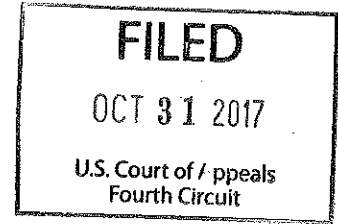


UNITED STATES COURT OF APPEALS

FOR THE FOURTH CIRCUIT

JUDICIAL COUNCIL

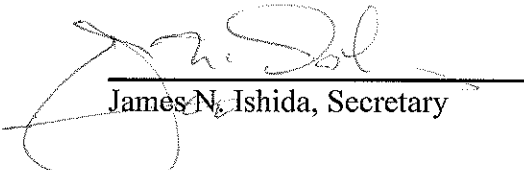


In the Matter of the Review of the \*  
Amendment to the Jury Selection Plan \*  
Submitted by the United States District \* No. 362  
Court for the Eastern District of North Carolina \*

ORDER

The Plan for the Random Selection of Jurors of the United States District Court for the Eastern District of North Carolina is hereby amended by the District Court Order dated the June 9, 2017 and shown in a copy of the Order attached hereto, and it is so ORDERED.

FOR THE COUNCIL:

  
James N. Ishida, Secretary

Date: October 31, 2017

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF NORTH CAROLINA**

**PLAN FOR RANDOM SELECTION OF JURORS**

Pursuant to the Jury Selection and Service Act of 1968, as amended, the Jury System Improvements Act of 1978, 28 U.S.C. § 1861 et seq., and the Judicial Administration and Technical Amendments Act of 2008, the United States District Court for the Eastern District of North Carolina adopts the following plan for the random selection of grand and petit juries from a fair cross section of the community in the divisions wherein the Court convenes. This plan shall also, where applicable, govern jury selection and administration procedures in the United States Bankruptcy Court for the Eastern District of North Carolina. Pursuant to 28 U.S.C. § 1861, "It is the policy of the United States that all litigants in Federal courts entitled to trial by jury shall have the right to grand and petit juries selected at random from a fair cross-section of the community in the district or division where the court convenes. It is further the policy of the United States that all qualified citizens shall have the opportunity to be considered for service on grand and petit juries in the district courts of the United States, and shall have an obligation to serve as jurors when summoned for that purpose."

In fulfilling the right to jury proceedings, 28 U.S.C. § 1862 states "No citizen shall be excluded from service as a grand juror or petit juror in the district courts of the United States or in the Court of International Trade on account of race, color, religion, sex, national origin, or economic status."

**Section 1 Clerk Managment**

The Clerk of the Court shall manage the jury selection process under the supervision and control of the Chief Judge or such other Judge of the Court as he or she may designate.

**Section 2 Jury Selection Sources**

The list of persons registered to vote in a general election at which votes are cast for Members of the United States Congress represents a fair cross section of the community in each of the divisions of this District and in the District as a whole. Accordingly, names of grand jurors and petit jurors serving on and after the effective date of this plan shall be selected at random from the lists of all persons registered to vote in the last biennial Congressional election held in the political subdivisions of the counties within the respective divisions. The voter registration lists shall be the sole source lists for The Eastern District of North Carolina. The term "voter registration list" shall mean:

The official records of persons registered to vote in the most recent biennial election for members of the United States Congress, that are established and maintained by county boards of election in compliance with Chapter 163 of the General Statutes of North Carolina and any rules and regulations established pursuant thereto by the North Carolina State Board of Elections.

**Section 3 Master Jury Wheel**

The counties surrounding the places where court is held in this District and heretofore designated as "divisions" by Local Civil Rule 40.1(b), E.D.N.C. shall be deemed divisions for the purposes of this plan. These divisions are:

Northern Division:

Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Northampton, Pasquotank, Perquimans, Tyrrell, Washington

Eastern Division:

Beaufort, Carteret, Craven, Edgecombe, Greene, Halifax, Hyde, Jones, Lenoir, Martin, Pamlico, Pitt

Western Division:

Cumberland, Franklin, Granville, Harnett, Johnston, Nash, Vance, Wake, Wayne, Warren, Wilson

Southern Division:

Bladen, Brunswick, Columbus, Duplin, New Hanover, Onslow, Pender, Robeson, Sampson

The Clerk shall provide a master jury wheel for each division into which the names, or numbers corresponding to names on file, of those selected at random in that division shall be placed. The number of names to be placed in the master wheel for the respective division shall be determined by the Chief Judge at the time the master wheel is reconstituted, taking into account the number of jurors utilized in the preceding two years and the projected caseload. The number placed in each master wheel shall be no less than one-half of one percent of the total number of persons on the source list. The Court may direct that additional names be placed in the Master Jury Wheel at any time. Any such additional names shall be selected from source lists in compliance with the Jury Act and this Plan.

Proportional representation, as nearly as practicable, shall be provided for each county in each division and a ratio established for each county to produce the required number of names.

From time to time, as directed by the Court, the Clerk shall draw at random from the master

jury wheel the names of as many persons as may be qualified for jury service. The Clerk shall then mail to each person whose name is drawn a Jury Qualification Questionnaire with instructions to complete the form either in hard-copy and return it to the court or to complete the form electronically using the Court's e-JUROR program. Persons who fail to complete the form within the instructed time period will be mailed one supplemental questionnaire. Any person to whom a second questionnaire was mailed, who fails to return the form as instructed and for whom there is not a "Returned Undeliverable" on file, may be summoned by the Clerk to appear in person and complete the form at his or her own expense. Any person who fails to appear as directed, or who appears to have willfully misrepresented a material fact on any questionnaire for the purpose of securing or avoiding service as a juror, may be ordered by the Court to appear and explain his or her failure to appear or his or her alleged misrepresentation.

Upon receipt of the returned questionnaire, the Clerk shall proceed to process the jury qualification forms as directed by § 1864 of the Act. Pursuant to the Judicial Administration and Technical Amendments Act of 2008, the Clerk shall post a public notice explaining the process by which names are periodically and randomly drawn.

Beginning with the Congressional election in November 2008, the master jury wheel shall be emptied and refilled between January 1 and June 1 of the year following and in like manner, every two years thereafter following each biennial Congressional Election.

#### **Section 4 Method and Manner of Random Selection**

Proportional representation, as nearly as practicable, shall be provided for each county in each division and a ratio established for each county to produce the required number of names. The random selection of names from the source lists shall be accomplished by the following method.

The total number of registered voters is to be obtained from, and certified to, by the State Board of Elections in Raleigh, representing the most current registration statistics available. The total number of registered voters for each division shall be divided by the number of names to be initially placed in the Master Jury Wheel for each division. The resulting figure will represent the ratio to be used in pulling names from the voter registration list in each county of a division and will assure a proportionate representation from each county. The starting number for each division shall be drawn by lot.

For example, Division A consists of five counties with a total of 20,000 registered voters. The Court directs that 4,000 names be placed in the Master Jury Wheel for Division A. Divide 20,000 by 4,000 for a ratio of 5. Therefore, every 5<sup>th</sup> name on the source lists will be selected for inclusion in the Master Jury Wheel. To get the start number for the beginning point on the source lists, randomly draw a starting number from 1 through 5. If the number 4 is selected, the fourth name on the source lists would be the first name included in the Master Jury Wheel followed by every 5<sup>th</sup> name and so on through the source lists until the Master Jury Wheel is fully populated.

At the Clerk's option, and after consultation with the Court, the selection of names from complete source list databases in electronic media for the master jury wheel may be accomplished by a purely randomized process through a properly programmed electronic data processing system. Similarly, at the option of the Clerk and after consultation with the Court, a properly programmed electronic data processing system may, for pure randomized selection, be used to select names from the master wheel for the purpose of determining qualification for jury service, and from the qualified wheel for summoning persons to serve as grand or petit jurors. Such random selection of names from the source list for inclusion in the master wheel by data computer personnel must ensure

that each county within the jury division is substantially proportionally represented in the master wheel in accordance with 28 U.S.C. § 1863(b)(3). The selection of names from the source list, the master wheel, and the qualified wheel must also ensure that the mathematical odds of any single name being picked are substantially equal.

**Section 5. Determination of Qualifications, Excuses And Exemptions**

The Chief Judge or, in his or her absence, any Judge of the Eastern District of North Carolina, acting through the Clerk or any Jury Clerk, on their initiative or upon recommendation of the clerk, shall determine solely on the basis of information provided on the juror qualification questionnaire or other credible evidence whether a person is qualified for, exempt, or to be excused from jury service. The Clerk shall enter such determination in the space provided in the jury management system database.

In making such determination, the Chief Judge or other designated officer of this district shall deem any person qualified to serve on grand or petit juries in the district unless said person is:

- 1) Not a citizen of the United States, eighteen years old, who has resided for one year within the Eastern District;
- 2) Unable to read, write, or understand the English language with a degree of ability sufficient to satisfactorily complete the juror qualification questionnaire;
- 3) Unable to speak the English language;
- 4) Incapable, by reason of mental or physical infirmity,

to render satisfactory jury service, or

- 5) Has a charge pending against them for the commission of, or has been convicted in a State or Federal Court of record of a crime punishable by imprisonment for more than one year and their civil rights have not been restored as provided by law.

**Section 6 Excused on Individual Request**

The Court hereby finds that jury service by members of the following groups of persons or occupational classes would entail undue hardship or extreme inconvenience to the members thereof, and the excuse of such members will not be inconsistent with the Act, and shall be granted by the Court or Clerk upon individual request:

- 1) Persons over seventy (70) years of age;
- 2) Persons who have, within the past two years, served or appeared for prospective jury service on a federal or state grand or petit jury;
- 3) Persons who are volunteer safety personnel, i.e., individuals who work for a public agency in an official capacity without compensation as firefighters or members of a rescue squad or ambulance crew.

**Section 7 Exemption from Jury Service**

The Court hereby finds that exemption of the following groups of persons or occupational classes is in the public interest and would not be inconsistent with the Act, and accordingly members



of such groups are exempt from jury service:

- 1) Members in active service in the Armed Forces of the United States;
- 2) Full-time members of the fire or police departments of North Carolina or of any subdivision thereof;
- (3) Public officers in the executive, legislative, or judicial branches of the government of the United States or of the State of North Carolina or subdivision thereof, who are actively engaged in the performance of official duties.

**Section 8 Temporary Excuses**

Except as provided in Sections 6 and 7 of this plan, any qualified person summoned for jury service may be temporarily excused by the Clerk or Court, upon showing of undue hardship or extreme inconvenience, for such period as is deemed necessary. A temporary excuse is defined as a postponement for six (6) months or less. Any postponement request in excess of six months should be reviewed by the presiding judge for the particular term of court for which the juror has been summoned. At the conclusion of the postponement period the person shall be summoned again for jury service unless the Court shall otherwise rule at the time of granting the excuse.

**Section 9 Qualified Jury Wheel**

The names, or numbers corresponding to names on file, of all persons selected from the master jury wheel who are not disqualified or exempt shall be placed in the qualified jury wheel for that division. The Clerk shall maintain a minimum of 1000 qualified names in each divisional jury

wheel.

When necessary for the conduct of the business of the Court that grand and petit jury panels be summoned, the Clerk shall select at random from the specified qualified jury wheel such numbers of jurors as the Court in its discretion shall determine for assignment to grand and petit jury panels. Such persons shall be summoned as provided by the Act.

**Section 10 Grand Juries**

Grand juries shall serve on a district-wide basis. A particular grand jury shall be drawn at random from the qualified jury wheel of the division in which the grand jury is to meet, except that, in the interests of representation, Northern Division jurors shall be included in Eastern Division grand jury panels.

**Section 11 Jury Panels**

The Clerk is authorized to select by any random method the jurors assigned to each grand and petit jury panel, and shall prepare a separate list of names of persons assigned to each such panel. The identity of jurors summoned for prospective grand jury service or assigned to a grand jury panel and the identity of grand jurors actually impaneled, shall not be disclosed to any person except upon order of the Court, except that the jury clerk may provide the U.S. Attorney for the Eastern District of North Carolina a copy of the prospective juror list three (3) business days prior to a new grand jury selection.

The names drawn from the qualified jury wheel and assigned to a petit jury panel may be disclosed to counsel for the parties or to any party acting pro se on a relevant trial roster. The names shall be disclosed upon request and shall include only the juror or prospective juror's name and county of residence. The names and county of residence of any prospective or seated juror at any

particular petit term of court shall be released to members of the public on the day of jury selection or within ten (10) business days of the close of the trial, for any trial term whether civil, criminal, or bankruptcy, upon written request on the *Request for Release of Juror Information Form* with the presiding judge's written approval. Completed Release of Juror Information Forms shall be maintained in the jury file for the relevant term of court.

Upon completion of any trial, all records or papers used in the jury selection process, including but not limited to randomization lists, alpha lists, seating charts, juror qualification questionnaires, and summons response cards; except for proposed voir dire and attorney copies of the alpha list, shall be returned to the jury clerk. The contents of any such records or papers shall not be disclosed to anyone other than court personnel except as provided in 28 U.S.C. § 1867(f) and in this Plan. Any request for the release of juror information not addressed in this Plan or in the Local Rules for the Eastern District of North Carolina is properly raised in the form of a motion to the Chief Judge of this Court, or in his or her absence, the presiding judge of the relevant term of court.

The rules established under this section shall apply except that a presiding judge may order the names or other juror data for any case or term of court to be kept confidential in a case or cases where the interest of justice so require.

#### **Section 12 Use of Electronic Data Processing and Non-Court Personnel**

The Court may, at the option of the Clerk and the Chief Judge, use electronic data processing methods and utilize non-court personnel for any combination of the following tasks:

- (1) Recording in machine readable form names that are initially selected manually from source lists

authorized by this plan;

- (2) Selecting and copying of names for the master wheel, from source lists authorized by this plan, from any or all counties that maintain these lists in machine readable form such as punch cards, magnetic tapes, or magnetic discs;
- (3) Selecting and copying of names from the master wheel for the addressing of questionnaires and for other clerical tasks;
- (4) Selecting and copying of names from the qualified wheel for summoning persons to serve as grand or petit jurors, and for the creation of any papers and records, necessary to recruit, select, and pay jurors.

If the Court elects to use electronic machine methods or a combination of manual and machine methods for any tasks described above, the selection system shall be planned and programmed according to a mathematical formula that ensures that any group of names chosen will represent all segments of source files from which drawn and that the mathematical odds of any single name being picked are substantially equal.

### Section 13 Periodic Review

The Jury Plan for the Eastern District of North Carolina shall be reviewed by the Court biennially, prior to each scheduled refill of the jury wheel. This review will ensure that the Plan complies with all legislation and Judicial Conference rules and regulations, encompasses the most


effective procedures, and reflects the policy preferences of the court. This review may be conducted by the Chief Judge, the assigned Jury Judge or any other Judge designated by the Chief Judge. This review may also be conducted at any regularly scheduled bench conference.

In furtherance of the court's supervisory role; any judge of the Eastern District Federal or Bankruptcy Court may, at any time, require review of the jury plan to assure compliance with the Jury Service Act. Documentation of each review shall be maintained by the Court for four (4) years after the jury wheel is emptied and refilled.

Section 14 Effective Date

This plan shall be placed into operation on the date of execution and submitted for approval to the Judicial Council of the Fourth Circuit.

Submitted with the concurrence of the Judges of the United States District Court for the Eastern District of North Carolina this 9<sup>th</sup> day of June 2017.

  
James C. Dever III  
Chief United States District Judge