDO COUNTY

### II. POSITIVE AND PROBLEMATIC AREAS

#### A. Positive Areas

1. Use of first class mail for summoning jurors.
2. Computer generation of venires and payroll.
3. Facilities are good; courtrooms recently remodeled and moderately comfortable.
4. Treatment of jurors by court personnel - good; Court Executive Assistant, Mike Lescalzo, conducts initial orientation for all trials.

#### B. Problem Areas

1. Last minute settlements, pleas, and continuances. During the month of September, 80 jurors were summoned and only 1 six man trial occurred.
2. The number of prospective jurors summoned is high. Last minute settlements, pleas and continuances combined with a historical tendency to summon more jurors than necessary contribute to this problem.
3. Panel size too large. During September, 1 six man trial occurred with a panel size of 38. A panel size of 20 would have been sufficient.
4. Jurors need to be informed of the parking situation. The Hernando County Courthouse is located in downtown Brooksville. Parking is limited by the courthouse, but there is a county parking lot two blocks away available for their use. Jurors need to be made aware of this situation prior to reporting.

### III. ALTERNATIVES FOR REMEDYING PROBLEMS

- A. **Code-a-Phone**—The juror notification problem associated with cancelled or continued trials can be easily addressed. A telephone answering device may be provided in which the jury clerk records juror instructions for the next day. The jurors are required to call in each evening to ascertain if they are to report. This places

the responsibility on the juror and relieves the clerk of the task of trying to reach all jurors, usually unsuccessfully. The Office of the State Courts Administrator would arrange for the leasing contract which would extend through June 30, 1979. After that date the county would be required to assume all costs.

B. **Establish Trial Week/Multiple Voir Dire**—By coordinating trials for both the circuit and the county so that they are scheduled during one week, an established pattern would develop to the ultimate benefit of all those involved in the court system:

- reduce number of jurors summoned
- regulate panel sizes
- optimize judges' time
- regulate attorneys' schedules
- provide easier management of associated paperwork of trial

**Multiple Voir Dire**—This procedure is best utilized for those counties where three or four trials are scheduled for a week. In order to save court, attorney and *especially*, juror time, one venire is summoned (this would encompass the use of a jury pool for one week) and then have the attorneys for the scheduled cases conduct their voir dire on one day. This keeps the jurors from having to continually report back throughout the week. This might become particularly effective by coupling this with the use of a Code-A-Phone. Jurors could phone Sunday before their Monday appearance to discover whether or not they are even required to make that first appearance, again, resulting in another cost savings.

C. **Inclusion of Information Sheet with Summons**—The following information supplied with the summons can reduce jurors' apprehensions about service, increase the number of persons who serve willingly, and reduce administrative time required to court personnel who would otherwise have to answer repeated inquiries about the most routine matters concerning jury service. The sheet would include information pertaining to:

- required dress
- location of courthouse and parking
- available facilities
- fees and expenses
- court procedure the prospective juror will encounter
- use of Code-A-Phone.

## LAKE COUNTY

### II. POSITIVE AND PROBLEMATIC AREAS

#### A. Positive Areas

1. Use of first class mail for summoning jurors.
2. Jury waiting room furnished with comfortable couches and chairs, color T.V., magazines, coffee and card games.
3. Treatment of jurors by court personnel - excellent. Jury Clerk, Donna Jackson, conducts initial orientation in jury waiting room.
4. Room with vending machines and tables and chairs available for jurors' use.

#### B. Problematic Areas

1. Last minute settlements, pleas, and continuances. During the month of September, 90 jurors were summoned and only 1 six man trial occurred. One panel of 31 jurors was not used due to a settlement.
2. The number of prospective jurors summoned is high. Last minute settlements, pleas, and continuances combined with a historical tendency to summon more jurors than necessary contribute to this problem.
3. Jurors need to be informed of the parking situation. The Lake County Courthouse is located in downtown Tavares with limited parking by the building. However, there is a county parking lot 1 1/2 blocks away from the courthouse available for juror use. Jurors need to be made aware of this situation prior to reporting.
4. Manual construction of venire. Qualified list is cut into slips and put in the jury box. The slips are pulled randomly by the judge. Donna Jackson, Jury Clerk, types a list of the names selected to construct the venire. This time consuming procedure will be phoned out in February 1978 when Lake County's computer system becomes operational.

### III. ALTERNATIVES FOR REMEDYING PROBLEMS

A. **Code-A-Phone**—The juror notification problem associated with cancelled or continued trials can be easily addressed. A telephone answering device may be provided in which the jury clerk records juror instructions for the next day. The jurors are required to call in each evening to ascertain if they are to report. This places the responsibility on the juror and relieves the clerk of the task of trying to reach all jurors, usually un-

cessfully. The Office of the State Courts Administrator would arrange for the leasing contract which would extend through June 30, 1979. After that date the county would be required to assume all costs.

- B. Establish Trial Week/Multiple Voir Dire**—By coordinating trials for both the circuit and the county so that they are scheduled during one week, an established pattern would develop to the ultimate benefit of all those involved in the court system.

- reduce number of jurors summoned
- regulate panel sizes
- optimize judges' time
- regulate attorneys' schedules
- provide easier management of associated paperwork of trial

**Multiple Voir Dire**—This procedure is best utilized for those counties where three or four trials are scheduled for a week. In order to save court, attorney and especially juror time, one venire is summoned (this would encompass the use of a jury pool for one week) and then have the attorneys for the scheduled cases conduct their voir dire on one day. This keeps the jurors from having to continually report back throughout the week. This might become particularly effective by coupling this with the use of a Code-A-Phone. Jurors could phone Sunday before their Monday appearance to discover whether or not they are even required to make that first appearance. Again, resulting in another cost savings.

- C. Inclusion of Information Sheet with Summons**—The following information supplied with the summons can reduce jurors apprehensions about service, increase the number of persons who serve willingly, and reduce administrative time required of court personnel who would otherwise have to answer repeated inquiries about the most routine matters concerning jury service. The sheet would include information pertaining to:

- required dress
- location of courthouse and parking
- available facilities
- fees and expenses
- court procedure the prospective juror will encounter
- use of Code-A-Phone.

## MARION COUNTY

### II. POSITIVE AND PROBLEMATIC AREAS

#### A. Positive Areas

1. Excellent available computer facilities
2. Adequate facilities for Jurors' use
3. Adequate parking for prospective jurors

#### B. Problem Areas

1. Two systems, circuit and county, conducting different jury procedures. An inconsistent policy in the usage of jurors has developed as a result of these procedures.
2. County Jury system using certified mail for summoning is expensive and not necessary.
3. Manual construction of venire. Computer print-out of qualified list cut into slips and put into jury box. The slips are pulled randomly by the judge. A deputy clerk types a list of the names selected to construct the venire.
4. Last minute settlements, pleas and continuances. In September, 157 jurors were summoned and only 4 six-man trials occurred. One panel of 20 jurors was not used for three days due to settlements, pleas and continuances.
5. The number of prospective jurors summoned is high. Last minute settlements, pleas and continuances combined with a historical tendency to summon more jurors than necessary contribute to this problem.
6. Panel size too large. The average panel size for the four trials was 25.

### III. RECOMMENDATIONS

- A. Unified Jury System**—a unified jury system eliminates duplication of paperwork and effort. Jury system procedures would be uniform for both the county and the circuit, assuring a consistent policy in the usage of jurors. A deputy clerk would be designated jury clerk. The jury clerk's responsibilities would be to:

- maintain all records pertaining to the jury system in one place
- be present at the selection of all venires
- conduct initial orientation for all jurors

- B. Use of First Class Mail for summoning**—It is recommended that the summons be sent first class mail instead of certified mail. No difference has been seen in response rates between courts utilizing certified mail. Substantial cost savings can be realized by utilizing first class mail instead of certified mail.
- C. Computer generation of venires**—This procedure eliminates manual construction of the venire, and the cutting of the qualified list into slips for the jury box. The qualified list would be kept on computer tape in a locked jury box. When a venire is needed, the presiding judge, jury clerk and deputy sheriff meet in the computer room. The deputy sheriff unlocks the jury box and the computer operator places the tape on the computer. The judge instructs the computer operator how many prospective jurors are to be summoned. The operator programs the computer and the computer randomly selects the venire and makes several copies. Approximate time of procedure is five to ten minutes.
- D. Code-A-Phone**—The juror notification problem associated with cancelled or continued trials can be easily addressed. A telephone answering device may be provided in which the jury clerk records juror instructions for the next day. The jurors are required to call in each evening to ascertain if they are to report. This places the responsibility on the juror and relieves the clerk of the task of trying to reach all jurors, usually unsuccessfully. The Office of the State Courts Administrator would arrange for the leasing contract which would extend through June 30, 1979. After that date, the county would be required to assume all costs.
- E. Establish trial week/multiple voir dire**—By coordinating trials for both the circuit and the county so that they are scheduled during one week, an established pattern would develop to the ultimate benefit of all those involved in the court system:
- reduce number of jurors summoned
  - regulate panel sizes
  - optimize judges' time
  - regulate attorneys' schedules
  - provide easier management of associated paperwork of trial
- Multiple Voir Dire**—This procedure is best utilized for those counties where three or four trials are scheduled for a week. In order to save court, attorney and *especially*, juror time, one venire is summoned (this would encompass the use of a jury pool for one week) and then have the attorneys for the scheduled cases conduct their voir dire on one day. This keeps the jurors from having to continually report back throughout the week. This might become particularly effective by coupling this with the use of a Code-A-Phone. Jurors could phone Sunday before their Monday appearance to discover whether or not they are even required to make that first appearance, again, resulting in another cost savings.
- F. Inclusion of information sheet with summons**—the following information supplied with the summons can reduce jurors' apprehensions about service, increase the number of persons who serve willingly, and reduce administrative time required of court personnel who would otherwise have to answer repeated inquiries about the most routine matters concerning juror service. The sheet would include information pertaining to:
- required dress
  - location of courthouse and parking
  - available facilities
  - fees and expenses
  - court procedure the prospective juror will encounter
  - use of a Code-A-Phone

## PALM BEACH COUNTY

### II. Positive and Problematic Aspects of Jury System

#### A. Positive Aspects

1. Overall summoning yields are good. The postponement policy used enhances the overall yield.
2. The jury pool response time to furnish a panel is good.
3. Juror time is not wasted by excessive waits in the courtroom for voir dire to begin.
4. Average panel size is reasonably low at 20.5 persons.
5. Juror facilities are excellent.
6. Treatment of jurors by jury system personnel is excellent.
7. Jurors are dismissed or excused promptly whenever possible.

#### B. Problematic Aspects

1. The cost of using certified mail to distribute the summons when compared to the summoning yield is too expensive.
2. Juror per diem cost per trial is moderate (\$433.23 for September).

3. The average number of unnecessary jurors per panel could be reduced. A panel size of 18 would have satisfied all but two trials in voir dire.
4. The Court does not maintain continuous operation. More trials start on Monday, Tuesday, and Wednesday than on Thursday and Friday, thereby creating unusual peak demands on the jury panel.
5. At times, excessive numbers of jurors are called to the pool.

### **III. Recommendations for Improvement**

- A. **Use 1st Class Mail to Distribute the Summonses**—By using 1st class mail, the county costs for summoning jurors can be significantly reduced. In order to obtain the same summoning yield, it may be necessary to send out a greater number of summonses, however, percentage costs will be significantly reduced.
- B. **Reduce the Number of Persons in the Jury Pool**—Juror per diem cost per trial is a function of the number of juror days paid and the number of trials. By reducing the number of jurors available to serve, juror per diem costs will be lowered. The court should establish a stand-by juror system where individuals can be called in if necessary.
- C. **Reduce the Panel Sizes**—The court may reduce the number of jurors necessary to have on hand by reducing the average panel size. This will reduce the average number of unnecessary jurors per panel.
- D. **Install A Code-A-Phone Call-In Device**—This will facilitate the use of a stand-by juror system.
- E. **Schedule Trials Each Day of the Week**—This will reduce the number of jurors needed during the initial days of the week to meet peak demands, spreading smaller demands out over more trial days. This will ensure continuous operation.

## **APPENDIX C**

# AVERAGE FOR ALL COUNTIES

## JURY SERVICE EXIT QUESTIONNAIRE

SEPTEMBER, 1978

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 14.9
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 40.37%
3. How many times were you chosen to report to a courtroom for the jury selection process? 2.4
4. How many times were you actually selected to be a juror? .8
5. Have you ever served on jury duty before? 30% had How many times? 1.4
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 87%	<input type="checkbox"/> 12%	<input type="checkbox"/> 1%
B. Treatment by court personnel .....	<input type="checkbox"/> 89%	<input type="checkbox"/> 3%	<input type="checkbox"/> 0%
C. Physical comforts .....	<input type="checkbox"/> 97%	<input type="checkbox"/> 22%	<input type="checkbox"/> 6%
D. Personal safety .....	<input type="checkbox"/> 72%	<input type="checkbox"/> 11%	<input type="checkbox"/> 0%
E. Parking facilities .....	<input type="checkbox"/> 55%	<input type="checkbox"/> 30%	<input type="checkbox"/> 15%
F. Eating facilities .....	<input type="checkbox"/> 44%	<input type="checkbox"/> 38%	<input type="checkbox"/> 18%
G. Scheduling of your time .....	<input type="checkbox"/> 49%	<input type="checkbox"/> 41%	<input type="checkbox"/> 10%

7. Did you lose income as a result of jury service? 18%  Yes  
82%  No

8. After having served, what is your impression of jury service? (Answer one)

- |                                      |                              |
|--------------------------------------|------------------------------|
| A. The same as before — favorable?   | <input type="checkbox"/> 65% |
| B. The same as before — unfavorable? | <input type="checkbox"/> 2%  |
| C. More favorable than before?       | <input type="checkbox"/> 30% |
| D. Less favorable than before?       | <input type="checkbox"/> 3%  |

9. In what ways do you think jury service can be improved?

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The following information will help evaluate the results and responses to this questionnaire:

10. Age:    18-20    21-24    25-34    35-44    45-54    55-64    65-over  
           2%     4%     13%     16%     17%     23%     26%
11. Sex:         Female 50%  
                   Male 50%

# ALACHUA JURY SERVICE EXIT QUESTIONNAIRE

SEPTEMBER, 1978

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 7.25
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 64%
3. How many times were you chosen to report to a courtroom for the jury selection process? 1.9
4. How many times were you actually selected to be a juror? .27
5. Have you ever served on jury duty before? 30% had How many times? 71% - once  
23% - twice or more
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 90%	<input type="checkbox"/> 9%	<input type="checkbox"/> 1%
B. Treatment by court personnel .....	<input type="checkbox"/> 99%	<input type="checkbox"/> 1%	<input type="checkbox"/>
C. Physical comforts .....	<input type="checkbox"/> 84%	<input type="checkbox"/> 16%	<input type="checkbox"/>
D. Personal safety .....	<input type="checkbox"/> 94%	<input type="checkbox"/> 6%	<input type="checkbox"/>
E. Parking facilities .....	<input type="checkbox"/> 25%	<input type="checkbox"/> 29%	<input type="checkbox"/> 46%
F. Eating facilities .....	<input type="checkbox"/> 47%	<input type="checkbox"/> 35%	<input type="checkbox"/> 17%
G. Scheduling of your time .....	<input type="checkbox"/> 36%	<input type="checkbox"/> 48%	<input type="checkbox"/> 16%

7. Did you lose income as a result of jury service? 13%  Yes  
87%  No
8. After having served, what is your impression of jury service? (Answer one)
 

A. The same as before — favorable?	<input type="checkbox"/> 74%
B. The same as before — unfavorable?	<input type="checkbox"/> 2%
C. More favorable than before?	<input type="checkbox"/> 20%
D. Less favorable than before?	<input type="checkbox"/> 4%

9. In what ways do you think jury service can be improved?

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The following information will help evaluate the results and responses to this questionnaire:

10. Age:
 

18-20	21-24	25-34	35-44	45-54	55-64	65-over
<input type="checkbox"/>						
2%	5%	16%	27%	26%	14%	10%
11. Sex:
 

45% <input type="checkbox"/> Female
55% <input type="checkbox"/> Male

# BROWARD JURY SERVICE EXIT QUESTIONNAIRE

SEPTEMBER, 1978

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 33.8
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 50%
3. How many times were you chosen to report to a courtroom for the jury selection process? 3.5
4. How many times were you actually selected to be a juror? .97
5. Have you ever served on jury duty before? 26% had How many times? .4
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 83%	<input type="checkbox"/> 16%	<input type="checkbox"/> 1%
B. Treatment by court personnel .....	<input type="checkbox"/> 97%	<input type="checkbox"/> 3%	<input type="checkbox"/>
C. Physical comforts .....	<input type="checkbox"/> 33%	<input type="checkbox"/> 42%	<input type="checkbox"/> 24%
D. Personal safety .....	<input type="checkbox"/> 84%	<input type="checkbox"/> 14%	<input type="checkbox"/> 1%
E. Parking facilities .....	<input type="checkbox"/> 77%	<input type="checkbox"/> 15%	<input type="checkbox"/> 4%
F. Eating facilities .....	<input type="checkbox"/> 21%	<input type="checkbox"/> 47%	<input type="checkbox"/> 30%
G. Scheduling of your time .....	<input type="checkbox"/> 4%	<input type="checkbox"/> 66%	<input type="checkbox"/> 28%

7. Did you lose income as a result of jury service? 20%  Yes  
80%  No
8. After having served, what is your impression of jury service? (Answer one)
  - A. The same as before — favorable?  57%
  - B. The same as before — unfavorable?  6%
  - C. More favorable than before?  22%
  - D. Less favorable than before?  7%

9. In what ways do you think jury service can be improved?

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The following information will help evaluate the results and responses to this questionnaire:

10. Age:
 

18-20	21-24	25-34	35-44	45-54	55-64	65-over
<input type="checkbox"/>						
1%	5%	11%	13%	16%	27%	27%
11. Sex: 56%  Female  
44%  Male



# HERNANDO

## JURY SERVICE EXIT QUESTIONNAIRE

SEPTEMBER, 1978

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 5.5
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 33%
3. How many times were you chosen to report to a courtroom for the jury selection process? 1.3
4. How many times were you actually selected to be a juror? .45
5. Have you ever served on jury duty before? 50% had How many times? 1.7
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 87%	<input type="checkbox"/> 13%	<input type="checkbox"/>
B. Treatment by court personnel .....	<input type="checkbox"/> 88%	<input type="checkbox"/> 12%	<input type="checkbox"/>
C. Physical comforts .....	<input type="checkbox"/> 78%	<input type="checkbox"/> 21%	<input type="checkbox"/> 1%
D. Personal safety .....	<input type="checkbox"/> 88%	<input type="checkbox"/> 12%	<input type="checkbox"/>
E. Parking facilities .....	<input type="checkbox"/> 42%	<input type="checkbox"/> 42%	<input type="checkbox"/> 16%
F. Eating facilities .....	<input type="checkbox"/> 48%	<input type="checkbox"/> 48%	<input type="checkbox"/> 4%
G. Scheduling of your time .....	<input type="checkbox"/> 76%	<input type="checkbox"/> 24%	<input type="checkbox"/>

7. Did you lose income as a result of jury service? 6%  Yes  
94%  No

8. After having served, what is your impression of jury service? (Answer one)
  - A. The same as before — favorable?  91%
  - B. The same as before — unfavorable?
  - C. More favorable than before?  9%
  - D. Less favorable than before?

9. In what ways do you think jury service can be improved?

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The following information will help evaluate the results and responses to this questionnaire:

10. Age:    18-20    21-24    25-34    35-44    45-54    55-64    65-over  
                                    
          0%    0%    1%    1%    7%    32%    59%
11. Sex:    34%  Female  
          66%  Male

**LAKE**  
**JURY SERVICE EXIT QUESTIONNAIRE**      **SEPTEMBER, 1978**

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 17.25
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 30%
3. How many times were you chosen to report to a courtroom for the jury selection process? 2.1
4. How many times were you actually selected to be a juror? 1.2
5. Have you ever served on jury duty before? 37% had How many times? 1.5
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 87%	<input type="checkbox"/> 13%	<input type="checkbox"/>
B. Treatment by court personnel .....	<input type="checkbox"/> 100%	<input type="checkbox"/>	<input type="checkbox"/>
C. Physical comforts .....	<input type="checkbox"/> 86%	<input type="checkbox"/> 14%	<input type="checkbox"/>
D. Personal safety .....	<input type="checkbox"/> 94%	<input type="checkbox"/> 6%	<input type="checkbox"/>
E. Parking facilities .....	<input type="checkbox"/> 38%	<input type="checkbox"/> 44%	<input type="checkbox"/> 18%
F. Eating facilities .....	<input type="checkbox"/> 93%	<input type="checkbox"/>	<input type="checkbox"/> 7%
G. Scheduling of your time .....	<input type="checkbox"/> 56%	<input type="checkbox"/> 44%	<input type="checkbox"/>

7. Did you lose income as a result of jury service? 13%  Yes  
87%  No

8. After having served, what is your impression of jury service? (Answer one)

- |                                      |                              |
|--------------------------------------|------------------------------|
| A. The same as before – favorable?   | <input type="checkbox"/> 63% |
| B. The same as before – unfavorable? | <input type="checkbox"/> 0%  |
| C. More favorable than before?       | <input type="checkbox"/> 37% |
| D. Less favorable than before?       | <input type="checkbox"/> 0%  |

9. In what ways do you think jury service can be improved?

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The following information will help evaluate the results and responses to this questionnaire:

10. Age:    18-20    21-24    25-34    35-44    45-54    55-64    65-over  
 7%     0%     0%     7%     13%     33%     40%
11. Sex:    44%  Female  
56%  Male

# MARION

## JURY SERVICE EXIT QUESTIONNAIRE

SEPTEMBER, 1978

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 10.4
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 50%
3. How many times were you chosen to report to a courtroom for the jury selection process? 2.2
4. How many times were you actually selected to be a juror? .87
5. Have you ever served on jury duty before? 32% had How many times? 32% - once  
26% - twice  
42% - over twice
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 81%	<input type="checkbox"/> 19%	<input type="checkbox"/>
B. Treatment by court personnel .....	<input type="checkbox"/> 95%	<input type="checkbox"/> 5%	<input type="checkbox"/>
C. Physical comforts .....	<input type="checkbox"/> 75%	<input type="checkbox"/> 25%	<input type="checkbox"/>
D. Personal safety .....	<input type="checkbox"/> 88%	<input type="checkbox"/> 12%	<input type="checkbox"/>
E. Parking facilities .....	<input type="checkbox"/> 72%	<input type="checkbox"/> 28%	<input type="checkbox"/>
F. Eating facilities .....	<input type="checkbox"/> 24%	<input type="checkbox"/> 38%	<input type="checkbox"/> 38%
G. Scheduling of your time .....	<input type="checkbox"/> 52%	<input type="checkbox"/> 43%	<input type="checkbox"/> 5%

7. Did you lose income as a result of jury service? 21%  Yes  
79%  No

8. After having served, what is your impression of jury service? (Answer one)

- A. The same as before — favorable?  77%
- B. The same as before — unfavorable?
- C. More favorable than before?  23%
- D. Less favorable than before?

9. In what ways do you think jury service can be improved?
- 
- 
- 

The following information will help evaluate the results and responses to this questionnaire:

10. Age:    18-20    21-24    25-34    35-44    45-54    55-64    65-over  
                                                            
          3%        2%        18%        17%        12%        25%        23%
11. Sex:    58%  Female  
          42%  Male

# PALM BEACH

## JURY SERVICE EXIT QUESTIONNAIRE

SEPTEMBER, 1978

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 21.7
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 36.5%
3. How many times were you chosen to report to a courtroom for the jury selection process? 2.5
4. How many times were you actually selected to be a juror? .6
5. Have you ever served on jury duty before? 13.7% had How many times? 1.33
6. How would you rate the following factors? (Answer all)
 

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 91%	<input type="checkbox"/> 8%	<input type="checkbox"/> 1%
B. Treatment by court personnel .....	<input type="checkbox"/> 97%	<input type="checkbox"/> 2%	<input type="checkbox"/> 1%
C. Physical comforts .....	<input type="checkbox"/> 86%	<input type="checkbox"/> 8%	<input type="checkbox"/> 5%
D. Personal safety .....	<input type="checkbox"/> 82%	<input type="checkbox"/> 15%	<input type="checkbox"/> 3%
E. Parking facilities .....	<input type="checkbox"/> 21%	<input type="checkbox"/> 38%	<input type="checkbox"/> 40%
F. Eating facilities .....	<input type="checkbox"/> 41%	<input type="checkbox"/> 47%	<input type="checkbox"/> 12%
G. Scheduling of your time .....	<input type="checkbox"/> 49%	<input type="checkbox"/> 28%	<input type="checkbox"/> 13%
7. Did you lose income as a result of jury service? 24%  Yes  
76%  No
8. After having served, what is your impression of jury service? (Answer one)
 

A. The same as before — favorable?	<input type="checkbox"/> 57%
B. The same as before — unfavorable?	<input type="checkbox"/> 4%
C. More favorable than before?	<input type="checkbox"/> 30%
D. Less favorable than before?	<input type="checkbox"/> 9%
9. In what ways do you think jury service can be improved?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following information will help evaluate the results and responses to this questionnaire:

10. Age:
 

18-20	21-24	25-34	35-44	45-54	55-64	65-over
<input type="checkbox"/>						
0%	2%	15%	32%	23%	16%	14%
11. Sex: 66%  Female  
34%  Male

# AVERAGE FOR ALL COUNTIES

## JURY SERVICE EXIT QUESTIONNAIRE

FEBRUARY, 1979

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 21.14
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 37.2%
3. How many times were you chosen to report to a courtroom for the jury selection process? 2.7
4. How many times were you actually selected to be a juror? .99
5. Have you ever served on jury duty before? 23.7% had How many times? 48% Only once before
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 85%	<input type="checkbox"/> 11%	<input type="checkbox"/> 4%
B. Treatment by court personnel .....	<input type="checkbox"/> 97%	<input type="checkbox"/> 3%	<input type="checkbox"/> 0%
C. Physical comforts .....	<input type="checkbox"/> 65%	<input type="checkbox"/> 27%	<input type="checkbox"/> 8%
D. Personal safety .....	<input type="checkbox"/> 87%	<input type="checkbox"/> 12%	<input type="checkbox"/> 1%
E. Parking facilities .....	<input type="checkbox"/> 57%	<input type="checkbox"/> 26%	<input type="checkbox"/> 17%
F. Eating facilities .....	<input type="checkbox"/> 39%	<input type="checkbox"/> 38%	<input type="checkbox"/> 23%
G. Scheduling of your time .....	<input type="checkbox"/> 48%	<input type="checkbox"/> 41%	<input type="checkbox"/> 11%

7. Did you lose income as a result of jury service? 21%  Yes  
79%  No

8. After having served, what is your impression of jury service? (Answer one)
  - A. The same as before -- favorable?  57%
  - B. The same as before -- unfavorable?  4%
  - C. More favorable than before?  34%
  - D. Less favorable than before?  5%

9. In what ways do you think jury service can be improved?

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The following information will help evaluate the results and responses to this questionnaire:

10. Age:
 

18-20	21-24	25-34	35-44	45-54	55-64	65-over
<input type="checkbox"/>						
4%	7%	15%	16%	21%	22%	15%
11. Sex: 53%  Female  
47%  Male

# ALACHUA

## JURY SERVICE EXIT QUESTIONNAIRE

FEBRUARY, 1979

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 6.6
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 40.9%
3. How many times were you chosen to report to a courtroom for the jury selection process? 1.6
4. How many times were you actually selected to be a juror? .67
5. Have you ever served on jury duty before? 20% had How many times? 65% only once before
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 95%	<input type="checkbox"/> 4%	<input type="checkbox"/> 1%
B. Treatment by court personnel .....	<input type="checkbox"/> 97%	<input type="checkbox"/> 2%	<input type="checkbox"/> 1%
C. Physical comforts .....	<input type="checkbox"/> 87%	<input type="checkbox"/> 13%	<input type="checkbox"/> 0%
D. Personal safety .....	<input type="checkbox"/> 96%	<input type="checkbox"/> 4%	<input type="checkbox"/> 0%
E. Parking facilities .....	<input type="checkbox"/> 44%	<input type="checkbox"/> 29%	<input type="checkbox"/> 27%
F. Eating facilities .....	<input type="checkbox"/> 40%	<input type="checkbox"/> 15%	<input type="checkbox"/> 45%
G. Scheduling of your time .....	<input type="checkbox"/> 54%	<input type="checkbox"/> 42%	<input type="checkbox"/> 4%

7. Did you lose income as a result of jury service? 18%  Yes  
82%  No
8. After having served, what is your impression of jury service? (Answer one)
  - A. The same as before -- favorable?  57%
  - B. The same as before -- unfavorable?  1%
  - C. More favorable than before?  37%
  - D. Less favorable than before?  5%

9. In what ways do you think jury service can be improved?

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The following information will help evaluate the results and responses to this questionnaire:

10. Age:
 

18-20	21-24	25-34	35-44	45-54	55-64	65-over
<input type="checkbox"/>						
5%	11%	22%	21%	17%	15%	9%
11. Sex: 43%  Female  
57%  Male

# BROWARD

## JURY SERVICE EXIT QUESTIONNAIRE

FEBRUARY, 1979

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 32.3
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 48%
3. How many times were you chosen to report to a courtroom for the jury selection process? 3.0%
4. How many times were you actually selected to be a juror? .87
5. Have you ever served on jury duty before? 25.5% had How many times? .62
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 78%	<input type="checkbox"/> 17%	<input type="checkbox"/> 5%
B. Treatment by court personnel .....	<input type="checkbox"/> 92%	<input type="checkbox"/> 8%	<input type="checkbox"/> 0%
C. Physical comforts .....	<input type="checkbox"/> 14%	<input type="checkbox"/> 50%	<input type="checkbox"/> 36%
D. Personal safety .....	<input type="checkbox"/> 63%	<input type="checkbox"/> 33%	<input type="checkbox"/> 1%
E. Parking facilities .....	<input type="checkbox"/> 68%	<input type="checkbox"/> 19%	<input type="checkbox"/> 13%
F. Eating facilities .....	<input type="checkbox"/> 20%	<input type="checkbox"/> 47%	<input type="checkbox"/> 33%
G. Scheduling of your time .....	<input type="checkbox"/> 24%	<input type="checkbox"/> 40%	<input type="checkbox"/> 36%

7. Did you lose income as a result of jury service? 24%  Yes  
76%  No

8. After having served, what is your impression of jury service? (Answer one)

- A. The same as before — favorable?  54%
- B. The same as before — unfavorable?  8%
- C. More favorable than before?  22%
- D. Less favorable than before?  16%

9. In what ways do you think jury service can be improved?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following information will help evaluate the results and responses to this questionnaire:

10. Age: 18-20 21-24 25-34 35-44 45-54 55-64 65-over  
 4%  4%  9%  14%  15%  28%  26%
11. Sex: 55.8%  Female  
44.2%  Male

**ESCAMBIA**  
**JURY SERVICE EXIT QUESTIONNAIRE**      **FEBRUARY, 1979**

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 26.6
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 46.4%
3. How many times were you chosen to report to a courtroom for the jury selection process? 4.1
4. How many times were you actually selected to be a juror? 1.1
5. Have you ever served on jury duty before? 31% had How many times? 32%; 1 time  
34%; 2 times
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 69%	<input type="checkbox"/> 17%	<input type="checkbox"/> 14%
B. Treatment by court personnel .....	<input type="checkbox"/> 97%	<input type="checkbox"/> 3%	<input type="checkbox"/> 0%
C. Physical comforts .....	<input type="checkbox"/> 76%	<input type="checkbox"/> 22%	<input type="checkbox"/> 2%
D. Personal safety .....	<input type="checkbox"/> 93%	<input type="checkbox"/> 7%	<input type="checkbox"/> 0%
E. Parking facilities .....	<input type="checkbox"/> 62%	<input type="checkbox"/> 26%	<input type="checkbox"/> 12%
F. Eating facilities .....	<input type="checkbox"/> 47%	<input type="checkbox"/> 36%	<input type="checkbox"/> 17%
G. Scheduling of your time .....	<input type="checkbox"/> 41%	<input type="checkbox"/> 48%	<input type="checkbox"/> 11%

7. Did you lose income as a result of jury service? 15%  Yes  
85%  No

8. After having served, what is your impression of jury service? (Answer one)
  - A. The same as before — favorable?  48%
  - B. The same as before — unfavorable?  2%
  - C. More favorable than before?  47%
  - D. Less favorable than before?  3%

9. In what ways do you think jury service can be improved?
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The following information will help evaluate the results and responses to this questionnaire:

10. Age:    18-20    21-24    25-34    35-44    45-54    55-64    65-over  
                                                  
6%        12%        15%        14%        24%        19%        10%
11. Sex:    59%  Female  
41%  Male

# MARION

## JURY SERVICE EXIT QUESTIONNAIRE

FEBRUARY, 1979

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 15.1
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 22.2%
3. How many times were you chosen to report to a courtroom for the jury selection process? 1.7
4. How many times were you actually selected to be a juror? 1.2
5. Have you ever served on jury duty before? 30% had How many times? 36%; once before  
45%; twice before
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 89%	<input type="checkbox"/> 11%	<input type="checkbox"/> 0%
B. Treatment by court personnel .....	<input type="checkbox"/> 100%	<input type="checkbox"/> 0%	<input type="checkbox"/> 0%
C. Physical comforts .....	<input type="checkbox"/> 83%	<input type="checkbox"/> 17%	<input type="checkbox"/> 0%
D. Personal safety .....	<input type="checkbox"/> 92%	<input type="checkbox"/> 8%	<input type="checkbox"/> 0%
E. Parking facilities .....	<input type="checkbox"/> 85%	<input type="checkbox"/> 12%	<input type="checkbox"/> 3%
F. Eating facilities .....	<input type="checkbox"/> 44%	<input type="checkbox"/> 44%	<input type="checkbox"/> 12%
G. Scheduling of your time .....	<input type="checkbox"/> 62%	<input type="checkbox"/> 38%	<input type="checkbox"/> 0%

7. Did you lose income as a result of jury service? 21%  Yes  
79%  No
8. After having served, what is your impression of jury service? (Answer one)
  - A. The same as before — favorable?  70%
  - B. The same as before — unfavorable?  6%
  - C. More favorable than before?  24%
  - D. Less favorable than before?  0%

9. In what ways do you think jury service can be improved?

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The following information will help evaluate the results and responses to this questionnaire:

10. Age: 18-20  5% 21-24  3% 25-34  13% 35-44  10% 45-54  28% 55-64  26% 65-over  15%
11. Sex: 49%  Female  
51%  Male

# PALM BEACH

## JURY SERVICE EXIT QUESTIONNAIRE

FEBRUARY, 1979

Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1. Approximately how many hours did you spend at the courthouse? 25.1
2. Of these hours in the courthouse, what percent was spent in the jury waiting room? 28.7%
3. How many times were you chosen to report to a courtroom for the jury selection process? 3.2
4. How many times were you actually selected to be a juror? 1.0
5. Have you ever served on jury duty before? 12% had How many times? 59%; once before
6. How would you rate the following factors? (Answer all)

	Good	Adequate	Poor
A. Initial orientation .....	<input type="checkbox"/> 94%	<input type="checkbox"/> 6%	<input type="checkbox"/> 0%
B. Treatment by court personnel .....	<input type="checkbox"/> 97%	<input type="checkbox"/> 3%	<input type="checkbox"/> 0%
C. Physical comforts .....	<input type="checkbox"/> 64%	<input type="checkbox"/> 33%	<input type="checkbox"/> 3%
D. Personal safety .....	<input type="checkbox"/> 91%	<input type="checkbox"/> 6%	<input type="checkbox"/> 3%
E. Parking facilities .....	<input type="checkbox"/> 28%	<input type="checkbox"/> 45%	<input type="checkbox"/> 27%
F. Eating facilities .....	<input type="checkbox"/> 44%	<input type="checkbox"/> 48%	<input type="checkbox"/> 8%
G. Scheduling of your time .....	<input type="checkbox"/> 57%	<input type="checkbox"/> 38%	<input type="checkbox"/> 5%

7. Did you lose income as a result of jury service? 25%  Yes  
75%  No

8. After having served, what is your impression of jury service? (Answer one)

A. The same as before – favorable?	<input type="checkbox"/> 56%
B. The same as before – unfavorable?	<input type="checkbox"/> 3%
C. More favorable than before?	<input type="checkbox"/> 39%
D. Less favorable than before?	<input type="checkbox"/> 2%

9. In what ways do you think jury service can be improved?
- 
- 
- 

The following information will help evaluate the results and responses to this questionnaire:

10. Age:    18-20    21-24    25-34    35-44    45-54    55-64    65-over  
 3%     5%     15%     19%     19%     21%     18%
11. Sex:    59%  Female  
41%  Male

## **APPENDIX D**

**ALACHUA COUNTY**

WEEK	QUALIFIED YIELD	Unclaimed	No Show	Excluded	Postponed	Summoning Yield	Overall Yield	REMARKS
9/5/78	71	7	31	7	11	45	32	
9/11/78	71	15	17	8	18	42	30	
9/12/78	71	13	18	2	2	57	40	
9/18/78	71	7	24	10	6	52	37	
9/25/78	71	9	23	11	7	50	36	
10/3/78	71	9	23	9	9	50	36	
10/9/78	71	10	9	10	9	63	45	
10/16/78	71	8	19	14	11	45	32	
10/23/78	71	8	18	8	11	55	39	
11/6/78	71	13	13	21	5	48	34	
11/13/78	71	11	17	6	12	53	38	
11/20/78	71	13	13	13	14	49	35	
11/28/78	71	12	9	11	9	57	40	
12/4/78	71	13	18	14	13	44	31	
12/11/78	71	12	12	19	16	41	29	
12/19/78	71	8	26	17	18	31	22	
1/2/79	71	6	28	13	13	41	29	
1/8/79	71	8	20	11	13	48	34	
1/15/79	71	7	19	12	12	49	35	
2/5/79	70.3	15	17	19	13	36	25	
2/12/79	70	18	16	8	12	49	34	
2/19/79	70	4	14	12	24	51	36	
2/26/79	70	5	12	15	16	52	36	
3/5/79	70	10	4	34	11	41	29	
3/12/79	70	5	12	15	18	50	35	
3/19/79	70	5	14	18	18	46	32	
3/26/79	70	8	23	16	6	48	34	
4/2/79	70	10	17	18	6	49	34	
4/9/79	70	6	24	11	14	45	32	
4/16/79	70	6	6	8	21	59	41	
4/23/79	70	7	14	11	17	51	36	
<b>AVERAGES</b>	70	9	17	13	12	48	34	

**BROWARD COUNTY**

WEEK	QUALIFIED YIELD	Unclaimed	No Show	Excluded	Postponed	Summoning Yield	Overall Yield	REMARKS
8/28/78		13	18	36		32	32	
9/5/78		14	17	35		43	43	
9/11/78		12	17	39		32	32	
9/18/78		12	19	36		34	34	
9/25/78		12	18	39		30	30	
10/2/78		12	22	39		27	27	
10/9/78		12	20	35		33	33	
10/16/78		9	22	38		32	32	
10/23/78		11	21	31		37	37	
10/30/78		13	24	30		33	33	
11/6/78		11	11	31		36	36	
11/13/78		9	16	39		37	37	
11/20/78		14	10	31		35	35	
11/27/78		11	11	36		36	36	
12/4/78		10	10	31		35	35	
12/11/78		12	11	38		32	32	
12/18/78		11	9	45		29	29	
12/26/78		14	14	37		28	29	
1/2/79		13	9	32		40	40	
1/8/79		6	9	31		39	39	
1/15/79		6	9	38		37	37	
1/22/79		7	16	31	1	34	34	
1/29/79		7	9	37	3	33	33	
2/5/79		7	10	37	3	35	35	
2/12/79						38	38	
2/19/79		5	9	17	8	35	35	
2/26/79		5	12	31	5	41	41	
3/5/79		5	13	35	3	37	37	
3/12/79		9	13	31	5	42	42	
3/19/79		9	10	38		42	42	
3/26/79		8	20	24	4	39	39	
4/2/79		7	9	21	4	59	59	
4/9/79		8	12	20	8	36	36	
4/16/79		8	11	41	7	32	32	
4/23/79		9	13	36	9	35	35	
<b>AVERAGES</b>		9	14	33	5	36	36	

### ESCAMBIA COUNTY

WEEK	QUALIFIED YIELD	Unclaimed	No Show	Excluded	Postponed	Summoning Yield	Overall Yield	REMARKS
9/11/78		14	8	39		39	39	
9/18/78		20	13	32		35	35	
9/25/78		13	4	41		43	43	
10/2/78		19	6	28		47	47	
10/9/78		14	5	37		44	44	
10/23/78		10	5	63		22	22	
10/30/78		19	9	35		37	37	
11/6/78		21	6	36		38	38	
11/13/78		14	4	40		43	43	
11/20/78		25	10	23		42	42	
11/27/78		19	10	36		36	36	
12/4/78		12	6	34		48	48	
12/4/78		12	5	40		43	43	
12/11/78		18	3	34		44	44	
12/18/78		13	3	47		36	36	
1/3/79		13	4	43		40	40	
1/8/79		10	4	40		45	45	
1/15/79		20	4	36		40	40	
1/22/79		13	3	33		51	51	
1/29/79		11	3	44		41	41	
2/5/79		8	5	44		34	34	
2/12/79		11	5	29		56	56	
2/12/79		6	6	47		42	42	
2/19/79		10	4	42		43	43	
2/26/79		8	5	42		45	45	
3/5/79		19	6	42		33	33	
3/5/79		6	4	47		43	43	
3/5/79		4	8	41		48	48	
3/5/79		37	5	26		31	31	
3/12/79		11	6	40		43	43	
3/12/79		7	3	33		57	57	
3/19/79		16	8	34		42	42	
3/26/79		11	5	44		40	40	
4/2/79		13	6	35		46	46	
4/9/79		9	7	56		30	30	
4/16/79		11	9	45		35	35	
4/23/79		8	6	42		44	44	
<b>AVERAGES</b>		14	6	39		41	41	

## HERNANDO COUNTY

WEEK	QUALIFIED YIELD	Unclaimed	No Show	Excluded	Postponed	Summoning Yield	Overall Yield	REMARKS
9/20/78	53					48	25	
11/16/78	53	12	0	38		50	27	
11/22/78	53	6	14	34	2	44	23	
1/8/79								Cancelled by TCD
1/22/79								Cancelled by TCD
1/25/79								Cancelled by TCD
2/12/79	53	13	3	35		48	25	
2/22/79								Cancelled by TCD
3/14/79	53	8	18	33	5	38	20	
3/22/79								Cancelled by TCD
3/26/79								Cancelled by TCD
AVERAGES	53	10	12	35	4	46	24	

### LAKE COUNTY

WEEK	QUALIFIED YIELD	Unclaimed	No Show	Excluded	Postponed	Summoning Yield	Overall Yield	REMARKS
8/14/78	44	10	3	33		50	22	
8/21/78	44	9	7	31		52	23	
8/21/78	44	13	6	38		42	18	
8/28/78	44	19	2	31		48	21	
9/11/78	44	7	7	20		67	29	
9/25/78	44	13	1	34		52	23	
10/9/78	44	6	6	32		55	24	
10/23/78	44	6	4	43		47	21	
11/13/78	44	7	7	30		57	25	
12/4/78	44	5	4	28		37	16	
12/11/78	44	0	0	33		67	29	
12/11/78	44	3	15	45		38	17	
1/16/79	44	20	0	17		63	28	
2/13/79	44	3	3	33		60	26	
2/26/79	39	2	0	37		63	25	
3/12/79	39	4	8	28		60	23	
3/19/79	39	2	0	28		70	27	
3/26/79	39	3	0	30		67	26	
4/16/79	39	0	8	12		80	31	
4/23/79	39	3	0	37		60	23	
<b>AVERAGES</b>	42	7	25	31		57	24	

**MARION COUNTY**

WEEK	QUALIFIED YIELD	Unclaimed	No Show	Excluded	Postponed	Summoning Yield	Overall Yield	REMARKS
9/11/78	36	0	11	22	2	64	23	
9/11/78	36	5	0	21		74	27	
9/18/78	36	0	0	33		68	24	
10/2/78	36	10	0	18		62	22	
10/2/78	36	2	10	33	13	42	15	
10/9/78	36	2	5	26	12	52	19	
10/23/78	36	0	3	28		69	25	
10/30/78	36	0	6	21	4	68	24	
11/6/78	36	0	13	15		72	26	
11/13/78	36	0	5	37		59	21	
11/13/78	36	2	7	25	9	57	20	
11/20/78	36	2	11	32	6	50	18	
12/4/78	36	11	0	9	13	68	24	
12/6/78	36	3	0	23	3	70	25	
12/11/78	36	8	11	16	5	61	22	
12/18/78	36	0	8	38	5	51	18	
1/8/79	36	1	11	40		47	17	
1/8/79	36	7	0	20		63	23	
1/22/79	36	8	8	31		53	19	
2/5/79	36	2	3	38	15	43	15	
2/7/79	36	3	8	20		70	25	
2/13/79	36	0	1	21	41	38	14	
2/19/79	36	0	11	31	3	56	20	
3/5/79	36	0	7	22	12	59	21	
3/13/79	36	0	4	18	27	51	18	
4/2/79	36	0	10	28		63	23	
4/10/79	36	0	3	26	11	60	22	
4/17/79	36	1	5	28	3	63	23	
4/23/79	36	8	4	47	8	33	12	
<b>AVERAGES</b>	36	3	6	26	7	58	21	

**PALM BEACH COUNTY**

WEEK	QUALIFIED YIELD	Unclaimed	No Show	Excluded	Postponed	Summoning Yield	Overall Yield	REMARKS
9/5/78		38	2	13	12	49	49	
9/11/78		37	6	14	12	65	65	
9/18/78		39	2	20	8	55	55	
9/25/78		34	4	16	14	47	47	
10/2/78		30	6	14	19	42	42	
10/10/78		34	3	16	20	41	41	
10/16/78		31	6	13	17	52	52	
10/23/78		34	6	21	11	48	48	
10/30/78		35	3	17	14	48	48	
11/6/78		32	2	18	14	58	58	
11/13/78		30	3	18	13	50	50	
11/20/78		37	3	17	10	68	68	1st Class Mail
11/27/78		17	8	21	20	45	45	1st Class Mail
12/4/78		16	18	15	21	40	40	1st Class Mail
12/11/78		18	12	20	18	40	40	1st Class Mail
12/18/78		23	11	19	23	35	35	
1/2/79		32	4	17	20	37	37	
1/8/79		31	3	23	17	40	40	
1/15/79		36	13	18	15	49	49	
1/22/79		32	2	17	20	47	47	
1/29/79		32	2	21	17	45	45	
2/5/79		29	3	21	18	44	44	
2/12/79		27	2	21	19	44	44	
2/20/79		22	2	19	26	45	45	
2/26/79		28	2	20	22	45	45	
3/5/79		33	1	15	18	44	44	
3/12/79		32	1	21	16	39	39	
3/19/79		32	3	18	18	39	39	
3/26/79		23	3	19	18	55	55	
4/2/79		32		16	19	46	46	
4/9/79		30	1	14	22	45	45	
4/16/79		32	1	21	15	44	44	
4/23/79		31		19	21	48	48	
<b>AVERAGES</b>		29	4	17	17	45	45	

## **APPENDIX E**

No. ....

# State of Florida, County of Marion

To: ..... Greetings:

By virtue of a writ of venire facias, to me directed by the County Judge of said County, you are hereby summoned and required to attend at the Court House in the town of Ocala, on ..... the ..... day of ..... A.D. 19..... at ..... o'clock A.M. to serve as County Court Juror during said term of Court, or until discharged by order of said Court. Herein fail not under penalty of the law.

Witness my hand and seal, this the ..... day of ....., A. D., 19.....

DON MORELAND L.S.

**JUDGE REQUESTS A COAT AND TIE BE WORN BY GENTLEMEN AND APPROPRIATE DRESS BY LADIES.**

.....  
Sheriff, Marion County, Florida

By ..... D.S.

## MARION COUNTY FLORIDA JUROR INFORMATION SHEET

Your name has been randomly drawn from the voter's registration list of Marion County for service as a juror. Citizen participation in the jury system guarantees the right of all persons to a trial by their peers. Your presence is an important part of the judicial process.

Examine your summons carefully. Note the jury number assigned to you and the time, the date and the Courtroom in which you are to appear.

After 5 pm on the day before your service date, please call 622-4758 for a recorded message.

This message will instruct you concerning the jury summons you have received. Occasionally unforeseen circumstances will result in a postponement or cancellation of a trial and it will not be necessary for you to report.

IF YOU RECEIVE NO MESSAGE OR THE TELEPHONE RECORDING IS NOT IN OPERATION, PLEASE REPORT FOR JURY DUTY AS DIRECTED BY YOUR PRINTED SUMMONS.

### General Information

**First Day:** Please report to the Courtroom to which you have been summoned in the Marion County Courthouse, 110 NW 2nd Avenue, Ocala, Florida. Circuit Courtroom A is on the second floor and County Courtrooms B and C are on the third floor.

**Attire:** It is requested that a coat and tie be worn by gentlemen and a dress or pantsuit by ladies. It is suggested that women carry a sweater or jacket to the air conditioned courtrooms.

**Parking:** Jurors may park their car in the parking lot in front of the Courthouse on NW 2nd Avenue. If this lot is full, the County parking lot on the corner of Magnolia and NW 3rd is available for juror use.

**Compensation:** In accordance with Florida State Law, jurors receive ten dollars (\$10.00) per day plus fourteen cents (14¢) per mile calculated for a round trip for every day of service. Please check the address on the summons. A CORRECT MAILING ADDRESS IS ESSENTIAL FOR PAYMENT.

Jury service normally lasts three to five working days unless you are excused by the court or additional time is required to complete the trial you are serving on.

### Important:

1. The law provides that:
  - a. Expectant mothers and mothers with children under 15 years of age will be excused from jury duty on request.
  - b. Anyone with a physical or mental infirmity may be excused.
2. If you are entitled to be excused or cannot serve because of either of these provisions, call the Clerk of the Circuit Courts' Office at 622-4758 Ext. 39, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
3. Business hardships that may result from jury duty are not grounds for an excuse. A postponement may be granted, however, to those with extenuating circumstances.

If we can be of any further assistance or if you should have any questions please feel free to call us at 629-0177 or 622-4758.

**APPENDIX F**

## Narration: Dual-Slide Presentation

### "You the Juror"

While court buildings, procedures, fashions, technology and laws have undergone fantastic changes in America's two-hundred-year history, the basic concept of legally judging a citizen in the United States has not:

No, the concept of trial by jury has remained the same. The reason is simple: *it works. It works because you, the American juror, have always served honestly, conscientiously, and with plain good old common sense.*

This year, over 120,000 trials will be judged by close to a million citizens across our country; accounting for *more than 90 percent of all the jury trials in the world.*

Florida law requires that jurors be qualified electors, selected at random so as to represent a fair cross-section of the citizens residing in the county where the trial is to take place. A list of citizens who may be called to serve as jurors is selected from the voter's registration list.

From this list, individuals are randomly selected to report for jury service. Finally . . . here you are . . . ready to perform a vital civic duty.

Now that you are here, what can you expect? Unfortunately, after this orientation has been completed, a lot of what happens will be waiting for something to happen. You may be directed to go to one courtroom and arrive there only to be told that the case has been settled and that you are to return to the jury assembly room to go to another courtroom, or to wait. Take satisfaction from the knowledge that your presence in the Courthouse and readiness to be empanelled is often a critical ingredient in a decision by the parties to settle their differences. The Court tries its best to summon a minimum number of jurors but, it is unlikely that every juror summoned will actually serve on a jury in the trial of a case.

The Court hopes that *You, the Juror*, will find jury duty a pleasant and rewarding experience. This has certainly been the reaction of prior jurors who were just as apprehensive at first as we know you are now.

If you have any problems or questions, contact the Jury personnel. They are there to assist you with any problems concerning your jury duty.

There is a snack bar located in the courthouse for your convenience. Other eating facilities are located within a reasonable distance of the courthouse. The jury personnel will be glad to advise you of their locations.

*Proper dress for Court is requested. Just remember, extremes of dress are inappropriate.* Maintaining the dignity and decorum of the Court with simple everyday business attire is suggested and appreciated. Perhaps a good rule to follow is to dress as if it were your case being judged.

Florida law allows the state to compensate jurors for per diem and mileage. You will be paid after you have completed your service.

If this is the first time you've been called for jury service, you may be unfamiliar with courts and the jobs of the various people who work every day in a courtroom.

Cases which come before a trial jury are divided into two general classes: civil and criminal. Civil cases are those in which the parties in dispute come into court for the ascertainment and settlement of their respective rights. Criminal cases are those in which action is brought by the state, to try persons charged with violation of criminal laws.

Centered at the end of the courtroom is, of course, the judge. Each judge is responsible for the conduct of the trial according to law. In jury trials, the judge instructs the jury on the law as it applies to each particular case.

It is the responsibility of the bailiff to maintain order in the court, and, following the instructions of the judge, to be in attendance to the jury.

Seated to the side of the judge is the clerk, who is responsible for any documents or physical evidence which is entered into the trial. Also seated near the judge is a court reporter. The court reporter produces a certified word-for-word, written record of the trial.

Seated in the front part of the courtroom are the attorneys and the litigants they represent. In a criminal trial, the prosecuting attorney is seated at one table and the defense attorney and the defendant sit at the other. The defendant is being tried to determine whether or not he or she has violated a state law. In a civil trial, the plaintiff and his or her attorney sit at one table and the defense is seated at the other. The plaintiff is the party who has filed the lawsuit to be tried and he or she and the defendant have come to court to have the court settle a disagreement between them.

Persons who may have some knowledge of the facts pertaining to either a civil or criminal case may be called upon by either of the attorneys to testify under oath as witnesses.

And then there is *you: the juror*. Your responsibility is the protection of the rights, privileges and liberties of each person in handing down the verdict of the court.

A fair, impartial and just verdict depends upon the combined efforts of the jury as finders of the facts, the judge as presiding officer, the authority of the law and the lawyers as examiners and advocates.

A jury trial begins with the selection of jurors, a process called *voir dire*. Let's go back to the courtroom and watch.

**Clerk:**—Rhonda Alexander

**Mrs. Alexander:**—Here, sir. (Mrs. Alexander takes a seat in the jury box.)

**Clerk:**—Charles McGill

**Charles McGill:**—Yes, sir. (Mr. McGill also takes a seat and is the last juror.)

**Judge:**—Ladies and gentlemen, this is a criminal case in which the defendant has been accused of violating the law of the State of Florida. In selecting a jury for this case, this court and the litigants in this case have a right to

select the most impartial jury possible to hear the case. In order to do this, I must ask you some questions concerning any possible relationship you may have to the parties involved or any prior knowledge you may have concerning the facts of this case. Now the charge that has been brought against the defendant accuses him of violating the criminal code of the State of Florida ;;;;;;;;;; (fade out voice of Judge)

**Narrator:**—The Judge is now explaining in detail the exact nature of the charge brought against the defendant and will then ask the jurors some questions; the court is entirely dependent on the candidness of the juror's responses.

**Judge:**—Do any of you know the defendant in this case? If so, please raise your hand.

(Jurors shake heads)

**Narrator:**—The law authorizes the judge to excuse individual jurors from service in a particular case for various reasons. To establish these reasons, the state attorney will ask you specific questions. This process "challenges" the juror's impartiality. Each attorney is allowed a certain number of peremptory challenges and an unlimited number of challenges for cause.

A peremptory challenge is one for which no reason for a juror's excuse must be given to the judge. On the other hand, if an attorney wishes to excuse for cause, he must state his or her cause to the judge who will then rule on whether the attorney's challenge is proper.

**State Attorney:**—Mrs. Alexander, I see that you work for the Youth Services Program under the Health and Rehabilitative Services Department of the State of Florida.

**Mrs. Alexander:**—Yes, that's correct.

**State Attorney:**—In your capacity, do you ever have contact with the Juvenile Division of the police departments?

**Mrs. Alexander:**—Yes, as a caseworker I often have occasion to speak with officers.

**State Attorney:**—Detective Daniel Williams is the officer in charge of the case before us today. Do you know him?

**Mrs. Alexander:**—Yes, I have worked on a number of cases with him.

**Defense Attorney:** (speaking to the Judge at the bench)—Your Honor, I move to have Mrs. Alexander excused for cause. In addition, Your Honor, I would like to exercise one of my peremptory challenges and ask that Mr. McGill be excused.

**Judge:**—Mrs. Alexander, Mr. McGill, you may be excused. Clerk, will you call two more jurors please.

**Narrator:**—The defense attorney has successfully exercised a challenge for cause because he feels that Mrs. Alexander's working relationship with the officer may make her sympathetic to the prosecutor's case. The peremptory challenge of Mr. McGill was unexplained as are all peremptory challenges.

*There is no reason for a juror to feel bad, ashamed or embarrassed if he or she is excused for any reason. When a juror is excused, it is in no way a reflection upon him or her nor does it question his or her competence in any way. The process of questioning and challenging con-*

tinues until the number of jurors needed has been accepted. When the selection of the jury is completed, the judge orders the clerk to swear the jury to try the case.

**Clerk:**—Do you and each of you solemnly swear or affirm that you will well and truly try the issues between the State of Florida and the defendant, and a true verdict render according to the law and evidence so help you God.

**Jury:**—I do.

**Narrator:**—When members of the jury take this oath they become judges of every question of fact in the case and are a part of the legal machinery for determining the facts of the case from the evidence presented to them. They are duty bound to act fairly and impartially, and are no longer free to act upon their feelings or emotions, but only on reason and judgment and under instructions of the judge.

As the trial begins the prosecutor or the lawyer for the plaintiff usually makes an opening statement, telling you what he or she claims and outlining the evidence that he or she expects to present to prove the case. The defendant's lawyer then may present the other side of the case in a similar statement. The important thing to remember is that *opening statements are not to be considered evidence, but are each attorney's contention as to the essential facts in the case, and should not be considered by you in arriving at your verdict.*

*Evidence is that body of statements, exhibits and objects used to establish the facts of a case. Evidence may be an article such as a document, a gun, a tool, a photograph or some other tangible thing supported by sworn witness testimony. Testimony itself may be evidence. In fact, most of the evidence in most cases is in the form of witness testimony.*

Pay close attention to each witness as he or she testifies, not only to hear what is said, but also to watch his or her manner and expressions. *You are the sole judges of the credibility or believability of the witnesses.* It is your sole responsibility to sift the facts of the case from all of the evidence presented.

During the course of the trial, especially prior to a recess, the judge will advise you that it is your duty not to speak with *anyone* about anything that has gone on in the courtroom. Even speaking to your husband or wife about the case can be an act of contempt punishable by fine or imprisonment. A wise policy for you to follow is to avoid even the *appearance* of an improper discussion.

As a matter of fact, if you believe that someone has purposely tried to talk to you concerning the case, it would be your duty to relate the incident to the judge immediately. Make sure that while you are in the courtroom, elevators, corridors, lunchroom, or *anywhere else* that you do not talk with lawyers, their clients or any other person interested in any way in the trial of the case.

You should also know that it would be a violation of your duty as a juror to conduct your own investigation of the case. For instance, you should not visit the scene of an accident or crime or make any attempt to question witnesses on your own.

The lawyers in the trial bear the complete responsibility for presenting the entirety of their cases to you.

There will be times during the course of the trial when the lawyers will step up to the bench to hold private conversations. Such conversations are not for the jury to hear. They concern technical points of the law and courtroom procedure which the Judge alone must decide. Sometimes the Judge may excuse the jury or he may recess the Court to enable himself and the attorneys to resolve the matter in the courtroom or in the Judge's chambers. Other times, the Judge may want to satisfy himself by looking up the law before making a ruling. These conferences are not intended to purposely delay the trial, but are necessary to insure a fair trial for all parties.

After all the evidence has been introduced, the lawyers will sum up their cases for you. This final or closing argument is not evidence just as the opening statement was not evidence he or she presented. Each lawyer will also ask you to reach a verdict in favor of his or her client. At the conclusion of the final arguments, the judge will instruct you on the law that applies to the case you have just heard. Pay close attention to the instructions because you, in turn will have to apply the law to the facts that you have determined to be true. You must accept the law exactly as given to you by the judge. For the purposes of the case which you are hearing, the judge is the final authority on the law.

In weighing evidence, there is a difference between the degree of proof required to establish a criminal case and that required to establish a civil case.

The judge will explain to you, in the instructions the degree of proof required in the case you are hearing. You are to decide the facts solely upon the testimony given under oath in court and the exhibits admitted in evidence. This is the most important part of your duty. Each lawyer has a duty to present the best possible case.

The lawyer's arguments naturally are conflicting. If they were not in conflict with each other, there would have been no need for a trial in the first place. Your job is to

listen to the lawyers' opinions in their opening and closing arguments, listen to all the testimony, look at the exhibits, and decide the facts.

After the judge has instructed you on the law, the bailiff will then take you to the jury room for your deliberation. Your first duty in deliberation will be to elect a foreperson. The foreperson acts as the chairperson of the jury. It is that person's duty to see that discussion is carried on in a free but orderly manner, and will provide every juror an opportunity to express himself or herself. The foreperson will also manage the balloting.

In your deliberations, there may be differences of opinion and arguments. If so, listen to the opinions, form your own opinions, state them, and then vote the way your intellect and your conscience tell you to. By all means, keep your minds open to the arguments and opinions of others.

When a verdict has been reached, the foreperson will instruct the bailiff that you have arrived at a decision. Do not tell the bailiff or anyone else what the verdict is until the judge requests it. To transmit the verdict through a facial gesture is highly improper. When delivering the verdict, the foreperson speaks for the jury.

Unless you are a witness in a trial, jury duty is about the only place that a citizen may take part in the administration of justice. And jury duty is the most important citizen duty of all. America is one of just a handful of countries left in the world that respects its citizens so highly that it calls upon them to sit in judgment of other citizens. This is one of the major differences between our government and the many other forms of government the world has known.

If you should feel for a moment that jury duty is inconvenient, you should weigh that against the important role that you play as a juror in a trial. For in this country at least, a case may be heard and decided not by a policeman in a barracks or stationhouse, but in open court, on the record, by a citizen of this state, an honorable man or woman, a juror.

**END**