

Jury Proceeding Addendum to COVID-19 Operating Plan for the District and County Courts at Law of Guadalupe County

Effective on and after October 1, 2020

Recognizing the need to ensure the health and safety of jurors, litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the courts, District and County Courts at law, of Guadalupe County will implement, in addition to the procedures and protocols in the previously submitted COVID-19 Operating Plan, the following protective measures for all jury proceedings:

General

1. All judges will comply with the Emergency Orders issued by the Supreme Court of Texas and Court of Criminal Appeals, including conducting in-person jury proceedings according to the guidance issued by the Office of Court Administration.
2. The justice courts will not conduct an in-person jury proceeding until the Supreme Court permits such proceedings.
3. Judges will conduct in-person jury proceedings in accordance with the previously approved Operating Plan and this addendum only after this jury proceeding addendum is submitted and accepted by the Regional Presiding Judge.
4. Not more than five business days before an approved in-person jury proceeding is scheduled to occur, the local administrative district judge or designee will consult with the local public health authority to verify that local health conditions and plan precautions are appropriate for the jury proceeding to proceed.
5. Except for criminal cases where confinement in jail or prison is a potential punishment, judges may conduct remote jury proceedings if the court follows the requirements of the hearings on objections or motions section below and ensures that all potential and selected petit jurors have access to technology to participate remotely. Judges may conduct remote jury proceedings in a criminal case where confinement in jail or prison is a potential punishment only with appropriate waivers and consent obtained on the record from the defendant and the prosecutor.

Jury Proceeding Approval Process

1. Judges wishing to conduct a jury proceeding will follow the procedure detailed below to obtain approval to proceed with the jury proceeding from the local administrative district judge and Regional Presiding Judge:

Judges will submit a scheduling notice advising the local administrative district judge and Regional Presiding Judge of the need for a jury panel with specific details related to the case and the litigants.

2. The local administrative district judge or his designee will, not more than five business days before the jury proceeding, consult with the local public health authority to verify that the

2. The local administrative district judge or his designee will, not more than five business days before the jury proceeding, consult with the local public health authority to verify that the local health conditions and plan precautions are appropriate for the jury proceeding to proceed with the following procedure:

The local administrative district Judge or designee, will contact the local health authority by email or phone within the recommended five (5) business days before the jury proceeding date to verify that the local health conditions and our plan precautions are appropriate for the jury to proceed. This will also allow sufficient time for the clerk to notify panel member of the status of their jury service

Hearings on Objections or Motions Related to Proceeding

1. Parties who are scheduled for a jury proceeding are encouraged to make any objections or motions related to proceedings at least 10 days prior to the trial setting.
2. Any objections or motions related to proceeding with a jury proceeding will be heard by the judge presiding over the case at least seven days prior to the jury proceeding or as soon as practicable if the objection or motion is made or filed within seven days of the jury proceeding.

Communication Protocols

1. Each judge with an approved in-person jury proceeding will require the parties to communicate with the court if any participant in the jury proceeding, including attorneys, parties, attorney support staff, or witnesses, has tested positive for COVID-19 within the previous 30 days prior to any portion of the jury proceeding, currently has symptoms of COVID-19, or has had recent known exposure to COVID-19.
2. If the approved in-person jury proceeding involves an incarcerated participant, the judge will require the sheriff to report any positive COVID-19 test of the incarcerated participant within the previous 30 days prior to any portion of the jury proceeding, any current symptoms of COVID-19, or any recent known exposure to COVID-19.

Scheduling

1. A judge who obtains approval for an in-person jury proceeding will schedule no more than ten cases for that jury trial setting, unless pre-approval for larger dockets is obtained from the Regional Presiding Judge.
2. Judges should attempt to alert parties who will not be proceeding prior to the day of trial to reduce attendance at the court facility.

Summoning Jurors

1. The jury clerk must include with in-person juror summonses information regarding precautions that have been taken to protect the health and safety of prospective jurors and COVID questionnaires that elicit from prospective jurors information about their exposure or vulnerability to COVID-19.

2. Judges will consider using juror questionnaires for voir dire to assist in shortening the length of voir dire or the number of venirepersons.
3. Excuses or requests to reschedule from in-person prospective jurors who have been potentially exposed, who are symptomatic, and who are vulnerable or live with someone vulnerable to COVID-19 will be liberally granted.

Location for Jury Selection, Trial, and Deliberation

1. The following locations have sufficient space to permit adequate social distancing and will be used for in-person jury proceedings:
 - a. Jury Qualification: Guadalupe County Justice Center, District Court Room 203
 - b. Voir Dire: Guadalupe County Justice Center, District Court Room 203
 - c. Trial: Guadalupe County Justice Center, Court Court at Law Court Room
 - d. Jury Deliberation: Guadalupe County Justice Center, Court Court at Law Court Room
2. Security protocols at the locations for jury proceedings have been reviewed with the appropriate courthouse security personnel and are adequate for the proceeding.

Screening

1. In addition to the requirements of the previously submitted in-person Operating Plan, all court participants and observers attending an in-person jury proceeding will be screened for elevated temperatures and will be questioned to determine if the individual has recently had symptoms of COVID-19 or been exposed to COVID-19.
2. All participants in a trial who are incarcerated will be screened by the jail/prison prior to transport to the courtroom and any known exposure, symptoms, or COVID-19 positive test results within the past 30 days will be reported to the judge presiding over the jury trial prior to the transport of the participant to the courtroom.

Face Coverings

1. In addition to the requirements of the previously submitted in-person Operating Plan, all persons entering the common areas of a courthouse, including a courtroom or any other location being used to conduct a jury trial, will be required to wear a face covering at all times unless the person is an individual that is not recommended to wear a mask by the Centers for Disease Control or the Texas Department of State Health Services.
2. All court participants will be required to wear face coverings from jury qualification through the end of trial.
3. Court participants who may need to lower their face mask to speak or for a short period of time will be required to wear a face shield. When speaking, judges will permit a court participant to lower his or her mask so long as a face shield is worn, and the person speaking is immobile.

Social Distancing

1. Social distancing of all court participants and observers will be maintained at all times during the jury proceeding, including during the trial and deliberation.
2. Special attention will be paid by courts to ensure adequate social distancing and managed exits of individuals during breaks, especially when dismissing large groups of people for a break.

Alternate Jurors

1. Each judge with an approved in-person jury proceeding will be encouraged to consider selecting alternate jurors to permit the trial to continue in the event of a juror becoming ineligible to serve for a reason unrelated to that person's exposure to or contraction of COVID-19.

Arrangement of Courtroom

1. The following description details how each of the courtrooms or facilities will be arranged during the jury proceeding:

The County Court at Law Court Room will be used for the actual trial of the case. Jurors will be spaced out in the gallery to insure proper distancing between jurors. Jurors will be seated approximately 6 feet apart in every other row.. In the voir dire, venire members will be seated in the gallery approximately six feet apart. The Judge will be seated at the bench. Counsel tables will be turned to face one another in the area within the bar and will sit perpendicular to the bench. The witness will be seated in the witness box to allow the juror to see them from the gallery and to be able to hear them.

Microphone Protection Protocols

1. Judges will limit, to the degree possible, the shared use of microphones during the jury proceeding.
2. If a microphone must be shared, judges will limit the passing of the microphone unless the microphone is cleaned between each user.
3. Disposable microphone covers will be placed on shared microphones and changed between each user, if available.

Exhibit/Evidence Management

1. Judges will limit, to the degree possible, the use of physical or paper exhibits/evidence where feasible or appropriate by converting the exhibit/evidence to a digital form.
2. When physical or paper exhibits/evidence is required, judges will reduce the exchange of that exhibit/evidence to the number of persons necessary and will limit passing the exhibit/evidence to the individual members of the jury.
3. If an exhibit/evidence is required to be transferred from person-to-person, single use gloves will be provided, worn, and discarded immediately after handling the exhibit/evidence.
4. During jury deliberations, judges will make efforts to provide the jury with access to digital exhibits/evidence that would normally be shared with the jury during deliberation. Where digital exhibits/evidence is not feasible, judges will consider limiting the transfer of the exhibits/evidence from juror-to-juror by spreading the exhibits/evidence on a table for inspection from the table in the jury deliberation room.

Witnesses

1. Judges will inquire whether witnesses to the proceedings have COVID-related issues.
2. To the degree constitutionally permissible or with the consent of the parties, judges will permit witnesses to testify remotely via videoconference, especially if that witness has symptoms of or a recent positive test for COVID-19, has been recently exposed, or is vulnerable to contracting COVID-19.

Food Precautions

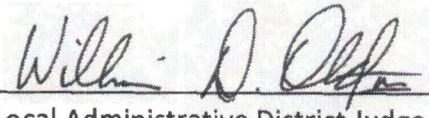
1. Courts that provide food to jurors or other participants during a jury proceeding will ensure individual food portions, such as individually boxed meals, are provided.

Cleaning

1. In addition to the requirements of the previously submitted in-person Operating Plan, frequent cleaning protocols in the courtrooms and facilities will be maintained throughout the jury proceeding as appropriate.
2. Shared spaces such as witness stands, seating in the gallery, and seating during qualification/voir dire will be cleaned during transitions of those spaces.
3. Seats for members of the jury panel and selected jurors will be assigned to reduce potential transmission and the need for more frequent cleaning.

I have attempted to confer with all judges of courts with courtrooms in the court building regarding the Jury Proceeding Addendum to the Operating Plan. In developing the plan, I consulted with the local health authority and county judge. I will ensure that the judges of courts with courtrooms in the court building covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 26 October 2020



Local Administrative District Judge







COUNTIES OF:
GUADALUPE
GONZALES
COLORADO
LAVACA

**25th JUDICIAL DISTRICT
WILLIAM D. OLD III
DISTRICT JUDGE**

211 W. COURT ST.
SEGUIN, TEXAS 78155
(830) 379-8557 303-4188, ext. 1265
FAX (830) 401-4369
www.co.guadalupe.tx.us

LYNN BOTHE
COURT ADMINISTRATOR
lynnb@co.guadalupe.tx.us

Ladies and Gentlemen:

You have received a summons for the Grand Jury. As presiding judge, I am well aware of the concerns individuals, such as yourself, have regarding the current pandemic sweeping this country. I share those concerns as well. This Court has to follow strict guideline mandated by the Texas Supreme Court, Texas Court of Criminal Appeals and the Office of Court Administration, when it comes to in-person appearances in the Courthouse. Your continued health and safety is of paramount importance to the Court and the Courthouse staff.

Each County's Presiding Judge of the District Courts has created a plan to insure that strict guidelines are followed. The plan for this county was submitted in June and has been approved by the Regional Administrative Judge. A copy of the plan can be found at the Texas Office of Court Administration's website. The Guidelines are as follows:

1. If you are not legitimately feeling well or have a fever, call the District Clerk's Office to be excused.
2. When you come to the Courthouse, you will be asked how you are feeling and your temperature will be taken.
3. Please maintain at least six (6) feet between you and any other person who is in the building.
4. Seating will be spaced out so that people are socially distanced.
5. Hand sanitizing stations will be establish throughout the courthouse, please use them as much as you feel is needed.
6. Masks are encouraged but not mandated. If you have a mask, please bring it. There is a shortage of Personal Protection Equipment. There may be some masks available at the Courthouse but they will be limited in supply.

Thank you in advance for your service. The Grand Jury is an essential and critical component of the criminal justice system. I look forward to seeing you on August 31, 2020.

Sincerely,

A handwritten signature in black ink that reads "William D. Old, III". The signature is written in a cursive style with a horizontal line at the end.

William D. Old, III
25th Judicial District Judge

JURY SERVICE COVID-19 PRE-SCREENING QUESTIONNAIRE

Dear Prospective Juror:

As part of the court's ongoing measures to protect against the spread of the COVID-19 disease, we ask that you complete the following before reporting for Jury Service on _____, 2020. Bring this completed questionnaire with you or email it to _____@_____ BEFORE (insert date of jury service, 2020):

1. SYMPTOMS NOW OR BETWEEN (insert date that is 14 days before date of jury service), 2020 AND (insert date of jury selection proceeding), 2020: check any that apply to YOU or A MEMBER OF YOUR HOUSEHOLD

____ Fever (above 100.0) ____ Change in taste or smell ____ Cough ____ Nausea or Vomiting

____ Headache ____ Shortness of Breath/Difficulty Breathing ____ Diarrhea ____ Chills

____ Muscle pain or body aches ____ Sore throat ____ Fatigue ____ Congestion or Runny Nose

____ I certify that NONE of the symptoms above have been experienced by me or a member of my household between (insert date that is 14 days before date of jury service) and (insert date of jury selection, 2020).

IF YOU ARE EXPERIENCING ANY OF THE ABOVE SYMPTOMS, CALL THE DISTRICT CLERK'S OFFICE at () - _____ BEFORE REPORTING ON _____, 2020.

2. CONTACT HISTORY - check any that apply to YOU or A MEMBER OF YOUR HOUSEHOLD:

____ I or a member of my household has been diagnosed with COVID-19 within the past 4 months;

____ I or a member of my household has been in close contact with someone exposed to or infected with COVID-19 in the last 14 days;

____ I or a member of my household are currently on a watch list or self-quarantining because of possible COVID-19 exposure;

____ NONE of the above apply.

IF ANY OF THE ABOVE APPLY, CALL THE DISTRICT CLERK'S OFFICE at () - _____ BEFORE REPORTING ON _____, 2020.

3. COVID-19 RELATED EXCUSE OR POSTPONEMENT - Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised, such as by chemotherapy for cancer or other conditions requiring such therapy, are considered to be vulnerable populations and may request to postpone or be excused from jury service at this time. If you wish to be excused or request that your jury service be postponed, check the box below.

I certify that I meet the above-described conditions and I am requesting to be excused from jury service or desire to have my service date postponed because of those conditions.

IF YOU ARE REQUESTING TO BE EXCUSED OR YOUR SERVICE DATE BE POSTPONED DUE TO A COVID-19 RELATED REASON, CALL THE DISTRICT CLERK'S OFFICE at () - _____ BEFORE REPORTING ON _____, 2020.

4. FACE COVERINGS:

Prospective jurors are required to wear a face covering while they are in the courthouse. Individuals are encouraged to bring a cloth face covering with them. If an individual does not have a cloth face covering, a disposable face mask will be provided.

I certify the above is true and correct:

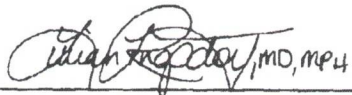
Signature

Printed Name

Jury Proceeding Addendum to COVID-19 Operating Plan for the Guadalupe County Judiciary

Effective on and after October 1, 2020

I confirm that the Administrative Judge of the Guadalupe County District Court has consulted with the Local Health Authority. I have reviewed the Operating Plan and I am of the opinion that it comprehensively covers all the recommended infection control practices.



10/26/2020

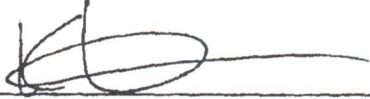
Lillian Ringsdorf, MD, MPH
Health Authority

Jury Proceeding Addendum to COVID-19 Operating Plan for the Guadalupe County Judiciary

Effective on and after October 1, 2020

I confirm that the Administrative Judge of the Guadalupe County District Court has consulted with the Local Health Authority. I have reviewed the Operating Plan and I am of the opinion that it comprehensively covers all the recommended infection control practices.

Signed this the 29th date of October, 2020.



Judge Kyle Kutscher
Guadalupe County Judge





JUDGE BILL SQUIRES

RE: Your Upcoming Jury Service in the Era of Coronavirus

Dear Prospective Jurors:

This letter is in addition to the Summons directing you to appear for Jury Service at the Guadalupe County Justice Center, 211 W. Court St., Seguin, Texas 78155. These will be some of the first jury trials we have undertaken since the advent of the Coronavirus pandemic. We want to assure you that every reasonable precaution will be taken to enhance the health and safety of the jury, the parties, the lawyers and the Court staff during jury selection and the jury trial to follow.

So that you won't be surprised when you arrive, please be aware of the following:

Each prospective juror will have their temperature taken via a hand-held thermometer as they enter the courthouse, to ensure that no one with fever or an elevated temperature is admitted;

Once you enter the building and pass through the initial security screening, you will be directed to the central jury room and seated to achieve the maximum distancing possible;

Masks will be distributed, or you may wear your own when you enter the courthouse. Until the final jury is actually selected, seated and sworn, everyone appearing as a prospective juror will be required to wear a mask;

Latex gloves will be available for those who wish to wear them, but gloves are not required. If you would like gloves, ask the staff for them when you are seated in the Central Jury Room;

Hand sanitizer (alcohol based) will be available to you at multiple locations inside the courthouse and Central Jury Room, and you may ask Court Security Officers to make it available at your seat, once you are selected to the final jury and seated in the courtroom.

Those selected for this jury should know that the six (6) jurors may be seated during the trial in the gallery of the courtroom, not the jury box, to achieve the maximum distancing possible. The courtroom, jury room and jury room bathrooms will be cleaned each evening when the court recesses, and this will continue throughout the trial;

If you:

- a. Have been diagnosed by a licensed physician as having Coronavirus anytime within the past 30 days;
- b. Are actively caring for a family member or loved one who has tested positive for the Coronavirus, or



- c. Are no in self-quarantine status and that status will continue during the date on your jury summons

Then,

In any of these situations: please immediately advise the County Clerks at 830-303-8861.

The longest we anticipate you being required to serve is 5 days, but it is our expectation that the average length of service will be 1-3 days. That being the case, if you have a scheduled surgical procedure for yourself or a dependent that can't be rescheduled, or if you have some other pre-existing obligation that would make it extremely difficult and create a real hardship for you to be here as requested, then you should immediately advise the County Clerks at 830-3030-8861 as soon as possible.

Please be aware that the right to trial by jury is one of the cornerstones of our democracy, and jury trials necessarily involve sacrifice from those citizens called upon to serve. This has always been true, but it is especially true during these unique and trying times. It is out personal conviction that jury service is the second highest form of public service that any American can perform (second only to service in the Armed Forces). The right to trial by jury has been enshrined within the Seventh Amendment to our U.S. Constitution since 1791, and it was one of the stated principles in the Declaration of Independence which fueled our struggle to become an independent nation. Only those with extreme hardships should seek to be excused based on pre-existing obligations.

It is vital that you appear and present yourself for jury service as summonsed; however, the Courts want you to know that we are mindful of these challenging times and we will take every reasonable precaution to maintain your health as well as that of the parties, lawyers and Court staff during this upcoming trial.

We hope this letter is helpful and informative, and we look forward to seeing you in our courthouse soon.

Respectfully,

Guadalupe County Court at Law Judge Bill G. Squires III