

CHAPTER 18
JURY RULES

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18.1 JURY COMMISSIONER

The Superior Court Executive Officer is designated as the attaché of the court to perform the functions of Jury Commissioner. The Court Executive Officer may appoint deputies to perform these functions.

(Adopted October 1, 1998; Amended July 1, 2016)

18.2 JURY SELECTION PROGRAM

- A. **Source Lists.** The Jury Commissioner shall prepare and keep a consolidated, master list of eligible juror candidates. The master list shall include the name and address of persons who reside in the county, and who are 18 years of age or older who are registered to vote and/or have been licensed or issued an identification card pursuant to Article 3 (commencing with § 12800) and Article 5 (commencing with § 13000) of Chapter 1 of Division 6 of the Vehicle Code. The master list shall be prepared to exclude those persons who completed jury service in the prior two (2) calendar years.
- B. **Consolidated Master List.** A consolidated, countywide master list shall be utilized by the Jury Commissioner in summoning jurors for the courts in the Salinas, Monterey, and Marina courthouse locations. The selection of the master jury list shall be at random from the jury source lists.
- C. **Preparation of Prospective Juror Lists.** Except for a person nominated by the court pursuant to statutory authority therefore, the name of each prospective trial juror shall be taken by random selection from the most current master jury list.
- D. **Drawing of Names; Summons.** The Jury Commissioner will draw from the master jury list a sufficient number of names of prospective jurors as he or she determines to be required to provide adequate jury services to the courts for a particular time period, and each person shall be summoned by first-class mail to attend the court for service as a member of a trial jury panel. Once a juror appears for service, and prior to his or her discharge as a juror as heretofore provided, such juror may be required to report back to the court for further service upon either personal or telephonic oral direction of the court, or of the Jury Commissioner or Deputy Jury Commissioner, acting on behalf of the court.
- E. **Combined Jury Panels.** The courts will utilize a combined, countywide jury panel for superior court trials at all court locations.

(Adopted October 1, 1998; Amended January 1, 2003; Amended July 1, 2016)

18.3 JURY UTILIZATION PROGRAM

- A. **Excuse from Jury Service.** The Jury Commissioner shall determine the statutory qualifications of each prospective trial juror. He or she shall exclude from the certified jury lists any person he or she shall find is not statutorily competent to serve, and may excuse from jury service such prospective trial juror who in his or her determination requests and qualifies for excuse under section 204, subdivision (b), and section 218 of the Code of Civil Procedure, provisions

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of the Standards of Judicial Administration, California Rules of Court, and of these rules and policies adopted by the superior court.

- B. Procedure for Excuse from Jury Service. The Jury Commissioner may, upon request, defer the service of a prospective juror for good cause, transfer a juror to any court location within the county for good cause, or may excuse a prospective juror from service altogether, for either of the following reasons:
1. The prospective juror qualifies for excuse from service on the basis of one (1) of the categories set forth in the Standards of Judicial Administration, California Rules of Court as interpreted by superior court policies.
 2. Other circumstances constituting undue hardship within the meaning of the statutes, Standards of Judicial Administration, or rules or policies of this court apply to the prospective trial juror, as determined by the Jury Commissioner and/or presiding judge of the court.

A request for excuse from jury service shall be addressed to, and determined by, the Jury Commissioner. The Jury Commissioner shall fairly weigh and consider all relevant information and he or she may personally interview the prospective trial juror when he or she deems it desirable or necessary to do so. The Jury Commissioner may refer any request to the Presiding Judge for his or her determination. In the event the Jury Commissioner denies a request for excuse the prospective trial juror may request and shall be entitled to review and reconsideration by the Presiding Judge. The disposition of the request and the reasons therefor shall be noted upon appropriate records maintained by the Jury Commissioner.

(Adopted October 1, 1998)

18.4 SPECIAL VENIRE

Nothing contained in the foregoing rules shall preclude the Jury Commissioner, upon order of the court, from drawing from the master jury list and summoning to the court pursuant to law, a special venire for jury service in a particular case.

(Adopted October 1, 1998)