

**35.0 SELECTION AND GOVERNANCE OF PROSPECTIVE JURORS**

- (A) The jury commissioners appointed by the Court pursuant to R. C. 2313.01 shall, on or before the first day of August of each year, select such number of prospective jurors as the Court may determine. Pursuant to R. C. 2313.21(C) the Court authorizes and directs the Commissioners of Jurors to conduct the drawing of the jurors by the use of automated data processing and by employing such procedures that shall include the random selection of names of prospective jurors, return of names of persons selected but not used as jurors, public viewing by designated officers or their representatives of the selection process, the printing of venires containing the names and addresses of the persons drawn, the Court, and the term for which they were drawn, and safeguards against unlawful tampering or activation of the automated system.
- (B) The names of prospective jurors shall be selected from the registration and polling lists of the county and/or the driver licenses according to a key number designated by the jury commissioners and in such number and manner that each ward in each city and each township in the county shall be represented in proportion to their respective populations.
- (C) The jury commissioners shall cause an examination to be made in a form and manner approved by the Administrative Judge as to assignment or exemption for jury service. They shall keep a separate record of all such prospective jurors who fail to respond and promptly send additional notice by registered or certified mail to such persons and any failure to respond to such second notice shall be reported to the Administrative Judge for appropriate action. They shall keep a complete and accurate record of all persons examined for jury service, accepted or excused.
- (D) When the required number of persons, competent to serve as jurors, has been chosen and the names approved by the jury commissioners, they shall prepare in triplicate an alphabetical list of prospective jurors by name. One copy of this list shall be given to the Administrative Judge, one to the Clerk of Courts and one shall be retained by the jury commissioners. Each such list shall bear the endorsement of both commissioners.
- (E) The Sheriff shall issue summons by mail in the manner provided by law to persons whose names are drawn.
- (F) On the day that the persons summoned appear to serve as jurors, the jury commissioners shall prepare triplicate lists of the persons appearing. One list shall be retained by the jury commissioners and two shall be sent to the jury bailiff. The jury bailiff shall employ procedures to randomly select jurors to be used as panels for voir dire. The panel lists shall be in a form approved by the administrative judge.
- (G) The jury bailiff shall withdraw from service the names of jurors that have been excused or have completed their term of service.
- (H) In the absence of the jury bailiff, the duties herein prescribed shall be performed by one of his assistants.
- (I) When not engaged in the trial of a case, all jurymen shall report to the jury bailiff each morning at 9:00 o'clock in order that their attendance may be credited. Jurymen shall remain in the jury quarters during Court hours and shall not leave except at the direction of the jury bailiff.

Cuyahoga County Common Pleas Court Local Rules

- (J) When jurors are discharged from or excused from the panel of a case, they shall immediately report to the jury bailiff.
- (K) Jurymen shall not be excused and depart from the building without notice to the jury bailiff.
- (L) Any juryman failing to answer the call of the jury bailiff in compliance with the above regulation shall be reported to the Administrative Judge who shall take proper action.