

SEMINAR ON

JUROR UTILIZATION

AND

MANAGEMENT

August 27-29, 1990
Naples, Florida



The Federal Judicial Center

Seminar Objectives

- To evaluate perspectives on juror pooling, staggering of trial starts, and bunching;
- To discuss the uses and advantages of multiple voir dire;
- To define the roles of the chief judge, clerk, and jury administrator in petit jury management and administration;
- To describe techniques for selecting panel sizes, size of jury draws, and number of alternates;
- To review recent case law affecting jury operations;
- To distinguish the responsibilities of the court and the U.S. Attorney's office in grand jury management and administration;
- To describe the use of prescreening questionnaires and voir dire practices in notoriety and lengthy cases;
- To formulate an action plan to help each participating court improve their juror utilization.

The Federal Judicial Center

Presents

A Seminar on
JUROR UTILIZATION
AND
MANAGEMENT

Naples, Florida
August 27-29, 1990

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Honorable William W. Schwarzer
Director, Federal Judicial Center
Washington, D.C.

Daniel L. Skoler
Director
Division of Continuing Education and Training
Federal Judicial Center
Washington, D.C.

MONDAY, AUGUST 27, 1990

8:00 WELCOME AND INTRODUCTIONS

Salons I & II

Dr. Steven A. Wolvek

Deputy Director
Division of Continuing Education and Training
The Federal Judicial Center
Washington, D.C.

8:15 OVERVIEW AND OBJECTIVES: Workshop objectives, brief definitions, and review of useful principles and techniques. (TAB 1)

David S. Williams

Senior Program Specialist
Court Administration Division
Administrative Office of the U.S. Courts
Washington, D.C.

8:45 JUROR POOLING, STAGGERING OF TRIAL STARTS, AND BUNCHING; MULTIPLE VOIR DIRE: Advantages of pooling and staggering trial starts; consolidating trial starts on designated days of the week, use of periodic internal statistical reports; terms of service; and use of multiple voir dire in small courts and divisional offices. (TAB 2)

Honorable Adrian G. Duplantier

United States District Judge
Eastern District of Louisiana
New Orleans, Louisiana

Loretta G. Whyte

Clerk, United States District Court
Eastern District of Louisiana
New Orleans, Louisiana

Marianne Judice

Jury Administrator, United States District Court
Eastern District of Louisiana
New Orleans, Louisiana

9:30 INTERMISSION

9:45 JUROR POOLING, STAGGERING OF TRIAL
STARTS, AND BUNCHING; MULTIPLE VOIR
DIRE (Continued)

10:30 SMALL GROUP SESSIONS: Judges, clerks, and
jury administrators will separate into small
groups to discuss the use of pooling techniques
and multiple voir dire in their respective courts.

GROUP A: JUDGES

The Boardroom

Judge Duplantier

Mary K. Hawthorne

Judicial Training Specialist
The Federal Judicial Center
Washington, D.C.

GROUP B: CLERKS

Aqualane Shores

Ms. Whyte

Dr. Wolvek

GROUP C: JURY ADMINISTRATORS

Coquina Sands

Ms. Judice

Mr. Williams

11:15 INTERMISSION

11:30 SMALL GROUP SESSIONS (Continued)

12:15 STATE COURT PERSPECTIVES ON JUROR
UTILIZATION: State court juror utilization
techniques applicable to the federal courts,
including one-day, one trial.

Salons I & II

G. Thomas Munsterman
Director, Center for Jury Studies
National Center for State Courts
Arlington, Virginia

1:00 ADJOURNMENT

- 8:00 **ASSESSING JUROR COSTS:** Circumstances under which costs are/should be imposed; late settlements and failure to notify the court; restricting last-minute plea bargains in criminal cases. **(TAB 3)**

Salons I & II

Hon. Tom Stagg

Chief United States District Judge
Western District of Louisiana
Shreveport, Louisiana

- 8:45 **SMALL GROUP SESSIONS:** Judges, clerks, and jury administrators will separate into small groups.

GROUP A: JUDGES

The Boardroom

Voir Dire Practices: Methods for conducting voir dire and the impact of each method on juror utilization; using magistrates to conduct voir dire; note-taking by jurors; and exhibit books for jurors. **(TAB 4)**

Hon. Thomas D. Lambros

Chief United States District Judge
Northern District of Ohio
Cleveland, Ohio

Robert K. Loesche

Deputy General Counsel
Administrative Office of the U.S. Courts
Washington, D.C.

Ms. Hawthorne

GROUP B: CLERKS

Aqualane Shores

Automation, Case Problems, Miscellaneous Subjects: Techniques to maximize juror utilization; refill of master and qualified wheels-- problems, concerns, and issues; jury plans and source lists; review and discussion of hypothetical case studies on communication. (TAB 5)

Bruce Rifkin

Clerk, United States District Court
Western District of Washington
Seattle, Washington

Dr. Wolvek

GROUP C: JURY ADMINISTRATORS

Coquina Sands

Court Jury Operations, Case Problem: Qualification and summonsing procedures, statistical reporting procedures, panel sizes, and calendar coordination; review and discussion of hypothetical case study on communication. (TAB 6)

Rita Little

Jury Administrator, United States District Court
Southern District of Mississippi
Jackson, Mississippi

Mr. Williams

9:30 INTERMISSION

9:45 SMALL GROUP SESSIONS (Continued)

10:15 NOTORIETY TRIALS, LONG TRIALS, AND THE USE OF PRESCREENING QUESTIONNAIRES: Panel size in high-publicity and lengthy cases and why they are larger; procedures for extended voir dire; uses, advantages, and disadvantages of prescreening questionnaires to reduce voir dire time; general vs. individual voir dire; sequestration. (TAB 7)

Salons I & II

Hon. James B. Moran
Chief United States District Judge
Northern District of Illinois
Chicago, Illinois

H. Stuart Cunningham
Clerk, United States District Court
Northern District of Illinois
Chicago, Illinois

Linda Rudolph
Jury Administrator, United States District Court
Northern District of Illinois
Chicago, Illinois

11:30 INTERMISSION

11:45 SMALL GROUP SESSIONS: Judges will meet separately.

GROUP A: JUDGES

The Boardroom

Role of Judges in Improving Juror Utilization in Their Court: Specific judicial techniques for improving juror utilization, in-court orientation of new judges.

Judge Duplantier

GROUP B: CLERKS AND
JURY ADMINISTRATORS

Aqualane Shores

Panel Discussion: Juror orientation, one-step qualification and summoning pilot program, optical scanning experiment, juror hardship excuses, juror exit questionnaires. (TAB 8)

Moderator

Mr. Williams

Orientation

Ms. Judice

One-Step Program

Ms. Rudolph

Optical Scanning Experiment

Michael Ruhnnow

Chief Deputy Clerk, United States District Court
Northern District of Texas
Dallas, Texas

1:00 ADJOURNMENT

WEDNESDAY, AUGUST 29, 1990

8:00 GRAND JUROR UTILIZATION--BRIEF
INTRODUCTION TO MODEL (TAB 9)

Salons I & II

Hon. Stephen McNamee
United States District Judge
District of Arizona
Phoenix, Arizona

8:05 SMALL GROUP SESSIONS ON GRAND JUROR
UTILIZATION (CASE STUDY): Participants will
meet in small mixed groups to review a case study.

GROUP A

The Boardroom

Judge McNamee

Ms. Hawthorne

GROUP B

Aqualane Shores

Jack Wagner
Clerk, United States District Court
Eastern District of California
Sacramento, California

Dr. Wolvek

GROUP C

Coquina Sands

Jeanne Schmidt
Jury Administrator, United States District Court
Eastern District of Michigan
Detroit, Michigan

Mr. Williams

9:00 GROUP REPORTS AND DISCUSSION: The group leaders will report on their group's discussion and conclusions.

Salons I & II

Moderator

Judge McNamee

9:45 INTERMISSION

10:00 JURY LEGAL MATTERS: Review and discussion of case law governing jury matters and other legal issues. (TAB 10)

Mr. Loesche

10:30 INTRODUCTION TO CLOSING EXERCISE ON FORMULATING AN ACTION PLAN (TAB 11)

Ms. Hawthorne

10:45 INDIVIDUAL TEAM SESSIONS ON FORMULATING AN ACTION PLAN: Problems, solutions, improvements, and innovations. (Each court team will meet separately and together draw up an action plan. See handout sheet for room assignments).

11:30 INTERMISSION

11:45 INDIVIDUAL TEAM SESSIONS (Continued)

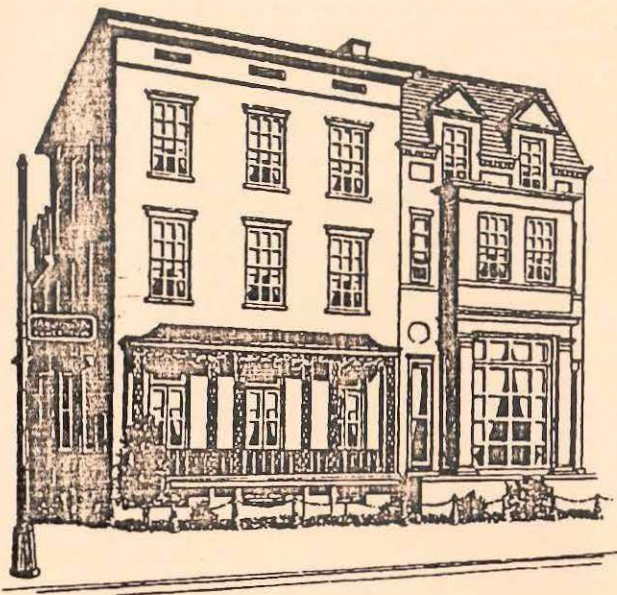
12:15 TEAM REPORTS AND CLOSING REMARKS

Salons I & II

Ms. Hawthorne

12:45 REVIEW AND EVALUATION

1:00 ADJOURNMENT



THE DOLLEY MADISON HOUSE

The headquarters of the Federal Judicial Center are in Washington's historic Dolley Madison House. The house was built in 1820 by Massachusetts Congressman Richard Cutts and was the first house to be built on the east side of President's Square (now known as Lafayette Park) in front of the White House. The residence was purchased by President Madison in 1828. He never lived there, but following his death in 1836, Mrs. Madison moved from their Virginia home, Montpeller, to return to the house and the Washington life she loved so much. Her house soon became a center of social activity in the new capital. Mrs. Madison occupied the residence, with a few interruptions occasioned by financial hardship, until her death in 1849.

From 1851 to 1881, the building was the home of Rear Admiral Charles Wilkes, U.S.N., and his family. Later, it was acquired and occupied by the Cosmos Club, which extended the site by connecting a second structure to the original house. In 1940, the building was purchased by the U.S. Government. The first government tenant was the National Science Foundation. Its occupancy was followed by that of the National Aeronautics and Space Administration and, in Dolley Madison House, the early American space ventures were planned and the first American astronauts introduced to the world.

When the Federal Judicial Center was created by statute in 1967, Dolley Madison House was selected as its headquarters. Refurbishing was completed in the fall of 1968, and the building was formally dedicated as Center headquarters on November 1, 1968, by Chief Justice Earl Warren.

JUROR UTILIZATION AND MANAGEMENT SEMINAR

A Program of the Federal Judicial Center