

**Jury Committee  
Judicial Conference of Indiana**

**February 16, 2024  
Minutes**

1. Attendance: The following members participated in the meeting: Sam Cappas, Kimberly Dowling, Kurt Eisgruber, Michael Fish, David Hooper, Shelia Moss, Sarah Mullican, David Urbanski, and Marla Clark, chair.
2. Staff Assistance: The committee received staff assistance from Michelle Goodman, Jill Russell, Christa Coffey, and Matthew Brothers.
3. Approval of Minutes: The committee reviewed the November meeting minutes. Judge Dowling moved to approve the minutes and Judge Cappas seconded the motion, which was unanimously approved.
4. IOCT updates: Jill Russell reported that IOCT has assigned a developer to the requested enhancements for the jury management system and on-line questionnaire projects. This will allow for these projects to begin to move forward and build project timelines. The committee briefly discussed the text messages approved at the last meeting and affirmed those items. One member requested a welcome message, so IOCT will check into this and any associated fiscal impact. Regarding the on-line questionnaire, a sub-committee will need to review the current requirements and be willing to help with questions from the developer. Judge Dowling volunteered to be a part of the sub-committee.
5. Jury Orientation video: Judge Clark reported that the alternative text on guarding against bias was reviewed by key Office of Judicial Administration staff. The committee reviewed the text along with the other amendments to the orientation script. Judge Dowling moved to approve the proposed script and Judge Cappas seconded the motion. The motion was unanimously approved.
6. Jury Record Retention: Michelle Goodman presented a revision to the previously approved Jury Record Retention Overview to include reference to Administrative Rule 6 regarding storage and disposal standards and include more specific guidance for juror records that are also used by the clerk for voter registration maintenance plans. After review and discussion, Judge Eisgruber moved to approve the revised document and Judge Dowling seconded the motion, which was unanimously approved.
7. Juror Privacy: Judge Eisgruber reported that the sub-committee started the discussion on developing best practice steps for courts wanting to use juror numbers, and the current practices within different courts on using names versus juror numbers. The sub-committee is gathering information from other courts for review.
8. Review of Jury Committee resources: Michelle Goodman presented the proposed updates to the Access to Juror Information Overview for the committee's review and discussion. Judge Dowling moved to approve the revised document and Judge Cappas seconded the motion, which was

unanimously approved. Next, the committee reviewed the proposed amendments to the Jury Rule FAQs. It was noted that additional adjustments to the items in Jury Rule 10 were still needed to coincide with the changes made in the Access to Juror Information Overview as well. The committee requested staff provide an updated document for review and approval prior to the next meeting.

9. Other business: The committee was asked to review the recent NCSC policy paper on jurors and identify if there are areas the committee should address. The committee was also advised that the Court Employee Conference would include a session on jury management and the faculty are seeking input on topics to include within that session. The committee also discussed additional information on juror trauma.
10. 2024 meeting dates: The committee scheduled the following meeting dates:

May 17, 2024

August 16, 2024

November 1, 2024 (in place of November 15<sup>th</sup> due to scheduling conflict)

All meetings begin at 9 a.m. (ET) and are remote unless specified.

Respectfully submitted,

Michelle C. Goodman  
Staff Attorney