

RULE 15 JURIES

15.1 The Court approves the use of Automatic Data Processing Information storage and Information Retrieval Devices.

15.2 The Deputy Jury Commissioner shall instruct, personally or by mail, each prospective juror to call the Commission's office for examination and assignment to jury service, or exemption therefrom. The Administrative Judge shall review, or appoint another judge of this Court to review, jurors' requests to be excused.

15.3 All prospective jurors shall complete a "Juror Questionnaire" approved by the Court. The Court shall ensure that the privacy of prospective jurors is reasonably protected. Basic background information from the Questionnaire shall be provided to parties before trial begins and shall be used by them for voir dire purposes only. The parties shall not copy the background information in any manner. Upon completion of the voir dire, the background information forms shall be returned to the bailiff.

15.4 The Administrative Judge, the Clerk of Courts and the Commission shall each retain a copy of the annual jury list.

15.5 All members of the Jury Panel shall report each morning to the Jury Commissioner one half hour before the opening of court, unless otherwise ordered by the trial judge. The Jury Panel shall remain in the jury quarters during court hours and shall not leave except by permission of the Deputy Commissioner.

15.6 Any Jury Panel member who fails to answer the call of the Deputy Jury Commissioner shall be reported to the Administrative Judge.

15.7 Jury Record Management and Retention Rules:

- The Annual and Term Jury Lists shall be maintained in electronic medium and copy filed with the Clerk of Courts.
- Original juror questionnaires along with term jury lists and related correspondence including excuse requests shall be retained for 3 years from the end of the applicable term of service and thereafter destroyed.
- Printed juror payment records shall be retained for four years and thereafter destroyed.
- Capital case juror records shall be retained until all appeals have expired, an execution order carried out or the Administrative Judge otherwise orders. In conformity with Superintendence Rule 26 (E)(2), if the actual retention period for juror records in a capital case exceeds 10 years, the Ohio Historical Society shall be notified in writing of the Jury Commissions intention to destroy the records at least 60 days before destruction.