

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

Effective on and after December 15, 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 of Nueces County will implement, in addition to the procedures and protocols in the previously submitted COVID-19 Operating Plan, the following protective measures for 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 any in-person jury proceeding until the Supreme Court permits such proceedings.
3. Judges of the district courts, constitutional and statutory county courts, and statutory probate courts 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 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.

2. If a Judge wishes to proceed with jury proceedings outside the Nueces County Courthouse, that Judge should provide a plan for the jury proceedings to be approved by the local administrative judge and regional presiding judge and Health Director as required by the Supreme Court of Texas Emergency Orders and the Office of Court Administration guidelines.
3. Upon approval from the Regional Presiding Judge and the Health Department Director, the following jury proceeding procedure will be followed.
4. Judges on each floor (7th and CCL#5, 8th and 9th) will conduct virtual Docket Call Conferences (the day to be determined by the Judges of each floor) prior to that floor's day for Voir Dire, followed by a virtual judge conference for the judges on that floor to prioritize the jury trials for that week and possible back-up trial for that floor.
5. Priority of cases to be determined, with priority to be given to child victim cases whether Defendant in is jail or not; if none, then Court with the defendant who has been in the Nueces County Jail the longest will take priority; and then the trials will be rotated, as agreed to by the participating courts on that floor. The court that will be going to trial on each floor will cooperate with another court on that floor, preferably with the court that is horizontally or diagonally located from the court actually going to trial, to be in compliance with 11 person per hallway limitation.
6. Participating courts on each floor will handle all virtual hearings of the court in a jury trial to allow all dockets to continue to move and to allow the trial court to be totally focused on its jury trial and compliance with all trial start times.
7. All Courts will use online jury panels to minimize person to person contact.
8. One trial per floor beginning February 1, 2021 (increasing per floor as agreed by Judges).
9. There will be no in-person hearings on a floor where a jury trial is being conducted.
10. The Bailiffs on each floor shall assist the bailiff of the Court going to trial to facilitate the movement of all jurors. One Bailiff will be located near the elevators on the first floor, one Bailiff will be located by the elevators on the 4th, 5th, 7th, 8th or 9th floor to direct jurors to the appropriate trial court and one bailiff will be located in front of the trial court to check in and seat the jurors.
11. Trial start times, break times and trial dismissal times will be staggered by floor to minimize the congregation and/or concentration of persons in the hallways, restrooms and use of the elevators. There are six restrooms on each floor (7th, 8th and 9th), two in the hallways and one in each jury room. Trials to be conducted on the 5th floor, Jurors may use the jury room restroom and restroom located in the adjacent jury room. Trials on the 4th floor may use the jury room restroom and the hallway restroom. All jury room and hallway restrooms will be made available to the court in trial on the floor for all breaks. Defendants will use the restroom in the holding cell. (See Attachment E1-5).
12. Courts on each floor will follow the capacity limitations of the courtrooms, hallways and restrooms on each floor. (See Attachment E1-5)
13. The local administrative district judge will, not more than five 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:

In the event the health director has any objections to proposed jury trial, the health director shall contact the local administrative district judge by email as soon as possible. If the objections and concerns cannot be satisfactorily resolved, to the agreement of the health director, the local administrative district judge and the trial judge, then the jury trial will be postponed. If no objections are received from the health director, the local administrative judge shall confirm with the health director by email no later than 5 days before the beginning of jury selection that no new concerns have arisen.

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.
3. 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 14 days prior to any portion of the jury proceeding, currently has symptoms of COVID-19, or has had recent known exposure to COVID-19.
4. 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 14 days prior to any portion of the jury proceeding, any current symptoms of COVID-19, or any recent known exposure to COVID-19.
5. The attorneys should inquire into and notify the court of any witness or party that is a member of the COVID-19 vulnerable population as per the CDC guidelines no later than 10 days before trial.
6. Counsel tables will be situated in such a way that proper social distancing is observed.

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 District Clerk shall issue the summons no less than 3 weeks prior to the beginning of trial. 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 (see

- Attachment A 1-3)¹ and COVID questionnaires (see Attachment B)² 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 prospective jurors.
 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.
 4. Jurors will receive additional communications regarding health and safety plans and expectations via the Juror text and email messages. The COVID-19 Operational Plan for the Nueces County Judiciary and Jury Proceeding Addendum are available at the Nueces County website: www.nuecesco.com

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:³
 - a. Jury Qualification: to be done online; if venireperson has not qualified online, they will be directed to complete qualifications online when they arrive;
 - b. Voir Dire: County Courts at Law 1-5 will conduct voir dire at the Central Jury Room and 4th Floor Courtroom every Monday of every week; 8th Floor District Courts to conduct voir dire every Tuesday of every week; 9th Floor District Courts to conduct voir dire every Wednesday of every week.
 - c. Trial: County Courts at Law #1-4 will conduct trials in their own Courtroom; County Court at Law #5 will conduct trials at the Nueces County Courthouse(courtroom to be determined upon availability); District Courts to conduct trials in the 117th, 214th and 347th modified Courtrooms, the 5th floor courtroom and 4th floor courtroom. Other locations will be determined as needed.
 - d. Jury Deliberation: 5th Floor Courtroom to hold jury deliberations at the EOC Multipurpose Room, Rm. 503); the 4th Floor Courtroom will hold jury deliberations at the adjacent jury room. Jury deliberations for the 117th, 214th and 347th modified courtrooms will be conducted in the same courtroom.
2. Security protocols at the locations for jury proceedings have been reviewed with the appropriate courthouse security personnel and are adequate for the proceeding.

¹ Include as Attachment A the information that the court will include with summonses.

² Include as Attachment B the COVID questionnaire that the court will include with summonses. A sample COVID questionnaire is available at <https://txcourts.gov/media/1449739/petit-juror-questionnaire-addendum-covid-19-pre-screening.pdf>.

³ Court who may need to hold a proceeding outside of the courthouse should review Chapter 292 of the Local Government Code (related to having an auxiliary facility designated as a courthouse) and Government Code Sections 24.033(b) (district courts), 25.0019(b) (statutory county courts), 25.0032(b) (statutory probate courts), 26.009(b) (constitutional county courts), 27.0515 (justice courts), 29.015 (municipal courts), and 30.000123 (municipal courts of record)—relating to designating alternative locations for proceedings.

3. All prospective jurors should have answered all juror information requested, COVID-10 questionnaire and any supplemental questionnaire required prior to voir dire date.
4. All prospective jurors will enter through the Lipan Street Courthouse entrance. All prospective jurors will always be required to wear face covering, if they do not have one, one will be provided.
5. Each prospective juror will pass through security checkpoint and will have temperature taken.
6. Each prospective juror will be directed to the Central Jury Room by clerks and directed to pre-marked seating. Each chair will be placed six feet apart and marked. Each chair will be cleaned and sanitized after use.
7. Those prospective jurors will remain in their designated seat until allowed to leave.
8. Those prospective jurors who believe that they are not able to serve or have a question will address the court when given permission to approach. They will only be allowed to speak wearing a face mask and standing 6 feet apart from Judge and parties.
9. After voir dire is completed, the attorneys will be allowed to make strikes in the adjacent room. Any presentation of challenges to take place and ruled on by the Court.
10. Once Jurors and alternates are qualified and seated, the trials will be conducted in the 7th Floor individual courtrooms, the 4th floor Courtroom; the 5th Floor Courtroom; 117th, 214th, 347th modified courtrooms, those assignments will be determined once the jury is seated. Jurors will also go through appropriate temperature screening and security screening each day of service.
11. The bench, the witness stand and court reporter and other locations will have all been fitted with plexiglass shields.
12. The gallery and the jury box will have been pre-marked for appropriate seating and fitted with plexiglass.

Jury Selection

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.
3. Courthouse Security will be given information about the particular court proceedings with jury selection so that can help direct jurors.
4. Social distancing and facial masks/face shields shall be complied with at all time. To exercise peremptory strikes and conduct other pretrial matters, the judge and the attorneys will attempt to conduct such hearings outside the hearing of the prospective jurors and/or exit the courtroom while the prospective jurors will remain inside the courtroom.

5. Restroom and other breaks: there are limited bathroom occupancy. Jurors must remain in the courtroom unless they are using the restrooms in limited number or allowed to temporarily leave the courtroom.
6. Bailiffs will enforce social distancing during all breaks.

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 mask/face shield 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 masks/face shield from jury qualification through the end of trial.
3. Court participants may 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 and Trial

1. The following description (pictures attached) details how each of the courtrooms or facilities will be arranged during the jury proceeding:⁴ (see attachment C1-5)
2. Trial start time, break times and trial dismissals times will be staggered by floor to minimize the congregation and /or concentration of person in the hallways, restrooms and use of elevators. All jury room and hall restrooms will be made available to the court in trial on the floor for all breaks. (see attachment E1-5)
3. Court on each floor will follow the capacity limitations of the courtroom, hallways and restrooms on each floor. (see attachment E1-5)
4. Opening statements, presentation of evidence, closing arguments and deliberations will be held at the designated courtrooms.

⁴ Include where the judge, parties/counsel, jurors, witnesses, court reporter, and bailiff will be arranged in each courtroom or facility during each phase of the trial.

5. If microphones are used, disposable microphone covers must be used and disposed of after each use. All microphones must be thoroughly cleaned before each use.
6. Court participants/witnesses 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/witness to lower his or her mask so long as a face shield is be worn and the person speaking is immobile.
7. Witness seating will be cleaned and sanitized prior to and after any use.
8. When deliberations are conducted in the courtroom; bailiffs are to secure all entrances to courtroom. All jury deliberations will be secured at all times.
9. Additional bailiffs will be available to assist the court both inside and outside of the courtroom as required by the judge to assist with cleaning and other safety measures.
10. All participants must abide by social distancing requirements and wear face coverings which will be enforced at all times.
11. Hand sanitizers, face shields, face masks and gloves will be provided to jurors in the courtroom.
12. The courtroom will be disinfected and cleaned at the end of each day and when possible during breaks.

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

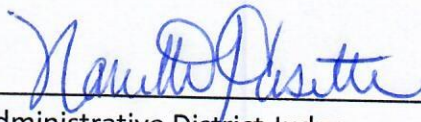
1. Courts that provide food to jurors or other participants during a jury proceeding will ensure individual food portions, such as individually boxed meals, are provided.

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, documentation of which is attached to this plan. 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: 12/14/2020



Local Administrative 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 (361) 888-0220 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 30 days;
____ 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 (361) 888-0220 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 (361) 888-0220 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: _____

Date: _____

Signature

Printed Name

COVID-19 Safety Instructions

Nueces County Courts located at the Nueces County Courthouse

Due to the COVID-19 pandemic, the following practices will be observed to facilitate a safe environment inside the Nueces County Courts:

- Social distancing of 6 feet must be observed at all times.
- Elevators, courtrooms, bathrooms, halls and other spaces are marked showing maximum capacity for said locations to help ensure social distancing and this capacity must be observed while in the Courthouse.
- You must wear a face covering, shield or mask over your nose and mouth. If you are unable to comply with this request, please advise the Court.
- Wash or disinfect your hands often, particularly upon entry and after interaction with other people or items. Hand sanitizing stations are located throughout the courthouse for your convenience.
- Practice good cough etiquette and cover your cough.
- At check in your temperature will be taken and you will undergo a Covid-19 health screening. You may be asked to reschedule if you meet any of the following criteria

Cough

Sore throat

Chills

Muscle pain

Headache

Loss of taste or smell

Diarrhea

Shortness of breath or difficulty breathing

Feeling feverish or having a temperature greater than or equal to 100° degrees Fahrenheit

Known close contact with a person diagnosed with or suspected of having COVID-19 within the past 14 days

Due to the unknown aspects of the COVID-19 pandemic, not all situations can be anticipated and changes may be required. Updated information can be found prior to your appearance on the Nueces County Website at nuecesco.com

Potential jurors should call 361-888-0220

Attorneys and pro se litigants should call the court where the case is pending.

A2

Notice for Vulnerable Populations

As determined by CDC recommendations and guidelines, it considers individuals who are over age 65 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.

Individuals who consider themselves as a vulnerable individual as defined above, should contact the Court to identify themselves as a vulnerable individual and request accommodations of which reasonable accommodations will be made for their safety and protection. If no reasonable accommodations can be made the mater may be reset, rescheduled or the individual may be excused.

Aviso a Población Vulnerable

Como determinado por el CDC recomendaciones e instrucciones, que considera personas que son mayores de 65 años de edad y personas con serias condiciones de salud subyacentes, tal como alta presión sanguínea, enfermedad crónica de los pulmones, diabetes, obesidad, asma, y esos lo cual sus sistemas inmunitarios están comprometidos tal como por quimioterapia para cancer u otras condiciones que requieren dicha terapia son considerados que son la poblacion vulnerable.

Personas quienes se consideran como una persona vulnerable como definido más arriba, debe de ponerse en contacto con el Tribunal para identificarse como una persona vulnerable y pedir ajustes razonables lo cual ajustes razonables se van a hacer para su seguridad y protección. Si no se pueden hacer ajustes razonables el asunto se puede posponer, cambiar fecha o la persona puede ser dispensado(a).

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 30 days;
____ 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:

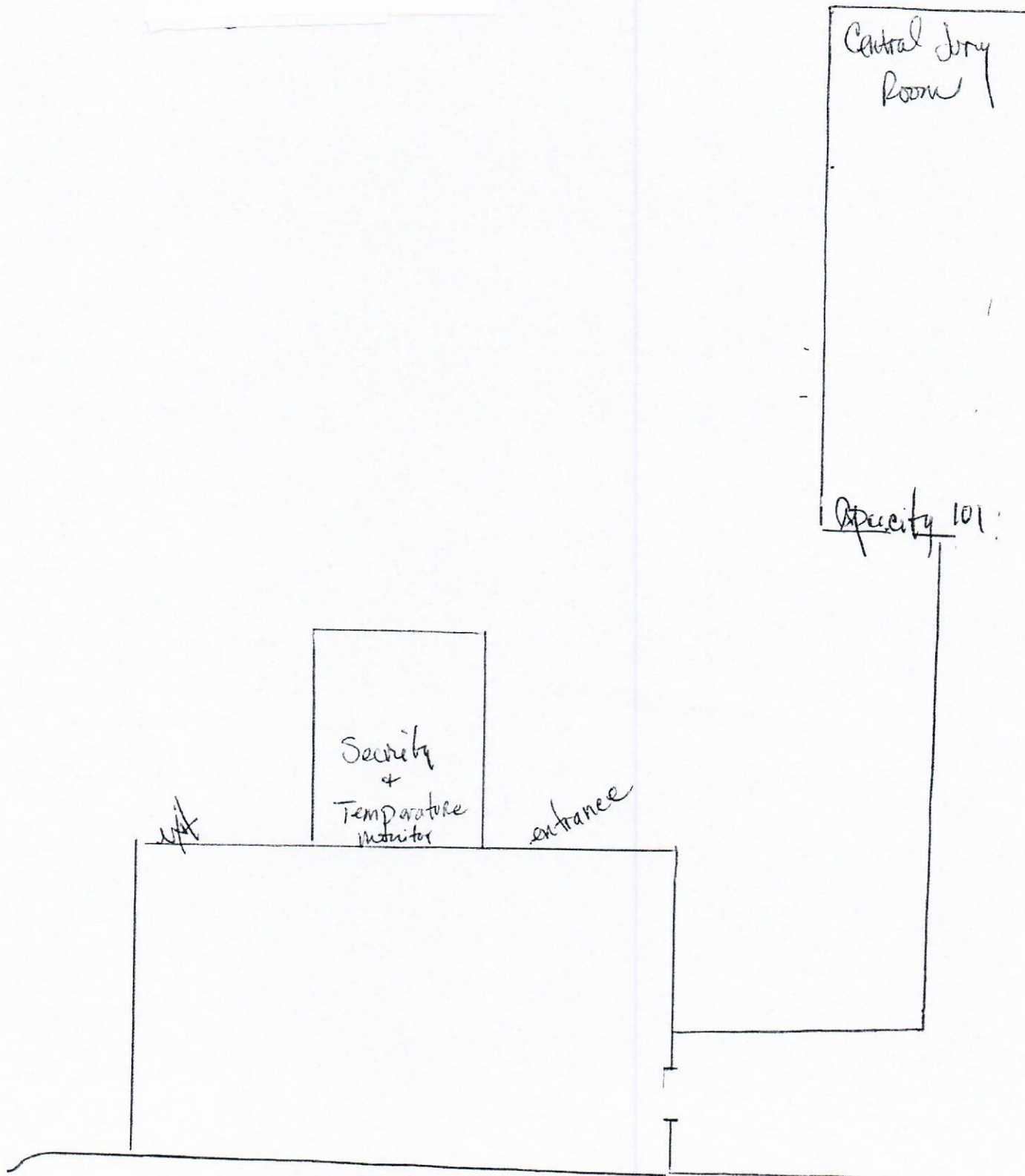
Signature

Printed Name

B

1ST FLOOR

JURY VOIR DIRE



Lipan Entrance

C 1

Bulky

Desk

Bench

cut off

Jury Box

Witness

TV/Monitor

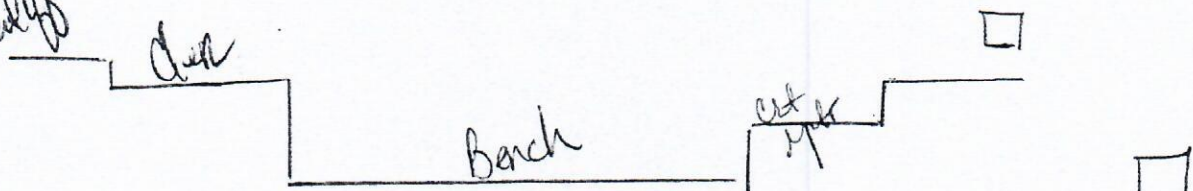
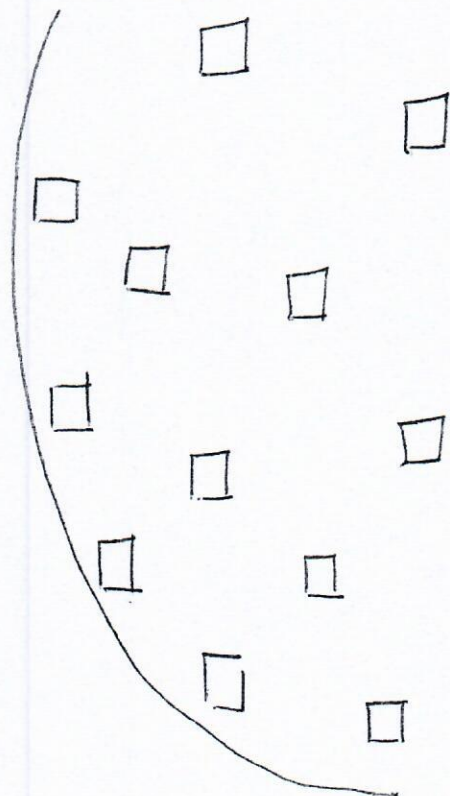
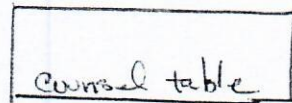
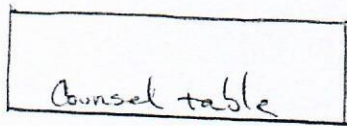
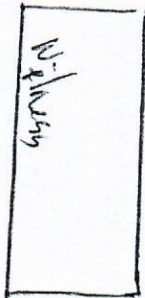
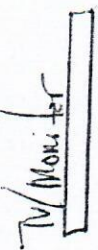
Counsel table

Counsel table

audience/gallery

4th Floor

CS



Balliffs

Chair

Barck

exit

Jury Box

TV/Monitor for

Witness

Counsel table

Counsel table

audience/gallery

38

5th Floor

CEB

ts



17th Floor
C-4



C-5

8th/9th Floor
Modified Conference



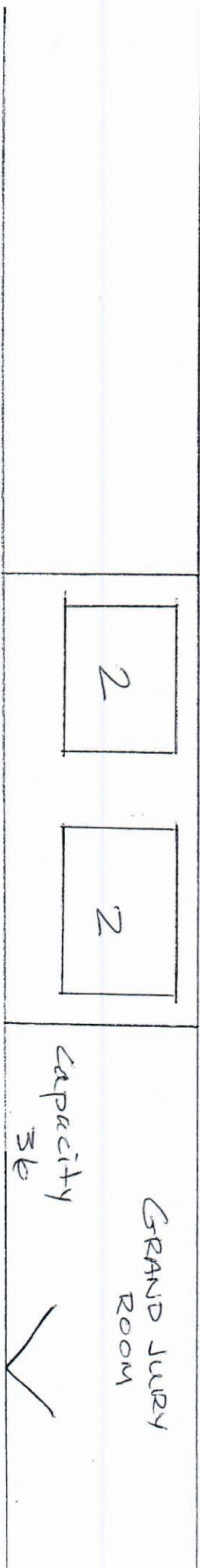
C-5
8th / 9th Floor
Modified Courtrooms

STAGGERED START TIMES, LUNCH TIMES AND DISMISSAL TIMES FOR ALL JURY TRIALS

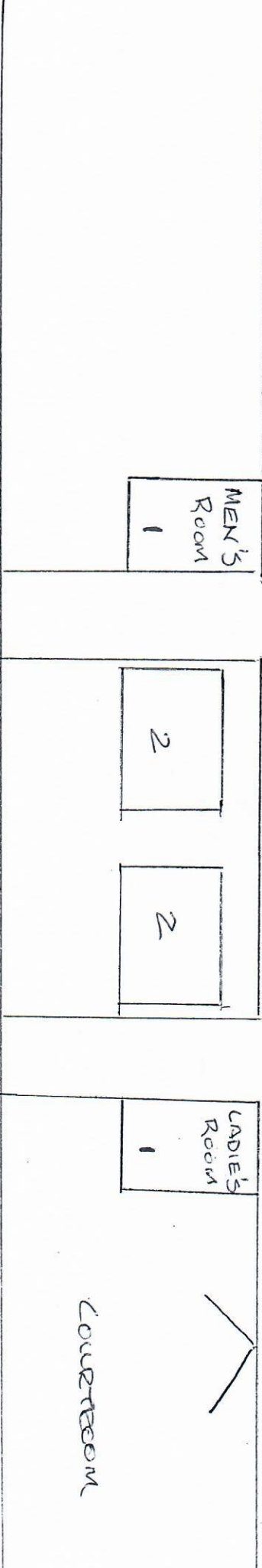
TIME	START TIME	LUNCH TIME	DISMISSAL TIME
9 TH FLOOR COURTS	8:15 AM	11:15 AM	4:15 PM
8 TH FLOOR COURTS	8:30 AM	11:30 AM	4:30 PM
7 TH FLOOR COURTS	8:45 AM	11:45 AM	4:45 PM
5 TH FLOOR COURTROOM	9:00 AM	12:00 NOON	5:00 PM
4 TH FLOOR COURTROOM	9:15 AM	12:30 PM	5:15 PM

Breaks are flexible for the court in jury trials. But all break participants must remain on the floor during the break. Each court hallway has a maximum capacity of 11 people, except for the 4th floor which has a maximum capacity of 5 people. There are six restrooms on each floor, 2 in the hallway and 1 in each of the court's jury room. The Fifth floor restroom maximum capacity is three. All courts agree to make the jury room restrooms available to the court in trial.

4th FLOOR

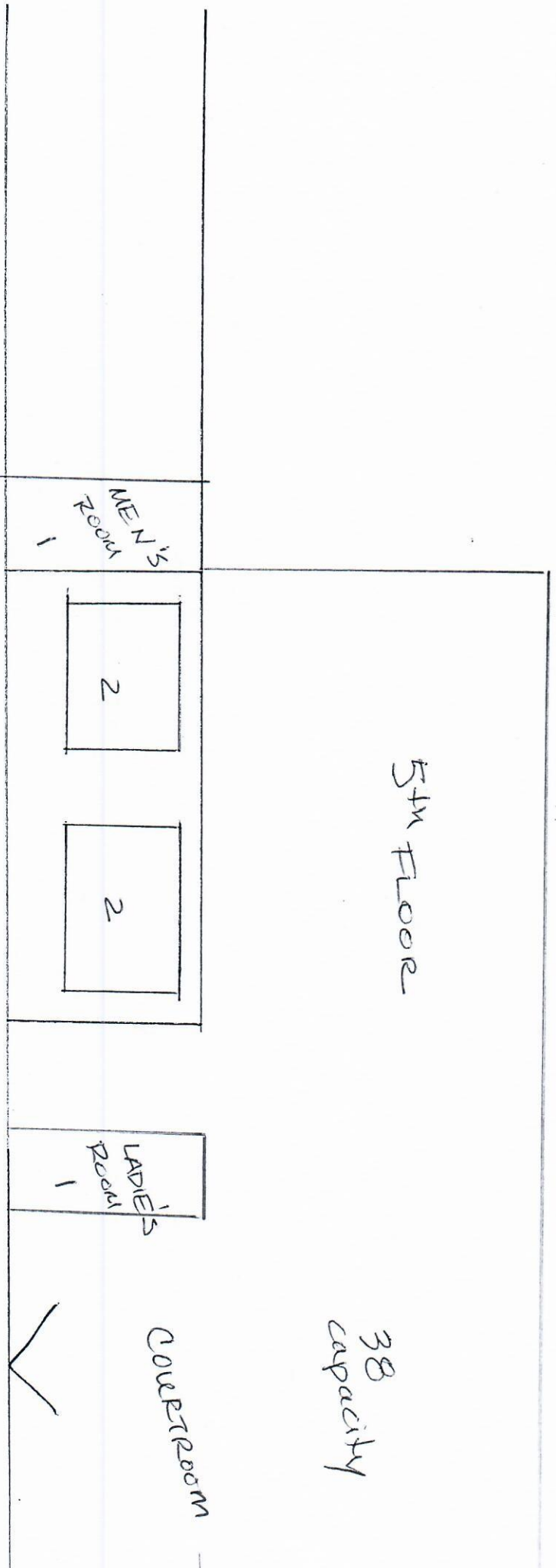


5 maximum capacity

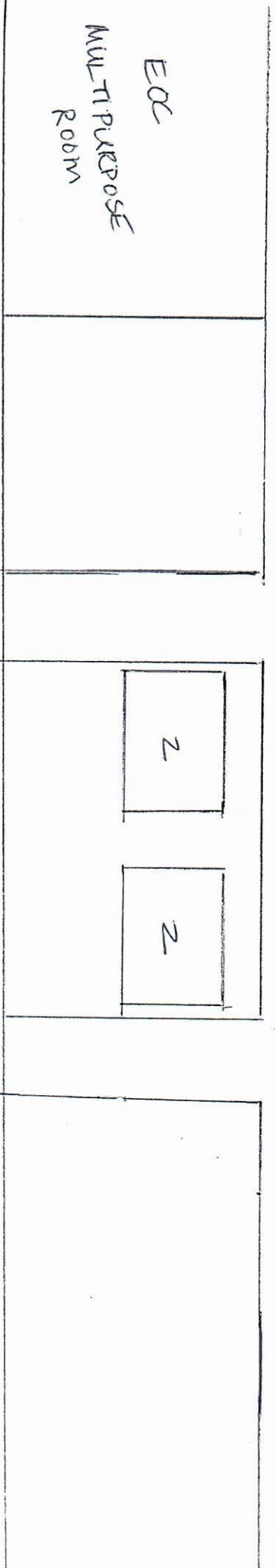


5th Floor

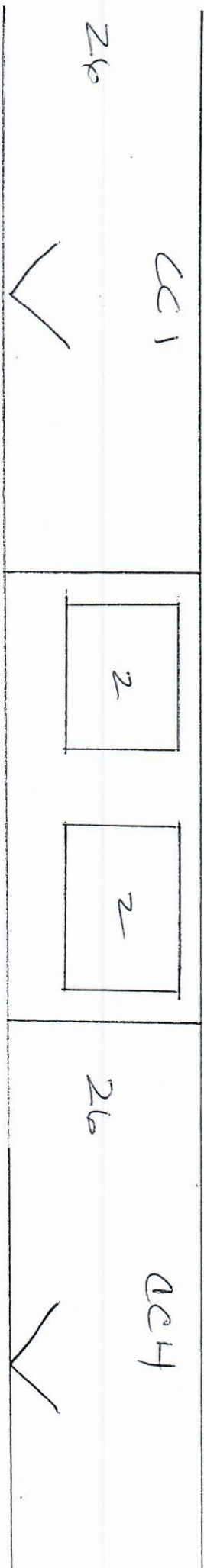
38 capacity



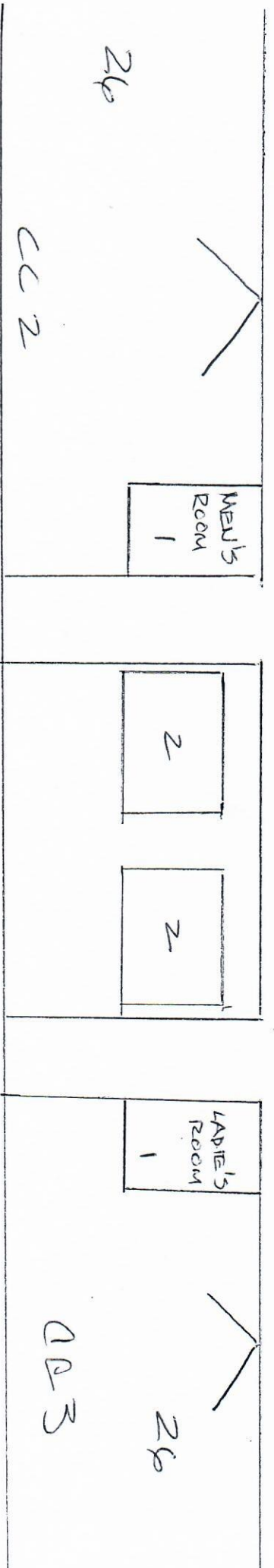
5 maximum capacity



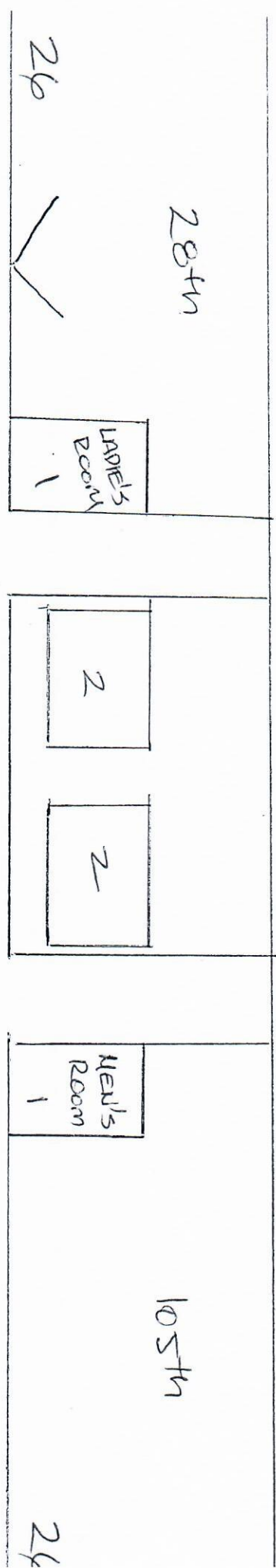
7th Floor



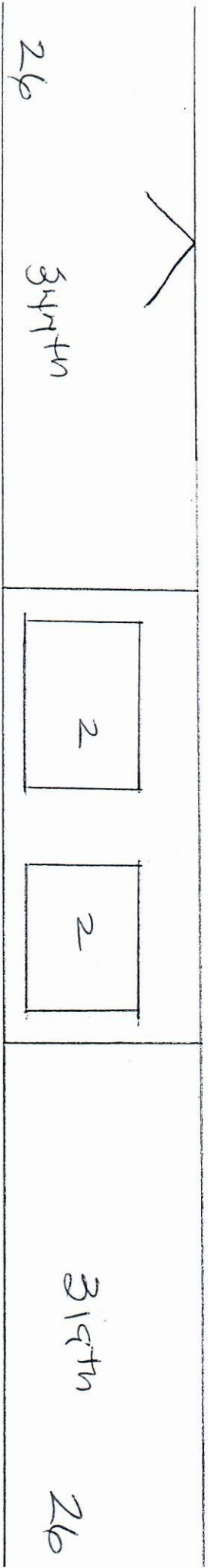
11 max. capacity



8th Floor



11 max. capacity



9TH FLOOR

