

# **OFFICE OF THE JURY COMMISSIONERS**

## **JC-1 Calendars Of Drawings**

Published listing of dates for court trials and hearings. Indicates court date, drawing date, and mailing date.

**Retain** until end of court term/session.

## **JC-2 Jury Lists**

### ***1. Master Lists Of Prospective Jurors***

List of county residents, in manual or electronic form, who may be eligible to serve as jurors. Includes name, street address, city and zip code. May include voting district and occupation.

**Retain** until end of court term/session.

### ***2. Jury Selection Lists***

Result of regular drawings for each court term/session. The number of names is designated by the president judge and drawn at random from the master list of prospective jurors. Includes individual's name and address, and sometimes occupation.

**Retain** 5 years after end of court term/session.

### ***3. Lists Of Qualified Jurors***

Names drawn from the jury selection list of all those individuals determined eligible for jury duty.

**Retain** 5 years after end of court term/session.

### ***4. Exempt Jurors Lists***

List of individuals excused from jury duty, with reason for exemption.

**Retain** as long as of administrative value.

## **JC-3 Minutes Of The Jury Selection Commission**

Information may include date and place of meetings; names of members who attended; name, address and occupation of each juror selected; type of jury for which each juror was drawn; type of court and term of service; and signature of jury commissioners' clerk.

**Retain** 7 years; then **contact** the State Archives to arrange transfer of selected books. Those records not selected may be destroyed.

**JC-4 Qualification Forms/Questionnaires**

Returned questionnaires of prospective jurors used to evaluate their qualifications to serve on a jury. May include information on name, age, residence, employer, citizenship, literacy, disability, criminal record, prior service, occupation, and undue hardship. Signed by respondent.

**Retain** until completion of jurors' service unless otherwise ordered by the trial judge, during which time it shall be sealed.

**JC-5 Service Review Forms (Exit Questionnaires)**

Optional evaluation form filled out by jurors on completion of jury duty and designed to solicit opinions concerning various aspects of jury duty.

**Retain** as long as of administrative value.