



# MINNESOTA JUDICIAL BRANCH

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## Minnesota State Jury Administration Plan

AUGUST 2021

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# Minnesota State Jury Administration Plan

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## Authority

This Jury Administration Plan is established as required by Rule [804](#) and in accordance with Minnesota General Rules of Practice for District Courts, Title IX, [Jury Management Rules](#), and adopted by all ten Minnesota judicial districts. This plan shall be used for the administration of the jury system in all the districts and counties in the State of Minnesota. This plan applies to both grand and petit jurors except where noted. This plan is effective August 2021 and supersedes any previous plans.

## Definitions

- Consolidated Jury Unit (CJU): The office of subject matter experts who perform pre-service tasks to support Minnesota's consolidated statewide model of summoning and qualifying jurors.
- Grand Jury: A group of jurors that listens to evidence, presented by the county attorney, to determine whether there is probable cause to believe that a crime was committed.
- Jury Commissioner: As defined in Rule 803, a Jury Commissioner is established in each county to administer the jury system under the supervision and control of the chief judge of the judicial district. The jury commissioner is the judicial district administrator or designee. Although the day-to-day work of the courts to fulfill all the steps of the jury process is typically carried out by local court staff, all jury work is the responsibility of the Jury Commissioner. A list of the current Jury Commissioners in Minnesota can be found on the MJB website.
- Jury Management System: The secure, web-based system Minnesota uses to store juror information, randomly select jurors for summoning, and then track information about juror activity and utilization through each step of the process.
- Petit Jury: A group of jurors that listens to evidence presented by both parties during a trial and determines a verdict.

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### **Rule 804(b)(1) – Description of the jury system**

As required by Rule 801, persons selected for jury service are selected at random from the broadest possible cross-section of people in the areas served by the court. As defined by Rule 802(h), "Random selection" means the selection of names in a manner totally immune to the purposeful or inadvertent introduction of subjective bias and such that no recognizable class of the population from which names are being selected can be purposely included or excluded.

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Qualified citizens are obligated to serve as jurors when summoned. As required by Rule 812, the time that persons are called upon to perform jury service and to be available for jury service is the shortest period consistent with the needs of justice. The number of jurors summoned is the minimum needed to sufficiently accommodate trial activity.

Per Rule 811, the term of service for petit jurors is related to the population of the county as follows:

100,000 or more	Term of service must not exceed 2 weeks or the completion of one trial, whichever is longer.
More than 50,000 and less than 100,00	Term of service must not exceed 2 months. No juror must continue service after reporting to the courthouse 10 days or after completion of the trial on which the juror is sitting, whichever is longer
Less than 50,001	Term of service must not exceed 4 months. No juror must continue service after reporting to the courthouse 10 days or after completion of the trial on which the juror is sitting, whichever is longer.

For grand jurors, the term of service are as follows:

Ramsey and Hennepin	Term of service is 4 months.
Anoka, Dakota, St. Louis-Duluth, Washington, and Wright	Term of service is 6 months
All other county courthouses	Term of service is 12 months

### Rule 804(b)(2) - (4) Description of the source list process

The Minnesota Jury Source List is created annually from two major state databases, as required by Rule 806(b): (1) the Secretary of State's database of registered voters; and (2) the Department of Public Safety's database of licensed drivers and Minnesota State ID Card holders.

These two lists are merged. During this process, and in each step of the source list creation process, there are attempts to remove duplicate data through a data merge that relies on a three-way exact match of the full name, date of birth, and address.

A third state database, the Department of Health's database of deceased persons, is matched against the merged drivers and voters list, and deceased persons are removed from the jury source list. Additional logic is used to identify and remove jurors who have served within the last four years.

The United State Postal Service's (USPS's) National Change of Address (NCOA) system is then used to update addresses in the merged list.

The final jury source list is loaded and stored in the court's jury management system and used for a calendar year. Random selection procedures are used throughout the juror selection process as required by Rule 805. The court's jury management system's automated randomization process provides each eligible and available person with an equal probability of selection. Throughout the year, jurors are randomly drawn from the jury source list, and summonses are mailed six (6) weeks prior to the start date of the counties' scheduled terms of service.

A master list, which is defined in Rule 802(f) as "a list of names and addresses, or identifying numbers of prospective jurors, randomly selected from the source list," is not needed or used. As explained in Rule 806(d), "When the source list is so large that its use for selecting prospective jurors and mailing out summonses and questionnaires is unreasonably cumbersome, burdensome, and non-economical, a second list may be created. This master list shall be randomly drawn from the source list." While a master list may have been necessary when jury records were maintained in paper form, the use of an electronic jury management system renders the use of a master list unnecessary.

Random selection procedures within the jury management system are employed at the county level for the:

1. Selection of persons to be summoned for jury service,
2. Assignment of prospective jurors to panels, and
3. Order prospective jurors are listed on a panel for voir dire.

The Jury Commissioner does not have control over the composition of the source list but is responsible to evaluate the inclusiveness of the source list and representativeness of the jury pool. Although permissible by Rule, no counties in Minnesota supplement the source list with additional lists because no other lists have been identified as having sufficient content to perform the three-way match, and their use may result in overrepresentation of the populations included in the other lists.

### **Rule 804(b)(6) Description of the juror qualification questionnaire**

As required by Rule 807, the juror qualification questionnaire and summons are a single document. The summons is a legal document that requires a prospective juror to appear for jury service. Instructions regarding service and reporting obligations specific to the county are described on the summons. The summons lists the terms of service, including the date(s) and location, and explains the consequences of failure to respond.

The questionnaire and summons are written in plain language and sent by First-Class Mail to every prospective juror whose name is randomly selected. Minnesota uses a printing and mailing service that updates the addresses with the National Change of Address (NCOA) system before securely printing and mailing the summons and questionnaire to jurors for petit jury trials. The CJU or local county court prints and sends the summons and questionnaire to jurors for grand jury service.

The juror qualification questionnaire includes questions specific to the requirements of Rule 808, and requests contact information and demographic information. The questionnaire allows the prospective juror to provide information used to determine the juror's qualification to serve or to request excusal or deferral (postponement) prior to the date the juror is to report for service. The questionnaire also allows for the prospective juror to correct any errors or make any needed updates to name and/or address, and to provide an email address to opt-in to receive electronic communications. The questionnaire directs the prospective juror to either return the completed document by mail or complete it [online](#) within 10 days of receipt.

The juror qualification questionnaire asks specific questions on each of the potential reasons for disqualification, which are that an individual:

- Is not a citizen of the United States,
- Is under the age of 18,
- Is not a resident of the county for which they are being summoned,
- Is unable to communicate in the English language,

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- Is not physically and mentally capable of rendering satisfactory jury service,
- Does not currently have civil rights restored after a felony conviction,
- Has served as a juror in the past four years in state or federal court, or
- Is a judge in the Minnesota Judicial Branch.

Based on the information provided on the juror qualification questionnaire, the State's Consolidated Jury Unit (CJU) or local county court determines whether the prospective juror is qualified for jury service. Any person who does not meet the qualifications under Rule 808(b) or (c) is disqualified from serving as a juror.

If a prospective juror is not qualified, the court documents the disqualification reason in the jury management system. If there are multiple reasons for disqualification, the court documents the first applicable disqualification code from the questionnaire. The prospective juror is notified of the disqualification.

### **Rule 804(b)(5) Description of excusals and deferrals**

The Judicial Branch strives to make reasonable accommodations for jurors and all court users with disabilities under the Americans with Disabilities Act and the Minnesota Human Rights Act.

Information is provided to prospective jurors about requesting an accommodation both on the juror qualification questionnaire and on the Minnesota Judicial Branch website. When a juror submits a request for accommodation:

- a. The CJU will document the requested accommodation in the jury management system and notify the county, or request additional information from the juror, if needed.
- b. Court administration will arrange for the requested accommodation, if possible, or contact the juror to get additional information or discuss alternative accommodations if needed.
- c. If it is unclear whether the accommodation request can be met, the request will be brought to a judge who will determine whether written medical documentation is required, and whether the accommodation will be met, or whether it cannot be met, and the juror is excused.
- d. The outcome of the request is documented in the jury management system.

A juror must qualify to serve on a jury to be considered for excusal or deferral.

### Deferrals



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When a juror is summoned for jury duty and cannot serve at that time, the juror may request to defer (postpone) their service to another date. Minnesota uses the terms postponement and deferral interchangeably.

Deferrals of jury service for reasonably short periods of time (generally within the next 9 months) are permitted and encouraged to improve juror satisfaction. Upon request, a one-time deferral is granted without question for petit jurors if made prior to their service start date. For petit jury service, additional deferrals can be granted at the discretion of the CJU or the local county court.

Requests for deferral are reviewed and processed either through the CJU or by local court staff. For example, if a request is received by local court staff, a determination is made and appropriately processed by local court staff to ensure a timely response to the juror. When a person requests an excusal from jury service for hardship reasons, if at all possible, the juror is deferred (postponed) for a reasonable length of time, rather than excused. Each deferral request is reviewed, and a determination is made for that specific juror's unique situation. Independent discretion by the reviewer is exercised to ensure that whenever reasonably possible, and to ensure a full complement of jurors is available, the prospective juror is required to serve. Examples of when service may be deferred beyond the usual 9 months include, but are not limited to:

1. Employment of a seasonal nature;
2. Previously scheduled vacation or commitment;
3. Full-time student;
4. Recuperation from illness or injury, or care of a family member with a serious illness or injury;
5. Persons who must attend to their business personally or are the only employee of a business;
6. Child or adult daycare issues;
7. Childbirth or care of a newborn;
8. Active military service;
9. A member, officer, or employee of the legislature while the legislature is in session; or
10. A candidate who has filed an affidavit of candidacy for elected office under Minnesota Laws until the day after the election for that office.

If the request for a deferral is approved, court staff document the reason for a deferral in the jury management system for both petit and grand jurors. If a prospective juror provides multiple reasons for deferral, the court will document the deferral reason that best fits the situation. The juror is notified of the deferral and the new term start date. Prospective jurors will receive another summons and

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questionnaire as their new term approaches. The questionnaire for the new term must be completed to properly determine qualification as well as for statistical purposes. The questionnaire can be answered and submitted to the court by paper or online.

For grand jurors, deferrals are not automatic and are not available in county courthouses where the grand jury term is 12 months long, because of the unique nature of service. Anoka, Dakota, St. Louis - Duluth, Washington, and Wright County courthouses have six-month grand jury terms. Ramsey and Hennepin County courthouses have four-month grand jury terms. The remaining county courthouses in the state have 12-month grand jury terms. In county courthouses where deferrals are not available for grand jury service, deferral requests from potential grand jurors are marked as a period of unavailability during the individual's term of service (dates when they would not be asked to serve during their regular term). For county courthouses with six-month or shorter grand jury terms, deferrals may be granted. However, when possible, such requests are marked as a period of unavailability during the individual's term of service rather than resulting in a deferral to a new term.

When grand jury deferral requests are made for Anoka, St. Louis - Duluth, Washington, or Wright County courthouses, most frequently the CJU enters conflict dates or directs the potential grand juror to the local county court for a deferral. On occasion, the CJU may reach out to the local county courthouse for approval of a deferral on behalf of the grand juror.

For Ramsey, Hennepin, or Dakota grand juries, requests to defer are processed by the local county courthouse. Paper grand jury qualification questionnaires are returned directly to these counties, rather than the CJU. The CJU notifies these counties if a potential grand juror completes an online qualification questionnaire that needs local processing.

### Excusals

There are three reasons a juror is excused from jury duty:

1. Their ability to receive and evaluate information is so impaired that they are unable to perform their duties as a juror.
2. Service would be a continuing hardship to themselves or to members of the public.
3. They are 70 years of age or older and request to be excused from jury service, in which case they are automatically excused without having to submit evidence of an inability to serve.

Any request to be excused from jury duty for reasons of personal hardship or hardship to the community must be made in writing. These requests are reviewed and processed either through the CJU

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or by local court staff. For example, if a request is received by local court staff, a determination is made and appropriately processed by local court staff to ensure a timely response to the juror.

Requests for excusal on the basis of personal hardship are not automatically granted. When at all possible, the juror is deferred (postponed) rather than excused. Each written request is reviewed and a determination made for that specific juror's unique situation. Independent discretion by the reviewer is exercised to ensure that whenever reasonably possible, and to ensure a full complement of jurors is available, the prospective juror is required to serve.

Jury staff work to exhaust all options to defer service to another time that is less burdensome for a juror to fulfill their service. After all options are exhausted, the following are examples of situations that may result in excusal:

- A juror is traveling for their employment or out of state for school and there is no reasonable window of time when they will be in Minnesota.
- A juror is suffering from an ongoing and serious health condition or is caring for a family member with a serious health condition and there are no other options for care.

If the reviewer determines there are not sufficient reasons to grant an excusal, the prospective juror must report as directed. If the juror persists in the request, local court staff instruct the juror to make a more detailed request for excusal in writing for judicial review and determination.

If the request for an excusal is approved, court staff document the reason for the excusal in the jury management system for both petit and grand jurors. If a prospective juror provides multiple reasons for an excusal, the court will document the excusal reason that best fits the situation. As with deferrals, the entity that receives the request processes the excusal. The juror is notified of the excusal.

## Rule 804(b)(7) Description of summons enforcement

The following steps are taken to ensure compliance with the summoning process:

### 1. NO RESPONSE TO SUMMONS

- a. If a person fails to respond to any juror summons qualification form, the CJU sends a Fail to Respond Notice at least 10 days prior to the report date.
- b. If a person fails to complete the qualification questionnaire and does not report for service, the county follows up as deemed necessary and appropriate.
- c. If a person fails to complete the qualification questionnaire but reports for service as directed, the county will have the juror complete the questionnaire on paper or online at the courthouse to determine if the juror is qualified to serve.

### 2. SUMMONS RETURNED AS UNDELIVERABLE

- a. Petit jury summonses sent by the printing and mailing processor and grand jury summons mailed by CJU have CJU's address as their return address. Grand jury summonses printed and mailed by a local county court have the court's address as their return address. The entity receiving a returned summons processes the return. If the post office returns a juror summons as "undeliverable" and provides a new address that is within the county, CJU or the local county court mails a new summons to the new address. The new summons may give either the same or a new service date depending on when the summons was returned. If the post office returns a juror summons as "undeliverable" and does not provide a new address or provides an address that is not within the county, CJU or the local county court updates the jury management system to end the prospective juror's term of service based on the summons being undeliverable.
- b. For petit jury summonses, the CJU also receives a National Change of Address (NCOA) report from the printing and mailing service that includes information on corrected addresses, "un-mailable" addresses, and suppressed addresses. The CJU is responsible for updating the court's jury management system with any corrected address and, as needed, mailing another summons. If an address is reported as "un-mailable" or suppressed, either because the addressee has moved out of county or the address is a foreign or out-of-state address, the CJU will end service on the individual and document the reason as disqualified/non-resident or end service/undeliverable in the jury management system.

### 3. JURORS WHO FAIL TO APPEAR IN COURT

- a. If a summoned and qualified juror, not yet assigned to a case, fails to report to the courthouse as instructed:
  - The jury commissioner may contact the juror immediately by telephone.
  - If the juror does not respond or contact the jury commissioner within 10 days of their scheduled report date, the jury commissioner may send the juror a Fail to Appear Notice and may reschedule the juror to a new date.
  - A judge may issue an Order to Show Cause for the failure to appear and have it served personally upon the juror by the Sheriff.
- b. If a juror who is assigned to or selected on a case fails to report to the courthouse, the jury commissioner will notify the presiding judge.

#### **Rule 804(b)(8) Description of juror communication**

Pre-service work, through the qualification of jurors, is uniform across the state. Qualified jury pools are managed by the counties. Qualified jurors are used as deemed necessary and appropriate by the local county court office based on their trial court needs.

#### **Prior to Service**

The summons gives basic information, including service location and contact phone number. The summons also directs jurors to the [Minnesota Judicial Branch juror webpage](#) for more information. The website gives jurors access to a juror handbook, the statewide jury orientation video, and other information regarding their service.

#### **First Appearance at the Courthouse**

The first-time petit jurors report to the courthouse for service, they are checked in and completion of their qualification questionnaire is verified. Once check-in is complete, jury pools are informed of the policies and procedures of service by court staff, a deputy, or a bailiff.

Petit jurors are shown the statewide jury orientation video, further explaining their service, whenever possible. During orientation, local court staff, a deputy, or a bailiff, may instruct jurors on:

- local jury service processes (such as how to check the juror information line, what to do in case of emergencies during a juror's term of service, etc.);

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- facility logistics and processes (such as courthouse layout, breaks, use of tobacco, security screening, and courtroom decorum, etc.); and
- compensation and proof of service (such as per diem and mileage calculation and paychecks, work service certificates, and daycare reimbursement).

Jurors may also be referred to the juror website for such information.

### Reporting to a Courtroom through Completion of Trail

Prospective petit jurors who report to a courtroom receive all instructions regarding the case exclusively from the trial judge or judge's staff.

### Release from Service

A juror can be released at any point in their service by a judge or local court staff when their service is no longer needed. At the conclusion of a trial, jurors will be released, or receive further instruction about continuing service, by a judge or by local court staff. Jurors are thanked for their service when they are released. [Additional Post-Trial Information](#) for Jurors to support their well-being and self-care is provided online and, in some cases, may be passed out to jurors prior to their dismissal. Additional services may be offered by the local court or county as determined by the judge on a case-by-case basis.

### Grand Jurors

Grand jurors are drawn and sworn to serve for the term. Terms and number of jurors drawn vary by county. The Rules of Criminal Procedure govern the empanelment procedures for the grand jury.

The first-time grand jurors report to the courthouse for service, they are checked in and completion of their qualification questionnaire is verified. Once check-in is complete, any additional orientation and instructions for grand jurors are handled by the judge or prosecutor.

### Work Required Jury Commissioner

As required by Rule 803, the jury commissioner shall collect and analyze information regarding the performance of the jury system on a regular basis in order to evaluate: (1) the inclusiveness of the jury source list and the representativeness of the jury pool; (2) the effectiveness of qualification and summoning procedures; (3) the responsiveness of individual citizens to jury duty summonses; (4) the efficient use of jurors; and (5) the cost effectiveness of the jury system. The jury commissioner should

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seek to secure adequate and suitable facilities for juror use in each court facility in which jury trials are held.

The jury commissioner shall review the jury source list once every four years for its inclusiveness and the jury pool for its representativeness of the adult population in the county and report the results to the chief judge of the judicial district.

If the chief judge, or designee, determines that improvement is needed in either the inclusiveness of the jury source list or the representativeness of the jury pool, appropriate corrective action shall be ordered.

Although authorized in court rule, no counties in Minnesota supplement the source list with additional lists because no other lists have been identified as having sufficient content to perform the three-way match, and their use may result in overrepresentation of the populations included in the other lists. Additionally, Minnesota uses a statewide source list creation process and summoning system; therefore, no corrective action can be implemented without changes to the statewide process.

### **Juror Demographic Information**

The state agencies that provide data for the compilation of the source list do not collect or provide demographic information to the Minnesota Judicial Branch. The only demographic information collected by the Minnesota Judicial Branch is the optional, self-reported demographic information provided by individuals who respond to and complete their qualification questionnaire. The data collected is used to evaluate the inclusiveness and representativeness of juries.


### **Appendices**

Appendix A: Petit and Grand jury summons with qualification questionnaire

Appendix B: Petit jury terms of service by county

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## Appendix A: Petit jury summons



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**SUMMONS**  
You are hereby notified that you have been selected to serve as a trial juror in the County District Court.

**COMPLETE and SUBMIT your Qualification Questionnaire ONLINE at:**  
<https://www.mncourts.gov/jury>

**RESPOND TO YOUR SUMMONS WITHIN 10 DAYS**  
*If internet is not available, submit the paper qualification questionnaire below by mail.*

- Please read both sides of the summons and complete the questionnaire either online or on paper, but not both.
- Information about jury service and court safety can be found at [mncourts.gov/jury](https://mncourts.gov/jury) or on the My Minnesota Juror mobile app.
- If questions remain, please contact us.

← Tear Apart Here. **SAVE** and **BRING** the upper portion when you report for jury service. **COMPLETE** questionnaire **IMMEDIATELY**. →

**Complete Questionnaire on-line or by paper. Submit within 10 days.**

Minnesota law requires you to serve on jury service if qualified. You may be guilty of a crime if you do one of the following (Minnesota Statutes Chapter 593).

- Fail to return this questionnaire
- Misrepresent information on this jury questionnaire
- Fail to show up for jury service as directed

**PLEASE FOLD FOR THE ADDRESS TO SHOW IN THE RETURN ENVELOPE**

**SECTION A — QUALIFICATION QUESTIONS**

This questionnaire is necessary to determine whether you are qualified to serve as a juror. Please check the appropriate boxes.

YES  NO 1. Are you a citizen of the United States?  
If NO, List country of citizenship \_\_\_\_\_.

YES  NO 2. Are you at least 18 years old?  
If NO, enter date of birth \_\_\_\_\_ (mm/dd/yyyy)

YES  NO 3. Are you a resident of this County?  
If NO, List county of residence \_\_\_\_\_.

YES  NO 4. Are you able to speak and understand English **and** are others able to understand you?

YES  NO 5. Do you have a physical or mental disability that would affect your ability to serve on a jury? If YES, you must include a written explanation of the disability, as well as a



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MINNESOTA	<p>description of any requested accommodations that would allow you to serve. A medical statement may be required.</p> <p>Are you requesting an accommodation, which would allow you to serve on a jury? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Space is provided on the back of this form to describe your disability and the accommodation(s) needed which would allow you to perform jury service.</p>	MINNESOTA
<input type="checkbox"/> YES <input type="checkbox"/> NO	6. Have you ever been convicted of a felony? If YES, are you still on parole or still under the supervision of the Court, Probation or Corrections? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> YES <input type="checkbox"/> NO	7. Have you ever been on jury duty any where in Minnesota in the past four years? Please note that jury duty is not limited to actual service on a case. It is defined as a person who filled out the questionnaire, is qualified as a juror, and goes or is available to go to the courthouse to serve as a juror. IF YES, when and where?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	8. Are you a judge in the judicial branch?	
<b>FOR PERSONS AGE 70 OR OVER ONLY:</b> If you are 70 years of age or older, you may serve on jury duty OR you may be excused. Do you wish to be excused? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, enter date of birth _____ (mm/dd/yyyy)		
<b>QUESTIONNAIRE CONTINUES ON REVERSE SIDE — PLEASE COMPLETE BOTH SIDES OF THIS FORM</b>		
-----		
<p><b>HOW YOU WERE SELECTED:</b> Your name was randomly selected from a list of licensed drivers, state identification card holders and registered voters. You should consider yourself qualified for jury duty and expect to appear for service as described on the front side of this summons, unless you are informed in writing by this court otherwise.</p> <p><b>EXCUSALS AND POSTPONEMENTS:</b> You must complete and return the jury questionnaire. If you have previously postponed your service, you are required to review, update and RESUBMIT your new questionnaire. Employers are required by law to give employees time off for jury service, and qualified citizens are required to serve. If you must make a request for postponement because of hardship, you may do so in the postponement section below. Your qualifications to serve and any request for excusal or postponement will be reviewed by the court. You will be notified in writing if you are NOT required to report for service or if your reporting date is changed.</p> <p><b>JUROR PAY:</b> You will receive compensation for each day you report to the courthouse. You will also be reimbursed mileage for roundtrip travel to and from the courthouse from your residence. If you meet certain guidelines, you may be eligible for reimbursement of day care expenses. Information and forms regarding day care expenses reimbursement will be available when you report for jury service.</p> <p><b>DISCRIMINATION:</b> No citizen shall be excluded from jury service in this state on account of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, occupation, physical or sensory disability, sexual orientation, or economic status.</p> <p><b>ADDITIONAL INFORMATION:</b> You will receive information on your responsibilities as a juror the first day you report for service. Weapons are prohibited on the premises and you may be subject to search. Cell phones and other electronic devices are restricted in courtrooms. Be prepared to spend most of the day at the courthouse. For more information on jury service go to: <a href="http://mncourts.gov/Jurors.aspx">http://mncourts.gov/Jurors.aspx</a>. If any accommodations are needed in order for you to serve on jury duty, please contact the Jury Manager <b>BEFORE</b> your reporting date.</p> <p><b>OPTION TO RECEIVE EMAILED COMMUNICATIONS FROM THE COURT:</b> The court may send some communications via email. By providing your email address in the space provided in the tear off section below, you are agreeing to receive email communications from the jury office. If emails to you will be delivered on your phone, text message and data rates may apply. If you do not wish to receive email communications from the jury office, <u>do not enter</u> your email address in the space provided below. You will continue to receive all communications via standard mail.</p> <p style="text-align: center;">Trial by jury is a basic American right, enshrined in both our State and Federal Constitutions. As a prospective juror, you have an opportunity to participate directly in a critical component of our democracy. Thank you for your time in returning the questionnaire and being available for jury service.</p> <p style="text-align: center;">← Tear Apart Here. <b>SAVE</b> and <b>BRING</b> the upper portion when you report for jury service. <b>COMPLETE</b> questionnaire <b>IMMEDIATELY</b>. →</p>		

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SECTION B - STATISTICAL INFORMATION			
This information is requested pursuant to Court rule and has no bearing on qualification for jury service.			
DATE OF BIRTH / / Mo Day Yr	RACE (Mark an X in one or more boxes to indicate what race you consider yourself.) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Some Other Race	<b>A</b> <b>N</b> <b>D</b>	Are you of Spanish/Hispanic/Latino Origin or Descent? <input type="checkbox"/> Yes <input type="checkbox"/> No
YOUR OCCUPATION		GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	
MARITAL STATUS <input type="checkbox"/> Married <input type="checkbox"/> Unmarried		SPOUSE'S OCCUPATION	
EDUCATION <input type="checkbox"/> Less Than H.S. Diploma <input type="checkbox"/> Bachelors, Vocational or Equivalent Degree <input type="checkbox"/> H.S. Diploma or GED <input type="checkbox"/> Master's Advanced or Equivalent Degree		AGE (S) OF CHILDREN: 1.) _____ 2.) _____ 3.) _____ 4.) _____ 5.) _____	
PLEASE PROVIDE PHONE NUMBER(S) WHERE YOU MAY BE CONTACTED			
HOME PHONE ( ) ( ) ( )	WORK PHONE ( ) ( ) ( )	CELL PHONE ( ) ( ) ( )	
Question 5. DISABILITY AND ACCOMMODATION REQUESTS			
Describe your physical or mental disability: _____			
Describe the accommodations you are requesting which would allow you to perform jury service: _____			
_____			

PLEASE PRINT ANY CHANGE IN NAME OR MAILING ADDRESS			
LAST NAME	FIRST	MIDDLE	
ADDRESS	CITY	STATE	ZIP
ADD YOUR EMAIL ADDRESS HERE TO OPT IN TO RECEIVE EMAIL COMMUNICATIONS FROM THE COURT			
EMAIL			
POSTPONEMENTS			
I AM REQUESTING A POSTPONEMENT FOR THE FOLLOWING REASON: _____			
Alternative time frame within 9 months of original service date that I could serve: 1st Choice Starting: _____ 2nd Choice Starting: _____			
WITHIN 10 DAYS, COMPLETE ON-LINE OR SIGN AND MAIL THIS COMPLETED QUESTIONNAIRE.			
If another person assisted you in completing this form, please explain why and indicate the name of the person here. _____			
I declare under penalty of perjury that everything I have stated in this document is true and correct.			
Signature _____	Print Name _____	Date _____	

## Appendix A: Grand jury summons



**MINNESOTA  
JUDICIAL  
BRANCH**

**GRAND JURY SUMMONS**

You are hereby notified that you have been selected to serve as a Grand Juror in District Court for the time period indicated below. **In the event a grand jury is ordered to convene you will be notified when to report. Until that time you do not need to report. You are on call beginning on:**

More information about your service is on the reverse side.

**Where:**

**Length of Term:**

← Tear apart here. **SAVE** and **BRING** the upper portion when you report for jury service. **COMPLETE** questionnaire **IMMEDIATELY**. →

**Qualification Questionnaire for Grand Jury Service. Complete and return within 10 days.**

Minnesota Law requires you to serve on jury service if qualified. You may be guilty of a crime if you do one of the following (Minnesota Statute Chapter 593).

- Fail to return this jury questionnaire.
- Misrepresent information on this jury questionnaire
- Fail to show up for jury service as directed

**SECTION A – QUALIFICATION QUESTIONS**

This questionnaire is necessary to determine whether you are qualified to serve as a juror. If another person assists you in completing the questionnaire, please explain why and indicate the person's name on the back of the form. Please check the appropriate boxes.

Yes  No 1. Are you a citizen of the United States?  
If NO, list country of citizenship \_\_\_\_\_

Yes  No 2. Are you at least 18 years old?  
if NO, enter date of birth \_\_\_\_\_ (mm/dd/yyyy)

Yes  No 3. Are you a resident of this County?  
If NO, list county of residence \_\_\_\_\_

Yes  No 4. Are you able to speak and understand English and are others able to understand you?

Yes  No 5. Do you have a physical or mental disability that would affect your ability to serve on a jury? If YES, you must attach a written explanation of the disability, as well as a description of any requested accommodations that would allow you to serve. A medical statement may be required.  
Are you requesting an accommodation, which would allow you to serve on a jury?  Yes  No  
Space is provided on the back of this form to describe your disability and the accommodation(s) needed, which will allow you to perform jury service.

Yes  No 6. Have you ever been convicted of a felony? If YES, are you still on parole or still under the supervision of the Court, Probation, or Corrections?  Yes  No

Yes  No 7. Have you been on jury duty anywhere in Minnesota in the past four years? Please note that jury duty is not limited to actual service on a case. It is defined as a person who filled out the questionnaire, is qualified as a juror, and goes or is available to go to the courthouse to serve as a juror. If YES, when and where?  
\_\_\_\_\_

Yes  No 8. Are you a judge in the judicial branch?

**GRAND JURY**

**Where:**

**FOR PERSONS AGE 70 OR OVER ONLY:** If you are 70 years of age or older, you may serve on jury duty OR you may be excused. Do you wish to be excused?  Yes  No If YES, enter date of birth \_\_\_\_\_ (mm/dd/yyyy)

**QUESTIONNAIRE CONTINUES ON REVERSE SIDE – PLEASE COMPLETE BOTH SIDES OF THIS FORM.**

# Minnesota State Jury Administration Plan

## INFORMATION FOR JURORS

**HOW YOU WERE SELECTED:** You have been selected to serve as a Grand Juror in District Court. Your name was randomly selected from a list of licensed drivers, state identification card holders, and registered voters in this county. You must complete and return the questionnaire below by mail within 10 days. You should consider yourself qualified for jury duty and expect to appear for service as described on the front side of this summons unless you are informed in writing by this court otherwise.

**TERM OF SERVICE:** If you are qualified to be a Grand Juror, your term of service will be for the time period designated on the front of this summons. You may or may not be called for service on a grand jury during your term of service. Please do not change any plans for vacations or other commitments because of this summons and questionnaire. If a grand jury is needed during your term of service, you will be notified. At that time, if you have a question, you may contact the jury office.

**CONFLICT DATES:** If you are aware of any conflict dates you may have during your term of service, please submit those dates in writing along with this completed questionnaire.

**JUROR PAY:** You will receive compensation for each day you report to the courthouse. You will also be reimbursed mileage for round trip travel between your home and the courthouse. If you meet certain guidelines, you may be eligible for reimbursement of day care expenses. Information and forms regarding day care reimbursement will be available when you report for jury service.

**DISCRIMINATION:** No citizen shall be excluded from jury service in this state on account of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, occupation, physical or sensory disability, sexual orientation, or economic status.

**AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS:** If any accommodations are needed in order for you to serve on jury duty, please contact the Jury Manager **BEFORE** your reporting date.

*It is a rare opportunity to be selected for a grand jury and we think you will find this experience both interesting and educational.*

← Tear apart here. **SAVE** and **BRING** the upper portion when you report for jury service. **COMPLETE** questionnaire **IMMEDIATELY**. →

### SECTION B – STATISTICAL INFORMATION

This information is requested pursuant to Court rule and has no bearing on qualifications for jury service.

DATE OF BIRTH Mo / Day / Yr	RACE (Mark an X in one or more boxes to indicate what race you consider yourself.)		A N D	Are you of Spanish/ Hispanic/Latino Origin or Descent? <input type="checkbox"/> Yes <input type="checkbox"/> No	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female
	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander			
		<input type="checkbox"/> Asian	<input type="checkbox"/> White		
		<input type="checkbox"/> Black or African American	<input type="checkbox"/> Some Other Race		
YOUR OCCUPATION	EDUCATION				
	<input type="checkbox"/> Less Than High School Diploma		<input type="checkbox"/> Bachelors, Vocational or Equivalent Degree		
	<input type="checkbox"/> High School Diploma or GED		<input type="checkbox"/> Masters, Advanced or Equivalent Degree		
	<input type="checkbox"/> Some College, Vocational or Other Additional Education				
MARITAL STATUS <input type="checkbox"/> Married <input type="checkbox"/> Unmarried	SPOUSE'S OCCUPATION	AGE(S) OF CHILDREN			
		1.) _____ 2.) _____ 3.) _____ 4.) _____ 5.) _____			

#### PLEASE PROVIDE PHONE NUMBER(S) WHERE YOU MAY BE CONTACTED

HOME PHONE ( ) ( ) ( )	WORK PHONE ( ) ( ) ( )	CELL PHONE ( ) ( ) ( )
---------------------------	---------------------------	---------------------------

#### ROUND TRIP MILEAGE

(Residence to Courthouse)

#### QUESTION 5. DISABILITY AND ACCOMMODATION REQUESTS

Describe your physical or mental disability. \_\_\_\_\_

Describe the accommodations you are requesting, which would allow you to perform jury service. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### PLEASE PRINT ANY CHANGE IN NAME OR MAILING ADDRESS

LAST NAME	FIRST	MIDDLE
ADDRESS	CITY	STATE ZIP

#### SIGN and RETURN this completed questionnaire within 10 days.

If another person assisted you in completing this form, please explain why and indicate the name of the person here.

\_\_\_\_\_

I declare under penalty of perjury that everything I have stated in this document is true and correct.

\_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

# Minnesota State Jury Administration Plan

## Appendix B: Petit juror terms of service by county

updated July 2021

Dist.	County	Term of Service	Dist.	County	Term of Service
9	Aitkin	4 months	7	Mille Lacs	2 months
10	Anoka	2 weeks	7	Morrison	3 months
7	Becker	3 months	3	Mower	2 months
9	Beltrami	2 months	5	Murray	4 months
7	Benton	3 months	5	Nicollet	4 months
8	Big Stone	4 months	5	Nobles	4 months
5	Blue Earth	9 weeks	9	Norman	4 months
5	Brown	4 months	3	Olmsted	2 weeks
6	Carlton	8 weeks	7	Otter Tail	2 months
1	Carver	2 months	9	Pennington	4 months
9	Cass	2 months	10	Pine	1 month
8	Chippewa	4 months	5	Pipestone	4 months
10	Chisago	1 month	9	Polk	4 months
7	Clay	2 months	8	Pope	4 months
9	Clearwater	4 months	2	Ramsey	2 weeks
6	Cook	4 months	9	Red Lake	4 months
5	Cottonwood	4 months	5	Redwood	4 months
9	Crow Wing	2 months	8	Renville	4 months
1	Dakota	2 weeks	3	Rice	1 month
3	Dodge	4 months	5	Rock	4 months
7	Douglas	3 months	9	Roseau	4 months
5	Faribault	4 months	1	Scott	2 weeks
3	Fillmore	3 months	10	Sherburne	2 weeks
3	Freeborn	4 months	1	Sibley	4 months
1	Goodhue	3 months	6	St. Louis – Duluth	2 weeks
8	Grant	4 months	6	St. Louis – Hibbing	1 month
4	Hennepin	2 weeks	6	St. Louis - Virginia	1 month
3	Houston	3 months	7	Steams	2 weeks
9	Hubbard	2 months	3	Steele	3 months
10	Isanti	1 month	8	Stevens	4 months
9	Itasca	2 months	8	Swift	4 months
5	Jackson	4 months	7	Todd	3 months
10	Kanabec	1 month	8	Traverse	4 months
8	Kandiyohi	1 month	3	Wabasha	3 months
9	Kittson	4 months	7	Wadena	4 months
9	Koochiching	4 months	3	Waseca	4 months
8	Lac Qui Parle	4 months	10	Washington	2 weeks
6	Lake	4 months	5	Watonwan	4 months
9	Lake of Woods	4 months	8	Wilkin	4 months
1	LeSueur	4 months	3	Winona	2 months
5	Lincoln	4 months	10	Wright	2 weeks
5	Lyon	4 months	8	Yellow Medicine	4 months
9	Mahnomen	4 months			
9	Marshall	4 months			
5	Martin	4 months			
1	McLeod	4 months			
8	Meeker	4 months			

## Revisions

Revision Date	Changes Made
09/07/2022	Update the description to Rule 804(b)(1) – (8)
9/27/2022	Updated the language to Rule 811 table and language to Rule 804(b)(2) – (4) Description of the source list process