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DAVE LANG
CLERK CIRCUIT COURT
LEON COUNTY, FLORIDA

IN THE SECOND JUDICIAL CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER 95 - 09

IN RE: JURY MANAGEMENT POLICY

Whereas, there is a need to institute uniform jury management policies in all counties in the Second Judicial Circuit, and

Whereas, all citizens summoned for jury duty should be treated in an equitable fashion, and

Whereas, there is a desire to improve the efficiency of the jury management process in each county in the Second Judicial Circuit, and

Whereas, subsection 40.24(3), Florida Statues, provides compensation for certain jurors, but does not provide a method of determining compensation eligibility, it is therefore,

ORDERED THAT.

I. **Postponements/Excusals**

A. Discretionary requests to be excused form jury duty shall be reviewed by the judge responsible for qualifying the venire. Only the qualifying or presiding judge shall have the authority to excuse, disqualify or postpone a juror that requests to be excused or postponed for a discretionary reason The jury clerks shall have the authority to excuse jurors that are ineligible for jury duty and those who request to be excused for reasons specified in subsections 40 013(4), (7), (8) and (9), Florida Statutes.

B. For the purpose of this order, discretionary requests shall be defined as any request made by a summoned juror to be excused or postponed from jury duty, except for those requests that are addressed in subsections 40 013(4), (7), (8) and (9), Florida Statutes.

C. Whenever possible, persons requesting discretionary excusals should have their jury duty postponed to a later date as opposed to being excused from service

II. **Summoning Policy**

The number of prospective jurors summoned should be based on the anticipated summoning yield to accommodate the standard panel sizes specified below The anticipated yield should be determined by taking county demographics, historical trends, and seasonal variations into consideration.

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CLERK OF THE CIRCUIT COURT & COMPTROLLER LEON COUNTY GWEN MARSHALL
UNOFFICIAL DOCUMENT

III. Standard Panel Sizes

All courts should adhere to the following standard panel sizes Exceptions to these panel sizes due to multiple defendants, publicity, or length of trial must be approved by the presiding judge Major deviations from the standard panel size must be approved by the chief judge.

capital cases (death penalty sought) - no more than 50

other 12-person juries and life felonies - no more than 30

circuit criminal - no more than 22

circuit civil - no more than 16

county court - no more than 14

IV. Juror Compensation

The Clerks of the Courts in the Second Judicial Circuit are to inform jurors of the compensation eligibility requirements as soon as feasible, but no later than during juror orientation. Furthermore, the clerks are to develop a method in which jurors may claim compensation and inform jurors of the method as soon as feasible, but no later than during juror orientation. Jurors are to inform the clerk, in the manner prescribed by the clerk, if compensation eligibility requirements are met and if compensation is sought. Jurors must request compensation prior to the end of jury service. All jurors not requesting compensation prior to the end of jury service will not receive juror per diem for the first three days of jury service The clerks of the courts may take any action deemed necessary to verify requests made for compensation.

V. Termination of Other Jury Management Administrative Orders

A. Administrative Order 90-14 In Re: Jury Management Policy dated April 18, 1990 and all amendments to Administrative Order 90-14 (dated August 20, 1990, and December 12, 1990) are terminated.

B. Administrative Order 93-6 In Re Juror Compensation dated April 30, 1993 is terminated

DONE AND ORDERED at Tallahassee, Leon County, Florida this 7 day of July, 1995

CHIEF JUDGE

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