

THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE ORDER NO. 1.10

JURY MANAGEMENT

In order to consolidate the procedures for summoning of jurors and payment of meals for jurors, in compliance with Florida Supreme Court Jury Management Administrative Order dated March 27, 1995 and Section 40.26, Florida Statutes,

IT IS ORDERED:

1. Trials will be scheduled pursuant to General Assignment Order and as reflected in the Master Calendar. Jurors shall be summoned to appear at the times indicated on the Master Calendar for all Circuit and County Court cases unless otherwise directed by the Chief Judge or the Administrative Judge of the Criminal Division of Alachua County for Alachua County cases.

2. Unless otherwise approved by the Chief Judge for special circumstances, jurors shall be chosen on the day they are summoned to appear for all cases to be tried during that week. Judges, attorneys, and parties must adjust their schedules to accommodate this schedule to minimize waste of time and cost.

3. In compliance with the March 27, 1995, Florida Supreme Court Jury Management Administrative Order, jury managers of the Eighth Judicial Circuit will make every reasonable effort to average no more than 18.3 jurors per trial. The jury manager of the Eighth Judicial Circuit will advise each county's Clerk of Court how many jurors to summons for each trial term consistent with the number of cases to be tried. The Clerks of Court of each county within the Eighth Judicial Circuit shall report the activity of all jury cases to the Florida Supreme Court in the manner established by the Office of the State Court Administrator as approved by the Chief Justice of the Florida Supreme Court.

4. It is recognized that scheduled trials will routinely be removed from the court calendar at any time due to varying factors including continuances, settlement, and changes of plea. In order to efficiently manage the number of jurors summoned for trial, a juror call-off system will be installed in each county of the Eighth Judicial Circuit to reduce the inconvenience to summoned jurors who will not be needed. The juror call-off system will be administered by the Clerks of Court based on information provided by the Court Administrator's Office.

5. *Trial Priority.* In order to adhere to the Supreme Court Order pertaining to the management of jurors, there may be instances when there is a shortage of available jurors for all of the scheduled trials. Should this occur, trials will be provided with available jurors based upon the following priorities:

- i. Any trial that cannot be rescheduled due to a Speedy Trial Rule deadline;
- ii. Circuit criminal trials;
- iii. County criminal trials with an incarcerated defendant;
- iv. Circuit Civil trials;
- v. County Criminal trials with no incarcerated defendants; and
- vi. County Civil trials.

6. *Procedure for Jurors who fail to appear.* Jurors who fail to report on their assigned date, and who have not been excused by a judge will be subject to sanction by the court. It shall be the responsibility of the Clerk of Court to report jurors who failed to appear without excuse to the court.

7. *Meals for Jurors.* When the court has directed that the jury be kept together, due to jury trial, sequestration, extended voir dire or deliberations, lunch and dinner will be provided when appropriate. The term "sequestration" includes any time a juror is not free to leave on their own, for breaks or meals.

a. When appropriate, the Court Security Bureau deputy assigned to the jury trial will escort the panel to and from lunch while the court is in recess.

b. Dinner shall be provided to jurors during trials or deliberations proceeding beyond normal hours of courthouse operations.

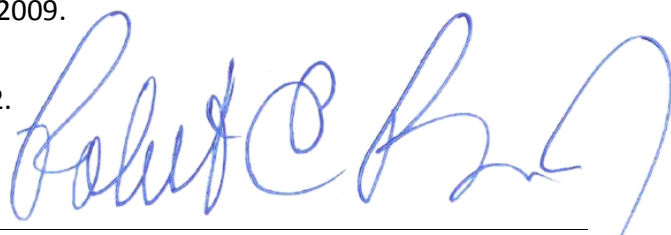
c. Meals should be obtained, when practicable, at vendors which do not require a tip or gratuity. However, when jurors are restricted in movement, such as during the deliberation process or sequestration, a reasonable gratuity not to exceed 18% may be added when such meal is required to be served by a wait staff and the gratuity is included on the vendor's invoice.

d. Meal amounts per juror shall ordinarily not exceed \$10.00 for any meal. Upon good cause shown, in exceptional cases, during jury deliberations only, the trial judge may authorize meal allowances for jurors not to exceed the maximums granted to state employee travelers as provided for in Florida Statutes §112.061(6)(b): Lunch - \$11.00, Dinner - \$19.00.

e. The Court Security Bureau shall request reimbursement from the Clerk of Court by submitting the "Requisition/Order for Payment of Meals and Lodging for Jurors" Form to the Clerk of Court. The Form shall include the name and style of the case, number of jurors, signature of the trial judge, as well as original invoices for the meal showing sufficient detail for pre-audit including itemized meal tickets, the number of jurors served, etc.

8. This administrative order consolidates and supersedes prior Administrative Orders 1.350(A), entitled "Jury Management" dated September 16, 1999, and 1.351, entitled "Payment of Meals for Jurors" dated October 30, 2009.

ORDERED ON this 5th day of October, 2012.

A handwritten signature in blue ink, appearing to read "Robert E. Roundtree, Jr.", written over a horizontal line.

Robert E. Roundtree, Jr., Chief Judge