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Effective Date: [insert date]
Expiration Date: [insert date]

Approved by: _____
[Insert name and/or title]

JURY SERVICES ADMINISTRATIVE POLICY **SAMPLE ONLY**

Purpose

The purpose of this policy is to document: juror eligibility and qualifications; criteria for excusals from service; options for postponement of service; options for transfer of service; the handling of hardship requests; a list of peace officer exemptions from voir dire in civil and/or criminal cases; implementing a mechanism for expediting jury selection based on statutory criteria and jurors' availability; guidelines on panel sizes by case type; maintaining a juror counseling and debriefing program; as well as retention of jury-related records.

Nothing in this document is intended to replace, supersede, or otherwise modify existing law or rules of court governing jury administration, management, and operations. In the event a given policy conflicts with a statute or rule, the policy will defer to that authority.

1. Juror Qualifications

All juror qualifications are enumerated in Cal. CCP § 203. All individuals are eligible and qualified for service unless they are:

- Persons who are not citizens of the United States.
- Persons who are less than 18 years of age.
- Persons who are not domiciliaries of the State of California, as determined pursuant to Article 2 (commencing with § 2020) of Chapter 1 of Division 2 of the Elections Code.
- Persons who are not residents of the jurisdiction wherein they are summoned to serve.
- Persons who have been convicted of malfeasance in office and whose civil rights have not been restored.
- Persons who are not possessed of sufficient knowledge of the English language, provided that no person shall be deemed incompetent solely because of the loss of sight or hearing in any degree or other disability which impedes the person's ability to communicate or which impairs or interferes with the person's mobility.
- Persons who are serving as grand or trial jurors in any court of this state.
- Persons who are the subject of conservatorship.
- Persons while they are incarcerated in any prison or jail.

- Persons who have been convicted of a felony and are currently on parole, postrelease community supervision, felony probation, or mandated supervision for the conviction of a felony.
- Persons who are currently required to register as a sex offender pursuant to § 290 of the Penal Code based on a felony conviction.

Eligibility criteria will be clearly posted on the court's website. There will be a separate section with information about the service eligibility for individuals with criminal backgrounds.

2. <u>Juror Excusals</u>

Requests by prospective jurors to be excused from service shall be processed pursuant to the California Rules of Court, rule 2.1008 and/or rule 2.1009, as applicable, under their authority granted by Cal. CCP §§ 203 and 204. Inconvenience to a prospective juror and/or their employer is an insufficient basis to be excused from service. All requests for excusal and/or disqualification must be submitted in writing using the court's processes and procedures, under penalty of perjury, and signed by the prospective juror or their appointed representative.

Additionally, all requests for a permanent medical excuse from jury service must include the above as well as a supporting letter, memo, or note from a treating health care provider as defined in rule 2.1009(a)(4). The supporting letter, memo, or note must be on the treating health care provider's letterhead, state that the person has a permanent disability as described in rule 2.1009(a)(6) that makes the person incapable of performing jury service as described in rule 2.1009(a)(3), and be signed by the provider. The request and supporting letter, memo, or note must be submitted to the court's jury commissioner or their designee on or before the date the prospective juror is required to appear for jury service.

Staff shall review all requests for excusal and/or disqualification in order to determine which requests meet the criteria of the rules of court and statutes noted above. A response should be sent only when an individual's request is denied. The court may provide updated status for jurors regarding their requests for excusal [using an electronic system] at the court's discretion.

All requests for a permanent medical excuse under rule 2.1009 will receive a response determining whether an application was granted, denied, or deemed incomplete. If the request is granted, the individual shall be removed from the court's jury rolls as soon as practicable. A person who has received a permanent medical excuse from jury service may be reinstated to the rolls of potential jurors at any time by filing a signed, written request with the court's jury commissioner or their designee that the permanent medical excuse be withdrawn.

If the request is denied, the prospective juror has the right to reapply at any time subsequent to receiving notice from the court. If an application is deemed incomplete, the court may, at its discretion, assist the individual in submitting additional information and/or documentation to support their application.

All information concerning a request for permanent medical excuse must be kept confidential, including any accompanying request for disability-related accommodation(s) as well as auxiliary aids or services, unless the individual waives confidentiality in writing or the law requires disclosure. The individual's identity and confidential information may not be disclosed to the public but may be disclosed to court officials and personnel involved in the permanent medical excuse process. Confidential information includes all medical information pertaining to the applicant, and all oral or written communication from the individual concerning the request for permanent medical excuse.

3. Options for Postponement of Service

Individuals summoned for jury service who want to be postpone their service, are entitled to a one-time deferral under California Rules of Court, rule 2.1004(a). Staff should attempt to accommodate a prospective juror's schedule by granting the prospective juror's request for a postponement. If the request is made in writing (e.g. U.S. mail, court's local form), or through the court's established electronic means, (e.g. court website, telephone) under the penalty of perjury, as well as in accordance with the court's local rules and/or procedures, staff should grant it without requiring the prospective juror to appear at court to make the request in-person.

Requests for postponement by students and teachers may be extended until the next school break. Requests for postponements for those with a prepaid vacation may be extended until the individual returns, upon submission of proof of a travel itinerary. Requests for postponements for those who are currently outside of the State of California may be extended until their return unless they no longer meet the residency requirements, in which case they will be disqualified from jury service. Requests for postponements for any other reason may be extended for as long as the individual requires in order to serve, but not longer than twelve (12) months, subject to the court's discretion and need for jurors.

Pursuant to California Rules of Court, rule 2.1006, any mother who is breastfeeding a child is entitled to have their service postponed for up to one (1) year, and may renew the request for as long as they are breastfeeding. If the request is made in writing (e.g. U.S. mail, court's local form), or through the court's established electronic means, (e.g. court website, telephone) under the penalty of perjury, as well as in accordance with the court's local rules and/or procedures, staff should grant it without requiring the prospective juror to appear at court to make the request in-person.

[Staff may grant postponements for periods up [30/60/90] days from the original service date. If a request is made for more than [30/60/90] days, up to twelve (12) months from the original service date, the request must be reviewed by a supervisor.]

All requests for postponements will receive a response if denied. However, the court may provide updated status for jurors regarding their requests for postponement using an electronic or other system at the court's discretion.

4. Options for Transfer of Service

A prospective juror may make a request in writing (e.g. U.S. mail, court's local form), or through the court's established electronic means, (e.g. court website, telephone), to transfer their service to a different courthouse within the court's jurisdiction. Staff may grant this request if the date is available at the courthouse destination being selected and if it will not impact trial scheduling as well as jury panel needs at the original courthouse destination.

Jurors who request a transfer and their request is granted will only receive mileage one way from their home to the original courthouse location they were summoned to.

All requests for transfers will receive a response if denied. However, the court may provide updated status for jurors regarding their requests for postponement using an electronic or other system at the court's discretion.

5. Hardship Requests

Pursuant to Cal. CCP § 204(b) and California Rules of Court, rule 2.1008, individuals may be excused from service if they qualify for an undue hardship.

Request for excusal on the basis of an undue hardship must be submitted in writing (e.g. U.S. mail, court's local form), or through the court's established electronic means, (e.g. court website, telephone) under the penalty of perjury. Prospective jurors who met the criteria below may be excused from jury service by staff.

- Transportation hardship. The prospective juror has no reasonably available means of public or private transportation to the court.
- Excessive distance hardship. The prospective juror's total reasonable travel time from their home one-way to the courthouse exceeds one-and-one-half (1 and ½) hours, unless otherwise established by local rule or statute.
- Extreme financial burden hardship. To qualify for this hardship, the juror may provide evidence which includes, but is not limited to:
    - Sources of the prospective juror's household income are not more than the amounts listed in the below income chart;
    - If the prospective juror's employer does not pay for jury service, and the juror will be required to provide a document confirming that they will lose all wages, salary, commissions, or other compensation during at least a portion of their jury service.
    - Whether the service can reasonably be expected to compromise the prospective juror's ability to support themselves or their dependents, or so disrupt their economic stability as to be against the interests of justice.
- The prospective juror will bear an undue risk of material injury to or destruction of the prospective juror's property or property entrusted to the prospective juror, and it is not feasible to make alternative arrangements to alleviate the risk. In determining whether to excuse the prospective juror for this reason, consideration must be given to:

- The nature of the property;
- The source and duration of the risk;
- The probability that the risk will be realized;
- The reason alternative arrangements to protect the property cannot be made; and
- Whether material injury to or destruction of the property will so disrupt the economic stability of any individual as to be against the interests of justice.

- The prospective juror has a physical or mental disability or impairment, not affecting that person's competence to act as a juror, that would expose the potential juror to undue risk of mental or physical harm.
  - In any individual case, unless the person is aged 70 years or older, the prospective juror may be required to furnish verification or a method of verification of the disability or impairment, its probable duration, and the particular reasons for the person's inability to serve as a juror.
- The prospective juror's services are immediately needed for the protection of the public health and safety, and it is not feasible to make alternative arrangements to relieve the person of those responsibilities during the period of service as a juror without substantially reducing essential public services.
  - The prospective juror may be required to furnish verification, such as documents confirming employment and/or enrollment as a first-responder or military service.
- The prospective juror has a personal obligation to provide actual and necessary care to another, including sick, aged, or infirm dependents, or a child who requires the prospective juror's personal care and attention, and no comparable substitute care is either available or practical without imposing an undue economic hardship on the prospective juror or person cared for.
  - If a comparable substitute is available or practical, but would impose an undue financial hardship, staff should consult the criteria under the extreme financial burden hardship, including the below income chart, for assistance in evaluating whether the prospective juror meets the criteria for undue economic hardship. The individual may need to furnish proof to support any claim of an undue economic hardship.
  - If the request to be excused is based on care provided to a sick, disabled, or infirm person, the prospective juror may be required to furnish verification or a method of verification that the person being cared for is in need of regular and personal care.
- A prospective juror who has served on a grand or trial jury, or was summoned and appeared for jury service in any state or federal court during the previous 12 months, must be excused from service on request. The jury commissioner, in his or her discretion, may establish a longer period of repose.
  - A prospective juror may be required to furnish verification of their prior service.

All requests for excusal will receive a response if denied. However, the court may provide updated status for jurors regarding their requests to be excused from service using an electronic or other system at the court's discretion. If a request is denied, the juror may present the request again to the judicial officer in the courtroom to which they are assigned for selection, if applicable. Additionally, staff and supervisors may forward all hardship requests to a judicial officer for determination, in accordance with the court's internal policies.

Income Chart

The chart is based on 2023 U.S. Department of Health and Human Services Guidelines. Household/family size of 1 includes yourself. Household/family sizes of 2 or more include yourself and all other family/household members. Income represents gross annual income. For certain regions, staff should consider increasing the income threshold based on a Cost-of-Living Index (COLI) and/or Consumer Price Index (CPI) to accurately reflect income inequalities where the prospective juror lives that is within the area of the court's jurisdiction.

Household/Family Size	Gross Annual Income
1	$14,580
2	$19,720
3	$24,860
4	$30,000
5	$35,140
6	$40,280
7	$45,420
8	$50,560

For household/family sizes greater than 8, add $5,140 for each person. This threshold may increase depending on the COLI and CPI of the given area of the court's jurisdiction where the prospective juror lives.

6. Peace Officers

Pursuant to California Rule of Court, rule 2.1004(b), if a prospective juror is a peace officer, as defined by Cal. PC § 830.5, staff must make scheduling accommodations upon receipt of a request from the peace officer stating the reason a scheduling accommodation is necessary. The request must be made and/or received no later than the day before the peace officer's scheduled service. If a peace officer's request for a scheduling accommodation is made under penalty of perjury in writing (e.g. U.S. mail, court's local form), or through the court's established electronic means, (e.g. court website, telephone), and in accordance with the court's local rules or procedure, staff cannot require the individual to appear at court to make their request in-person.

Furthermore, pursuant to Cal. CCP § 219(b)(1), no peace officer, as defined, in Cal. PC § 830.1(a), 830.2(a), and 830.33(a), shall be selected for voir dire in civil and/or criminal cases. Pursuant to Cal. CCP § 219(b)(2), no peace officer, as defined in Cal. PC § 830.2(b) and (c), shall be selected for voir dire in criminal matters. As such, staff shall excuse such individuals who are a peace officer under those statutes from jury service, excepting those who may serve in a civil case and when the court requires their service for a civil case, unless another reason for excusal applies. If the individual submits a statement made under penalty of perjury in writing (e.g. U.S. mail, court's local form), or through the court's established electronic means, (e.g.

court website, telephone), and in accordance with the court's local rules or procedure, staff shall not require the individual to appear at court to request an excusal in-person.

Peace officers exempt from voir dire in civil and criminal cases:

- Sheriff, undersheriff, or deputy sheriff of a county
- Chief of police of a city
- Chief, director, or chief executive officer of consolidated municipal public safety agency that performs police functions.
  - Ceres Department of Public Safety
  - Lindsay Department of Public Safety
  - Rohnert Park Department of Public Safety
  - Sunnyvale Department of Public Safety
  - Woodland Public Safety Department
- Police officers
- Chief of police and/or police officer of a district authorized by statute to maintain a police department, including:
  - Bay Area Rapid Transit Police Department
    - Including members of the San Francisco Bay Area Rapid Transit District Police Department appointed pursuant to Cal. PUC § 28767.5, if the primary duty of the peace officer is the enforcement of the law in or about properties owned, operated, or administered by the district or when performing necessary duties with respect to patrons, employees, and properties of the district.
  - Bear Valley Police Department (Bear Valley Community Services District)
  - Bethel Island Municipal Improvement District (BIMID)
  - Broadmoor Police Protection District
  - Burbank-Glendale-Pasadena Airport Authority Police
  - Capistrano Bay Police Department (Capistrano Bay Community Services District)
  - Central Marin Police Authority
  - California Exposition & State Fair Police (Cal Expo Police)
  - East Bay Regional Park District Police Department
  - Exposition Park Department of Public Safety
  - Kensington Police Protection and Community Services District
  - Kern County Airport Police
  - Lake Shastina Police Department (Lake Shastina C.S.D.)
  - Long Beach Harbor Patrol
  - Long Beach Park Rangers
  - Los Angeles World Airports Police Division
  - Los Angeles Department of Recreation and Parks, Park Ranger Division
  - Port of Los Angeles Police Division
  - Los Angeles Society for the Prevention of Cruelty to Animals Law Enforcement Division
  - Mid-peninsula Regional Open Space District Ranger Division
  - Montebello Park Rangers

- Monterey County Park Rangers
- Monterey Peninsula Airport Police
- Metropolitan Transit System Police Department
- Napa Valley Railroad Police Department
- Port of Stockton Police
- Sacramento Regional Transit Police
- San Diego Harbor Police (San Diego Unified Port District)
- San Diego Humane Society and SPCA Law Enforcement / Investigations Division
- San Francisco Park Patrol
- Santa Ana Park Rangers
- Santa Cruz Harbor Patrol
- Stallion Springs Police
- Town of Discovery Bay Community Services District (CSD)

- Any marshal or deputy marshal of a Superior Court or county
- Any port warden or port police officer of the Harbor Department of the City of Los Angeles, or any inspector or investigator employed in that capacity in the office of a district attorney
- Any member of the Department of the California Highway Patrol (CHP), provided that the primary duty of the peace officer is the enforcement of any law relating to the use or operation of vehicles upon the highways, or laws pertaining to the provision of police services for the protection of state officers, state properties, and the occupants of state properties, or both. This includes those listed under Cal. VC § 2250.1.
  - Special designations of peace officers that exist within the Department of the California Highway Patrol to assist in the transfer of responsibilities from the California State Police Division to the Department of the California Highway Patrol.
  - The peace officers designated include all peace officers of the former California State Police Division on July 11, 1995.

Peace officers exempt from voir dire only in criminal cases:

- A member of the University of California Police Department appointed pursuant to Cal. EDC § 92600, provided that the primary duty of the peace officer shall be the enforcement of the law within the area specified by that code.
- A member of the California State University Police Departments appointed pursuant to Cal. EDC § 89560, provided that the primary duty of the peace officer shall be the enforcement of the law within the area specified by that code.

This list is not exhaustive. Peace officers exempt from voir dire in criminal and/or civil cases should self-identify upon being summoned for service.

7. Time Qualifying

To increase the efficiency of jury selection, staff have the authority to time qualify prospective jurors for trials, if authorized by the court. However, juror panels for death penalty and grand

jury cases are excluded. Prospective jurors who are unable to serve on longer trials may be placed on a more appropriate panel.

Trial Estimate Categories
1 to 5 days
6 to 10 days
11 to 20 days
21 days or more

Staff may make this announcement in the assembly room when jurors arrive to check-in as well as have it available through the court's website and/or jury web portal to streamline the process. The information may also be posted in the assembly room's check-in area or at a kiosk.

All time qualifying jurors must agree to be prescreened as to their qualifications, and any applicable exemptions or deferrals, under the penalties of perjury. Staff should be clear with all prospective jurors that trial estimate categories are only estimates, court calendars may vary, and that once they are sworn as a juror, they cannot revoke their decision.

Once all time qualified jurors have been selected, review the trial schedule, judicial officer requests, and panel size guidelines, to effectively utilize the jurors in each trial estimate category on cases that are anticipated not to exceed the maximum amount of days for that given category.

8. Jury Panel Size Guidelines

The number of jurors summoned is intended to serve the needs of the trial schedule while considering cost and impact to jurors, as well as to the court. This policy provides the panel size guidelines listed below. Judicial officers are recommended to use the lower end of each case type's panel size range whenever feasible. Exceptions to the panel sizes may be expected based on specific, case-related factors, as well as other potentially unforeseen circumstances.

Situations requiring repeated exceptions to these guidelines may be referred to the supervising or presiding judge of the court location or department in question for review, unless the court establishes an alternative method. Reference to the 2011 Assessment of Juror Utilization in the Superior Courts of California may be considered.

Case Type	Jury Panel Size
Misdemeanor	24-48
Felony	36-60
Serious Felony	36-72
Exceptional Felony	48-108
Limited Civil	18-36
Unlimited Civil (<10 days)	24-48
Unlimited Civil (>10 days)	36-72

Case Length	Jury Panel Size
1-5 days	24-36
6-10 days	36-60
11-20 days	48-72
21 or more days	60-108

Additional jurors should be considered using a three-to-one (3-1) ratio. This ratio means three (3) jurors are summoned and used in selection to achieve one (1) juror seated per case. This ratio is not binding and only used as a guideline.

9. Juror Per Diems & Transportation Programs

Juror per diems are set by statute. Fees are $15 per day and the mileage reimbursement is $0.34 per mile to and from court beginning on the second day of in-person service. Jurors who take public transit in lieu of driving are eligible for reimbursement of up to $12 per day beginning on the first day of in-person service.

The court will consider the following factors when determining whether to partner with public transit operators:

1. Proximity of transit service to the court location;
2. Hours of operation of transit service in the vicinity of the court location;
3. Frequency of operation of transit service in the vicinity of the court location; and
4. Availability of transit access to all areas of the court's jurisdiction from which a potential juror may reside.

The court will contact applicable public transit operators to inquire whether new transit options may be implemented near the court before determining whether or not that public transit service is not reasonable available for the court.

[Model on Solano Superior Court and/or Los Angeles Superior Court programs.]

10. Juror Counseling and Debriefing Program

Jurors serving a trial, particularly in criminal cases, are often exposed to graphic evidence and testimony, subjecting them to high levels of emotion. Furthermore, jurors are placed under a great deal of stress over a prolonged period of time and may not have a means of releasing overwhelming tension that has built up during the trial. The court and [insert relevant service provider; e.g. MOU with county health services, court's EAP plan, etc.] have joined together to offer a juror counseling and debriefing program at the conclusion of a juror and/or jury's service.

Juror counseling and debriefing is designed to provide brief Critical Incident Stress Management (CISM) services to help mitigate the long-term effects of such stress and to help begin the healing process. Jurors will be offered short-term group and individual sessions to talk

constructively about the facts, reactions and emotions associated with the trial, which creates a supportive environment for establishing a transition from the trial to everyday life.

[Reliance upon research from the National Center for State Courts' Center for Jury Studies and other independent studies, as well as model programs from other courts, is recommended for staff when utilizing and applying the court's counseling and debriefing program.]

Immediately following the debriefing, [insert relevant service provider] staff will provide the opportunity for those jurors who may need individualized information to ask questions regarding follow-up counseling referral options. The team of responders providing this service is made up of qualified [insert relevant service provider] staff with special training and expertise in crisis counseling and debriefing.

The court's jury commissioner [and/or their staff] will be the point of contact for judicial officers and the [insert relevant service provider's] staff. In the event of a high-profile and/or long-term case that meets the criteria set forth below, particularly a criminal case involving violent crime(s), the court's jury commissioner [and/or their staff] will alert [insert relevant service provider] and continually provide updates on the status of the trial until deliberation begins. Then, after being advised of the need for a post-trial debrief by the judicial officer presiding over the trial [and/or the judicial officer's clerk], the court's jury commissioner [and/or their staff] will contact [insert relevant service provider] to provide additional trial information and schedule a counseling and debriefing session.

When provided with advance notice, [insert relevant service provider] will provide post-trial counseling and debriefing services within [insert time frame based upon agreement with relevant service provider], or [insert alternate time frame based upon agreement with relevant service provider], of the request from the jury commissioner [and/or their staff,] and include all primary and alternate jurors wishing to attend. The counseling and debriefing will take place at [insert location based on agreement with relevant service provider], be of no cost to the participants and [insert relevant service providers] will provide all presentation equipment and handouts necessary for the counseling and debriefing.

Following the counseling and debriefing, [insert relevant service provider] will provide the court with a copy of the general summary of results of each counseling and debriefing session, but shall maintain confidentiality pursuant to Cal. WIC § 5328.

The court's jury commissioner [and/or their designee] will meet with the [insert relevant service provider] on a scheduled basis to assess the program, review processes, and develop recommendations.

The following guidelines provide information regarding specific scenarios that may cause jurors to experience secondary trauma, indicating a potential need to offer jury debriefing. It is important for staff to be aware of the following triggers and the presentation of certain

symptoms. However, staff should also note that not every individual responds to emotional stress and/or trauma in the same way, and may present differently than others.

Types of trials that may indicate the need for juror counseling and debriefing:

- Lengthy trials
- Trials that are interrupted
- Trials that are focused on specific crimes
  - Murder or attempted murder
  - Death from a DUI related incident
  - Rape or sexual assault
  - Sexual abuse
  - Child abuse
  - Physical abuse
  - Neglect

Certain evidence present in a case may also indicate the need for juror counseling and debriefing, such as any evidence related to murder, physical and/or sexual abuse, as well as torture. Other factors that may heighten juror stress and inflict trauma:

- Viewing, listening to, and/or manipulating photos, video, and audio
- Visiting a crime scene
- Hearing emotional testimony
- Deliberation during the trial and at sentencing
- Guilt over the verdict
- Fear of reprisal from the defendant or other persons involved in the case, even tangentially
- Sequestration

Symptoms and/or demeanors to be aware of in jurors that may indicate the need for counseling and debriefing:

- Crying or tearfulness
- Depressed and or dysthymic mood, which may be discerned by a slouched posture and/or minimal eye contact
- Hyper arousal – a constant state of activation or acting “jumpy”, typically with manifestations of anxiety
- Hypervigilance – exaggerated intensity of behaviors, typically with the purpose to detect threats or avoid emotional triggers
- Difficulty concentrating
- Appearing overwhelmed
- Fidgety and/or repetitive movements, specifically shaky legs, continuous posture adjustments, nail biting
- Agitation, specifically through sighs, eye-rolling, feet tapping, aggressive voice tones

- Fatigue, lethargy, lack of energy

Some symptoms may be expressed by the jurors more directly. These symptoms may also indicate the need for counseling and debriefing:

- Isolation
- Anhedonia – the inability to experience pleasures from previously enjoyable activities; i.e. loss of interest in hobbies, social interaction, music, exercise, reading, etc.
- Stress and stress-related problems
  - Depression
  - Headaches
  - Somatic complaints
    - Gastrointestinal distress is the most common, such as increased urination, constipation, diarrhea, or other bowel/bladder complaints
    - Becoming physically ill, such as cold or flu-like symptoms
- Feelings of guilt
- Disturbances in sleeping or eating patterns
- Reoccurring flashbacks, whether when awake or asleep
- Intrusive thoughts
- Agitation, irritability, and/or anger
- Avoidance, including of things that remind the individual of their jury service
- Feeling numb or detached
- Feeling more tense, or anxious
- Social impacts; e.g. loss of friendships, distancing from family members, disengagement with their community
- Fear, whether real or perceived
- Shortness of breath or tightness in their chest; e.g. symptoms of panic or panic-attacks

11. Juror Records

Certain juror records are confidential and may not be released without a court order pursuant to Cal. CCP §§ 206 and 237(a)(2), as well as Cal. PEN § 929. This includes: records of grand jury proceedings, unless an indictment is returned, in which case the records are not open to the public until 10 days after a copy of the indictment has been delivered to the defendant or their attorney, subject to exceptions or modifications as outlined in statute Cal. PEN §§ 929 and 938, as well as case law; juror information sealed by a judge, specifically personal juror identifying information in criminal cases after returning a verdict, as well as generally as provided under Cal. CCP § 237 and case law; and requests for permanent medical excusals made under California Rule of Court, Rule 2.1009.

However, the names of qualified jurors drawn from the qualified juror list for the superior court shall be made available to the public upon request, pursuant to Cal. CCP § 237(a), unless the court determines that a compelling interest, as defined in Cal. CCP § 237(b), requires that this information should be kept confidential, or its use limited in whole or in part.

Additionally, the questionnaires used in qualifying prospective jurors pursuant to Cal. CCP §§§ 198, 203, and 205(a), are public information, including those used in the voir dire process. Conversely, juror questionnaires of those jurors not called to the jury box for voir dire are not open to the public. (See *Copley Press, Inc. v. Superior Court* (1991) 228 Cal.App.3d 77, 87–88); but cf. *Bellas v. Superior Court of Alameda County* (2000) 85 Cal.App.4th 636, 645, fn. 6 [suggesting a contrary rule].)

[The confidential or public nature of all other jury records shall be subject to the guidelines in the Trial Court Records Manual, pages 91 to 92, and/or the court's local rules, so long as they are not inconsistent with statute.]

All records maintained or compiled by the jury commissioner, in connection with the selection and/or service of a juror or jurors, shall be retained for at least three (3) years after the list used in their selection is prepared, or for any longer period ordered by the court or the jury commissioner pursuant to Cal. CCP § 207.

All records related to and/or produced by the jury in a given case, including jury questionnaires, individual juror notes, and/or voir dire materials, shall be retained for the same duration as all other records from that case in its underlying category and be stored with the case file.

Grand jury records shall be retained in their original form for a period of five (5) years. Thereafter, they shall be preserved in microfilm, optical disk storage medium or other electronic format, before they may be disposed of in the same manner as criminal exhibits, pursuant to Cal. PC §§ 1417.5 and 1417.6.

Additionally, juror proceedings, including sanctions, shall be retained for one (1) year, pursuant to Cal. GC § 68152(g)(10), and thereafter disposed as described in Cal. GC § 68153.

When possible, all jury-related records created and used prior to impaneling may be converted to an electronic medium and stored within that medium in lieu of a hard-copy for the appropriate statutory period.

[All other records related to a juror and/or juries, not otherwise mentioned above, shall be subject to section 11.4.2 of the Judicial Council's Trial Court Records Manual and/or the court's local rules, so long as they are not inconsistent with statute.]

[The court will advise jurors on their website of the court's record retention, confidentiality, and disclosure policies regarding jury-related records, including what specific identifying information the court retains for any period. The court will also make available printed copies of these policies, or in a reasonable alternative accessible medium, upon request.]