

# **Jury Proceeding Addendum to COVID-19 Operating Plan for the Tom Green County Judiciary**

*Effective on and after January 1, 2021*

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 Tom Green 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 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.
6. "Jury proceeding" and "jury trial" as used herein, shall include jury qualification and selection, voir dire, and the full trial of a matter.

## **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:
  - a. The trial judge will submit a written request to the Local Administrative District Judge in advance of the desired trial date detailing the type of case to be tried, the attorneys and litigants involved, the estimated length of the trial, the special needs of any participant (and the accommodations to be made), and the details of any defendants or witnesses who are incarcerated.

- b. The Local Administrative District Judge should consult with the trial judge and then make a decision promptly on the request. If approved for trial, the Local Administrative District Judge should promptly submit the request to the Regional Presiding Judge for his consideration.
  - c. The Regional Presiding Judge will act as soon as possible on the request and advise the Local Administrative District Judge of his decision.
  - d. The clerk of the court shall issue summons for the jury panel for prospective jurors no less than 14 days prior to the beginning of trial.
2. 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. That consultation will take place as follows:
  - a. The Local Administrative District Judge will forward the approved request for jury proceeding, by email, to the Health Administrator for Tom Green County as soon as possible.
  - b. If the Health Administrator has any objections to the proposed jury trial, the Health Administrator shall contact the Local Administrative District Judge by email as soon as possible.
  - c. If the objections and concerns cannot be satisfactorily resolved, then the jury proceeding shall be postponed.

### **Hearings on Objections or Motions Related to Proceeding**

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

### **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) currently has symptoms of COVID-19, has tested positive for COVID-19 within the 30 days prior to the beginning of any portion of the jury proceeding, 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 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 (see **Attachment A**) and COVID questionnaire (see **Attachment B**) 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 who is vulnerable to COVID-19, will be liberally granted.

### **Location for Jury Selection, Trial, and Deliberation**

1. As set forth in the minutes from the regular session of the Tom Green County Commissioners' Court on December 15, 2020, the Commissioners approved and authorized the Sugg Community Meeting Room of the Stephens Central Library and the Tom Green County Commissioners' Courtroom as auxiliary court locations for calendar year 2021.
2. The following locations have sufficient space to permit adequate social distancing and will be used for in-person jury proceedings:
  - a. Jury and Grand Jury Qualification and Selection (see Attachment C):
    - i. Courtroom A in the Tom Green County Courthouse, 112 W. Bearegard, San Angelo, Tom Green County, Texas 76903.
    - ii. The Sugg Community Meeting Room on the Third Floor of the Stephens Central Library, 33 W. Bearegard, San Angelo, Tom Green County, Texas 76903.
    - iii. The Tom Green County Commissioners' Courtroom in the Edd B. & Frances Frink Keys Building, 111 W. Bearegard, San Angelo, Tom Green County, Texas 76903.
  - b. Voir Dire (see Attachment C):
    - i. Courtroom A in the Tom Green County Courthouse, 112 W. Bearegard, San Angelo, Tom Green County, Texas 76903.
    - ii. The Sugg Community Meeting Room on the Third Floor of the Stephens Central Library, 33 W. Bearegard, San Angelo, Tom Green County, Texas 76903.
    - iii. The Tom Green County Commissioners' Courtroom in the Edd B. & Frances Frink Keys Building, 111 W. Bearegard, San Angelo, Tom Green County, Texas 76903.
  - c. Trial (see Attachment D):
    - i. Courtroom A in the Tom Green County Courthouse, 112 W. Bearegard, San Angelo, Tom Green County, Texas 76903.
    - ii. County Court at Law courtroom in the Judge Michael D. Brown Justice Center, 122 W. Harris Ave., San Angelo, Tom Green County, Texas 76903.
    - iii. County Court at Law 2 courtroom in the Judge Michael D. Brown Justice Center, 122 W. Harris Ave., San Angelo, Tom Green County, Texas 76903.

- d. Jury Deliberation (see Attachment E):
  - i. The Grand Jury Room in the Tom Green County Courthouse, 112 W. Beauregard, San Angelo, Tom Green County, Texas 76903.
  - ii. The Child Support Court courtroom in the Judge Michael D. Brown Justice Center, 122 W. Harris Ave., San Angelo, Tom Green County, Texas 76903.
  - iii. Courtrooms B, C, and D in the Tom Green County Courthouse, 112 W. Beauregard, San Angelo, Tom Green County, Texas 76903.
3. The trial judge will review the security protocols at the location(s) for their jury proceedings with the appropriate courthouse security personnel and assure that they 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. The trial judge will be responsible for arranging for personnel to staff the screening station(s).
3. 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.
4. The trial judge will be responsible for making sure that the jail/prison is aware of, and has complied with, the requirements of number three (3) above.

### **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 descriptions, attached photographs, and/or attached drawings detail how each of the courtrooms or facilities will be arranged during the jury proceeding:
  - a. Jury Qualification and Voir Dire:
    - i. Prospective jurors will be summoned to appear at one of the three (3) locations designated for jury selection above. There will be a map attached to the back of the jury summons identifying the location to which they have been summoned. The map will also identify locations for parking. The Tom Green County Commissioners have designated the Sugg Community Meeting Room and the Tom Green County Commissioners' Courtroom as auxiliary court facilities.
    - ii. Signage will inform prospective jurors that masks are required and that, if they do not have a mask, one will be furnished.
    - iii. As prospective jurors approach, they will be met near the entrance by personnel who will conduct the COVID screening as required by the Tom Green County Plan for the Judiciary. All required protocols will be followed, including taking each individual's temperature, asking the "COVID questions," and providing face masks to those who have not brought their own.
    - iv. Prospective jurors will then pass through a security checkpoint and be directed to the clerk's desk where their identity will be verified, any additional juror information will be gathered, and they will be informed of their seat number. Prospective jurors will then be directed to pre-marked seating.
    - v. Chairs in each jury selection location will be placed six feet apart and each chair will have a disposable number card for identification. Prospective jurors will sit in the chair marked with their corresponding number and will be told to remain in their numbered seat unless otherwise given permission to move. The disposable numbers marking the individual spaces of the prospective jurors will be utilized to identify them during the qualification process.
    - vi. Once the panel is seated, general qualifications shall begin as required by law. When hearing individual excuses, exemptions, and questions regarding qualifications, the judge, court reporter, counsel and parties will move to an adjacent room within each of the designated facilities and address prospective jurors one at a time. All persons in the room will wear facemasks and maintain the required social distancing.
    - vii. When general qualifications are complete, the clerk will prepare a list of the remaining, qualified, prospective jurors. All remaining jurors will stay in the same chair and maintain the same number. The chairs of those jurors who have been released/excused will remain vacant. *[Alternatively, a trial judge*

*may choose to have all remaining jurors stand, have a cleaning crew disinfect each chair in the room where any prospective juror has been seated, gather and discard the first set of disposable numbers, and assign and issue new numbers to the remaining jurors].*

- viii. The court will then proceed with voir dire. All prospective jurors will be instructed that they are required to wear face masks and remain in their designated seat throughout the duration of the voir dire, unless approved to leave by the trial judge or their designee.
  - ix. During the voir dire, any prospective juror that is responding to questions from the attorneys or the court will do so from their seat. In locations where they are available, a cordless microphone may be used.
  - x. Upon conclusion of the questioning by counsel; the judge, court reporter, counsel and parties will move to an adjacent room to allow prospective jurors the opportunity to speak more privately to the judge.
  - xi. After voir dire is completed, the attorneys will be allowed to move to an adjacent room to prepare their strike lists.
  - xii. Those who are seated as jurors (and any alternates who have been selected) will be told when and where to report for trial, provided directions to the location, and released.
- b. Trials Generally: All courts will maintain the required social distancing among all participants throughout the entirety of the trial. Cleaning regimens will be followed and all participants will wear face coverings as set forth in this addendum.
- c. Gallery:
- i. The maximum number of persons permitted in the gallery of each courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.
  - ii. Seating shall be limited to comply with social distancing protocols and shall be limited to every other row if social distancing cannot be maintained using every row. Seating stickers have been arranged to mark proper social distancing standards.
  - iii. Jurors will be seated throughout the gallery to ensure proper social distancing.
  - iv. Seating of the general public (observers) in the gallery area will be limited or disallowed as necessary to maintain an appropriate and secure environment for the jury.
- d. Well:
- i. In each courtroom the judge's bench, court reporter seating, bailiff seating, clerk seating, counsel tables, witness seating, and jury seating have been arranged in such a way that there is a distance of at least six (6) feet between each person. Additionally, Plexiglas shields have been installed in some locations to provide additional safeguards.
  - ii. In each of the courtrooms identified for trial, the judge will be seated at the bench.

- iii. The counsel tables will be spaced apart to allow for social distancing. Counsel tables will face the judge if the witness is at the witness stand; or will face towards the rear of the courtroom if the witness is seated in the jury box.
- iv. The court reporter will be positioned at least 6 feet from all parties, but her specific placement will be dictated by the location of the witness.
- v. The witness will be seated at the witness stand or in the last seat of the jury box (closest to the gallery) – whichever works best in each specific courtroom and under the specific circumstances.
- e. Location of Parties and Participants: Although the attached descriptions, photographs, and diagrams attempt to display the accurate location of the participants at the time of trial, some participants may need to be relocated (ex. Court Reporter) to assure the proper and precise functioning of the court and an accurate and detailed record of the proceedings. If any participant is relocated, they will be relocated in such a way as to maintain proper distancing and assure full compliance with the objectives and purposes set forth in this addendum and the originally filed Operating Plan.
- f. Jury Deliberations:
  - i. In all District Court and Child Protective Court trials, the jury will deliberate in the Grand Jury Room. If the Grand Jury Room is unavailable, then the jury will utilize the gallery area of Courtroom B, Courtroom C or Courtroom D. If none of those options is available, the judge may require the court staff, attorneys and parties to remove themselves and all of their materials from the courtroom and the jury would deliberate in the gallery of Courtroom A.
  - ii. In trials held in the County Court at Law or County Court at Law 2, the jury will deliberate in the other CCL Courtroom or in the gallery of the courtroom of the Child Support Court.

### **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.

### **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 (see Attachment F). 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.**

Submitted: December 30, 2020

  
Local Administrative District Judge



# **ATTACHMENT A**

*Information Regarding Precautions for Prospective Jurors*

# Tom Green County

## District Clerk

*Anthony Monico*



112 W Beauregard  
San Angelo TX 76903

325-659-6579  
Fax - 325-659-3241

To All Prospective Jurors Summoned to Appear for  
Jury Selection in the Tom Green County and District Courts  
Tom Green County, Texas

Re: Precautions for Safety Due to COVID-19 for Upcoming Jury Service

Dear Prospective Juror:

You have been randomly selected to appear for potential service as a juror in Tom Green County. The jury process is a vital step of the justice system in the State of Texas. Jurors are tasked with the responsibility of determining guilt or innocence in a criminal case or degree of fault of a given party in a civil case.

In light of the COVID-19 (Coronavirus) Pandemic, we want to assure you that Tom Green County has taken every reasonable precaution to protect the health and safety of you and court staff.

Please review the below list of precautions related to the summons requesting your appearance:

1. On the day of your requested appearance, each prospective juror is asked to self-monitor their temperature. Should a juror, or a member of your household, have a fever (above 100.0) or other COVID-19 related symptoms such as, chills, shortness of breath or difficulty breathing, muscle and body aches, coughing, nausea and vomiting, headache, fatigue, sore throat, loss of taste or smell and diarrhea on the day of your requested appearance, or days prior to, please remain at home and your appearance is no longer requested;
2. At the building entrance, each prospective juror will have their temperature screened, will be questioned regarding Covid-19 symptoms and exposure, and screened by security personnel. Prospective jurors are encouraged to arrive early to ensure timely entry into the building;
3. Prospective jurors are requested to appear only with necessary items and to refrain from bringing in any large bags (i.e. backpacks, suitcases, camera bags, computer bags, beach bags, large purses/hand bags, totes, etc.) into the building. Tom Green County reserves the right to confiscate items which may cause danger or disruption to the facility or other guests or which are in breach of building policies and/or prohibited items. ALL WEAPONS ARE PROHIBITED INSIDE THE BUILDING AND MUST BE

RETURNED TO YOUR VEHICLE. THE FOLLOWING ITEMS ARE DESCRIBED AS WEAPONS: FIREARMS, AMMUNITION, POCKET KNIVES, DAGGERS, SCREWDRIVERS, TASERS, MULTI-TOOLS, WALLET BLADES, CORK SCREWS, BOX CUTTERS, SCISSORS, PEPPER SPRAY, AND ANY OTHER ILLEGAL ITEM OR ITEM THAT COULD BE REASONABLY CONSIDERED USABLE AS A WEAPON.

4. Prospective jurors, in accordance with Governor Abbott's Executive Order GA-29 and guidance from the State of Texas Office of Court Administration, are to wear a face covering while they are in the building. However, this face covering requirement does not apply to any person with a medical condition or disability that prevents wearing a face covering. 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 upon request;
5. Hand sanitizer and other sanitization products, such as Kleenex, will be made available at multiple locations throughout the jury room;
6. All prospective jurors will be assembled in a large room capable of maintaining social distancing guidelines for everyone;
7. The jury assembly room, court room, and other building facilities will receive daily and evening cleanings. Bathroom facilities and other high contact areas will be cleaned at regular intervals throughout the day; and
8. For those selected as jurors, social distancing guidelines, sanitization, and sanitization products will continue to be required and available through your jury service.

In coordination with guidance from the Office of Court Administration, please review the below additional guidelines as it pertains to COVID-19 exemptions individuals can claim for the reasons detailed below.

Individuals should claim an exemption if they meet any of the following:

1. **Vulnerable Population:** 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.
2. **Symptoms or Exposure:** Individuals, or a member of your household, who have symptoms such as fever, chills, shortness of breath or difficulty breathing, muscle and body aches, coughing, nausea and vomiting, headache, fatigue, sore throat, loss of taste or smell and diarrhea. Individuals who have had exposure to someone with a confirmed case of COVID-19 or exposure, within the past 30 days, to individuals exhibiting symptoms related to COVID-19.
3. **Other Hardships:** Upon review by the court, individuals who would like to claim an exemption due to existing hardships as it relates to job or income loss, child care, primary care taker of someone in a vulnerable population category, travel issues, or any other matters that could be considered that will cause issue for service.

Prospective jurors who want to claim an exemption under any of the statutory categories on your summons questionnaire or due to being a Vulnerable Population, Exposure or Symptoms, or Other Hardships related to COVID-19, please email us at [juryinfo@co.tom-green.tx.us](mailto:juryinfo@co.tom-green.tx.us). You may also submit your questionnaire and claim any statutory exemption or an exemption related to the COVID-19 Pandemic through the same email address as previously mentioned. If you do not have access to a computer, please fill out the questionnaire and mark any exemption you wish to claim on the questionnaire or on the COVID19 Exemption Form provided with this packet, and mail to:

Tom Green County District Clerk  
Attn: Jury Administrator 112 W.  
Beauregard Ave.  
San Angelo, Texas 76903

It is important that we receive this information back in a timely manner prior to your scheduled appearance date.

Our jury process is one of the cornerstones of our justice system not only in Tom Green County, but across the State of Texas and United States. A checks and balances measure, enshrined in our Texas and US Constitutions, that allows everyday citizens to determine the outcome of the cases presented before them.

On behalf of the Tom Green County Courts, District Courts and the District Clerks Office, we want you to know that we are mindful of your concerns during this time and are committed in taking every reasonable precaution to maintain your health and safety.

Your requested appearance is invaluable to the community and we look forward to seeing you.

Respectfully,

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Anthony Monico

Tom Green County District Clerk

# **ATTACHMENT B**

*COVID Questionnaire*

**Tom Green County  
District Clerk  
Anthony Monico**



112 W Beauregard  
San Angelo TX 76903

325-659-6582  
Fax - 325-659-3241

**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 [juryinfo@co.tom-green.tx.us](mailto:juryinfo@co.tom-green.tx.us) BEFORE \_\_\_\_\_:

**1. SYMPTOMS NOW OR BETWEEN \_\_\_\_\_ 2020 AND \_\_\_\_\_ 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 \_\_\_\_\_ and \_\_\_\_\_.

**IF YOU ARE EXPERIENCING ANY OF THE ABOVE SYMPTOMS, CALL THE DISTRICT CLERK'S OFFICE at (325) 659-6579 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 COVID19 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 (325) 659-6579 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 (325) 659-6579 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

# **ATTACHMENT C**

*Jury/Grand Jury Qualification and Selection  
and  
Voir Dire Venues*



# COURTROOM A – TOM GREEN COUNTY COURTHOUSE

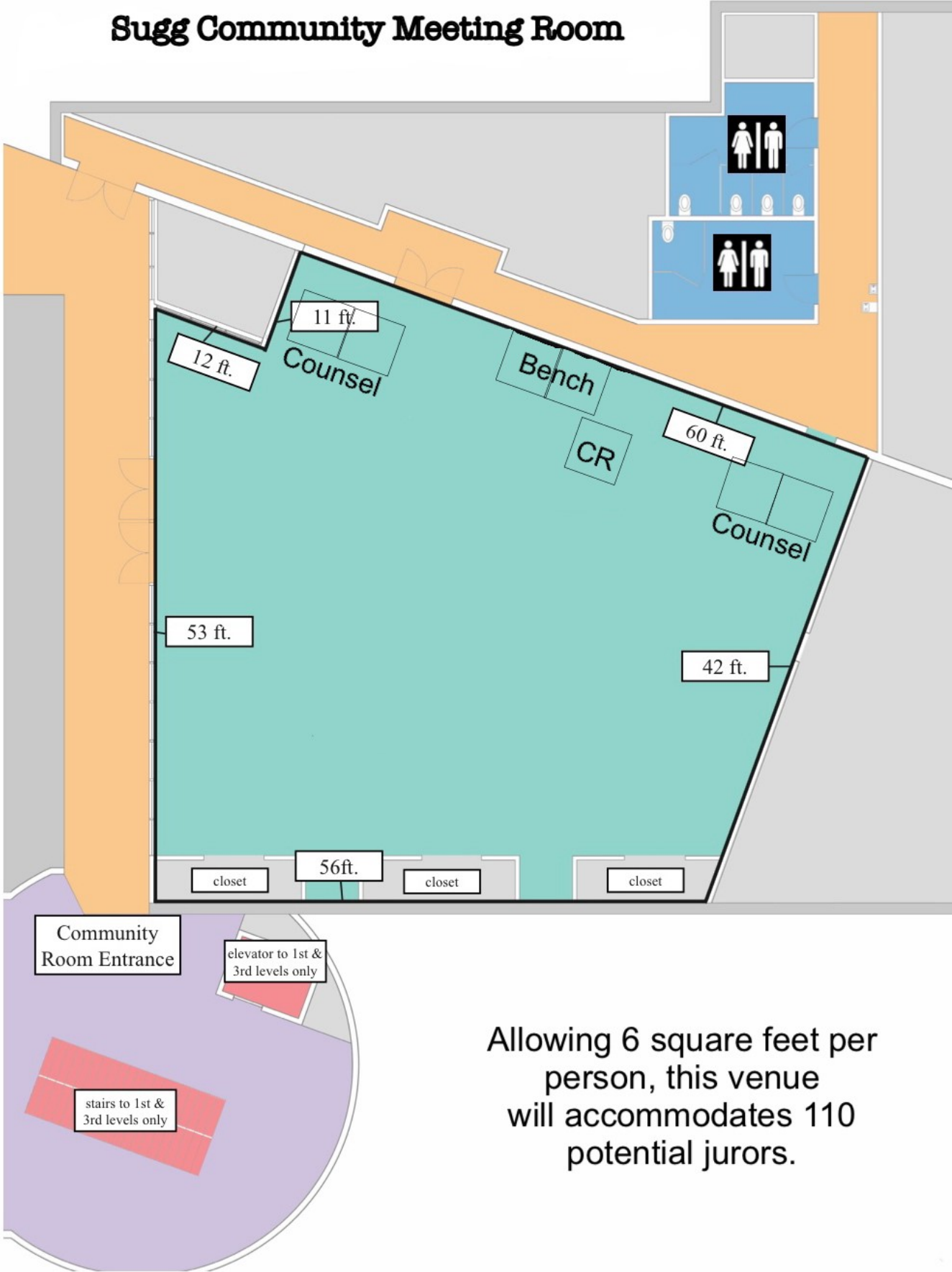
## WELL AREA



## GALLERY AREA

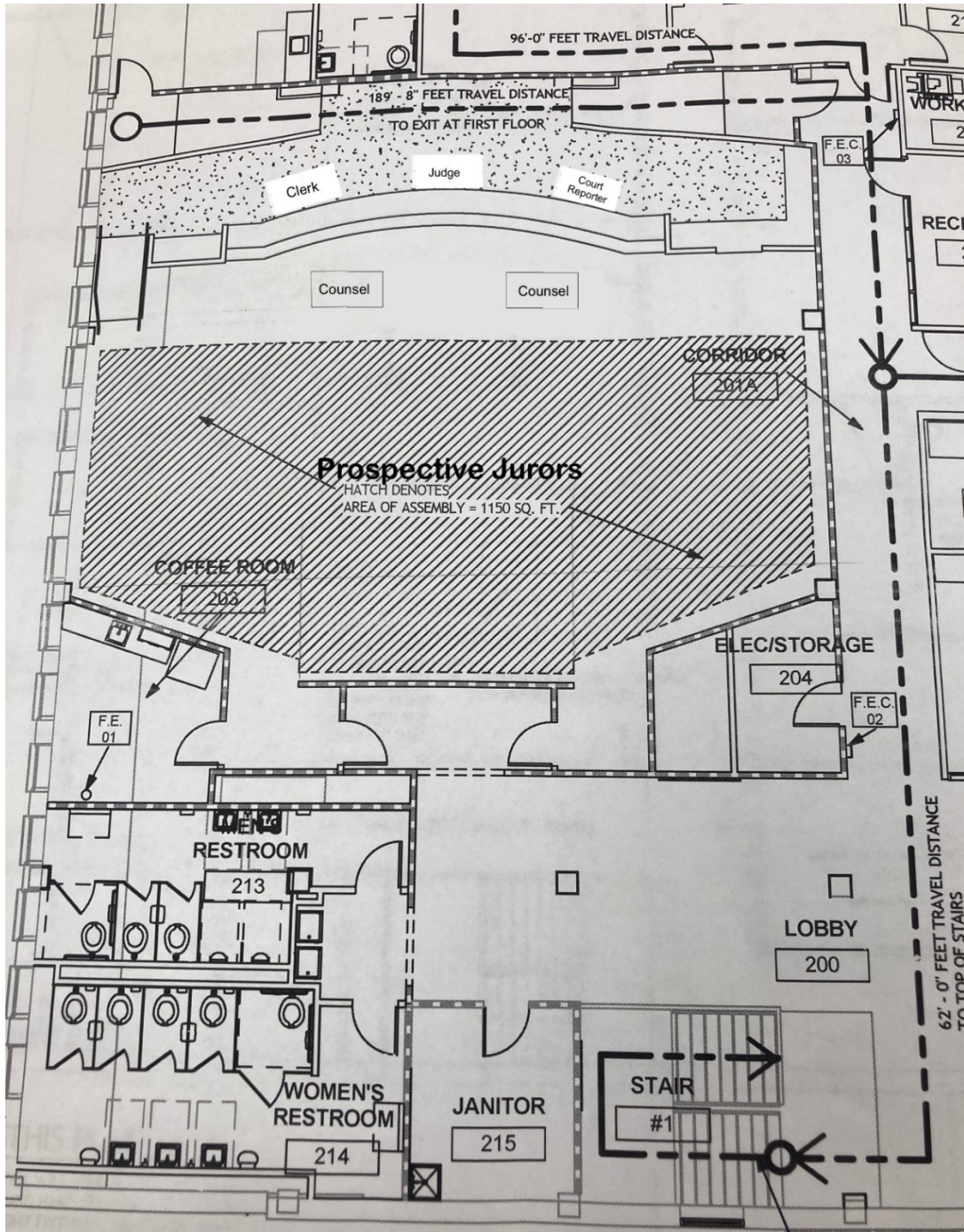


# Sugg Community Meeting Room



Allowing 6 square feet per person, this venue will accommodate 110 potential jurors.

# TOM GREEN COUNTY COMMISSIONERS' COURTROOM



**Allowing 6 square feet per person, the assembly area will allow for at least 100 people.**

# **ATTACHMENT D**

*Jury Trial Venues*

# COURTROOM A – TOM GREEN COUNTY COURTHOUSE

## WELL AREA



## GALLERY AREA



**COUNTY COURT AT LAW COURTROOM  
JUDGE MICHAEL D. BROWN JUSTICE CENTER**

**WELL AREA**



**GALLERY AREA**



**COUNTY COURT AT LAW 2 COURTROOM  
JUDGE MICHAEL D. BROWN JUSTICE CENTER**

**WELL AREA**



**GALLERY AREA**



**ATTACHMENT E**  
*Jury Deliberation Venues*



**GRAND JURY ROOM – TOM GREEN COUNTY COURTHOUSE**



**COURTROOM FOR THE CHILD SUPPORT COURT  
JUDGE MICHAEL D. BROWN JUSTICE CENTER**



**COURTROOM B – TOM GREEN COUNTY COURTHOUSE**



**COURTROOM C – TOM GREEN COUNTY COURTHOUSE**



**COURTROOM D – TOM GREEN COUNTY COURTHOUSE**



# **ATTACHMENT F**

***Proof of Consultation with Local Health Authority  
and Tom Green County Judge***

**From:** James Vretis <[jvretis@c4tm.us](mailto:jvretis@c4tm.us)>

**Sent:** Monday, December 28, 2020 9:38 PM

**To:** Jay Weatherby <[jay.weatherby@co.tom-green.tx.us](mailto:jay.weatherby@co.tom-green.tx.us)>

**Subject:** Re: Request for Review of Jury Proceeding Addendum

Your Honor,

I have reviewed and approve of the Jury Proceeding Addendum to COVID-19 Operating Plan for the Tom Green County Judiciary. I have no concerns, or suggestions for changes.

Please contact me if I can be of further assistance,

James (Jim) G Vretis II, DO FAAEM FAEMS  
Practice limited to Tactical, Emergency and Critical Care Medicine  
Medical Director  
Center for Tactical Medicine  
PO Box 188  
Carlsbad, TX 76934  
830.431.1467  
Medical solutions for your tactical problems.  
Tactical solutions for your medical problems.

**From:** Steve Floyd <[steve.floyd@co.tom-green.tx.us](mailto:steve.floyd@co.tom-green.tx.us)>

**Sent:** Tuesday, December 29, 2020 7:56 AM

**To:** Jay Weatherby <[jay.weatherby@co.tom-green.tx.us](mailto:jay.weatherby@co.tom-green.tx.us)>

**Subject:** RE: Request for Review of Jury Proceeding Addendum

Morning Judge, reviewed and approved. Thank you for all the work and effort to comply with your mandate.  
Steve