

Jury Proceeding Addendum to COVID-19 Operating Plan for the Bell County Judiciary

Effective on and after October 1, 2020

Recognizing the need to ensure the health and safety of jurors, litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the courts of **Bell County** will implement, in addition to the procedures and protocols in the previously submitted COVID-19 Operating Plan, the following protective measures for jury proceedings:

General

1. All judges will comply with the Emergency Orders issued by the Supreme Court of Texas and Court of Criminal Appeals, including conducting in-person jury proceedings according to the guidance issued by the Office of Court Administration.
2. The justice courts will not conduct an in-person jury proceeding until the Supreme Court permits such proceedings.
3. Judges of the district courts, constitutional and statutory county courts, and statutory probate courts will conduct in-person jury proceedings in accordance with the previously approved Operating Plan and this addendum only after this jury proceeding addendum is submitted and accepted by the Regional Presiding Judge.
4. Not more than five days before an approved in-person jury proceeding is scheduled to occur, the local administrative district judge or designee will consult with the local public health authority to verify that local health conditions and plan precautions are appropriate for the jury proceeding to proceed.
5. Except for criminal cases where confinement in jail or prison is a potential punishment, judges may conduct remote jury proceedings if the court follows the requirements of the hearings on objections or motions section below and ensures that all potential and selected petit jurors have access to technology to participate remotely. Judges may conduct remote jury proceedings in a criminal case where confinement in jail or prison is a potential punishment only with appropriate waivers and consent obtained on the record from the defendant and the prosecutor.

Jury Proceeding Approval Process

1. Judges wishing to conduct a jury proceeding will follow the procedure detailed below to obtain approval to proceed with the jury proceeding from the local administrative district judge and Regional Presiding Judge: Any trial judge desiring to conduct a jury trial shall email the local administrative judge and provide the following information: the style and cause number of the case, the type of case, the number of venire requested, and shall specify if the jury trial will be conducted remotely or in-person. If the requests

of the trial judge are approved by the local administrative judge, the local administrative judge will forward said request to the presiding regional judge for approval. After reviewing the request, the presiding regional judge will notify the local administrative judge of approval or denial.

2. The local administrative district judge will, not more than five days before the jury proceeding, consult with the local public health authority to verify that the local health conditions and plan precautions are appropriate for the jury proceeding to proceed with the following procedure: The local administrative judge or designee shall communicate with the Director of Bell County Public Health and verify that the local health conditions and plan precautions are appropriate for the specified jury trials to proceed.

Hearings on Objections or Motions Related to Proceeding

1. Parties who are scheduled for a jury proceeding are encouraged to make any objections or motions related to proceedings at least 10 days prior to the trial setting.
2. Any objections or motions related to proceeding with a jury proceeding will be heard by the judge presiding over the case at least seven days prior to the jury proceeding or as soon as practicable if the objection or motion is made or filed within seven days of the jury proceeding.

Communication Protocols

1. Each judge with an approved in-person jury proceeding will require the parties to communicate with the court if any participant in the jury proceeding, including attorneys, parties, attorney support staff, or witnesses, has tested positive for COVID-19 within the previous 30 days prior to any portion of the jury proceeding, currently has symptoms of COVID-19, or has had recent known exposure to COVID-19.
2. If the approved in-person jury proceeding involves an incarcerated participant, the judge will require the sheriff to report any positive COVID-19 test of the incarcerated participant within the previous 30 days prior to any portion of the jury proceeding, any current symptoms of COVID-19, or any recent known exposure to COVID-19.

Scheduling

1. A judge who obtains approval for an in-person jury proceeding will schedule no more than ten cases for that jury trial setting, unless pre-approval for larger dockets is obtained from the Regional Presiding Judge.
2. Judges should attempt to alert parties who will not be proceeding prior to the day of trial to reduce attendance at the court facility.

Summoning Jurors

1. The jury clerk must include with in-person juror summonses information regarding precautions that have been taken to protect the health and safety of prospective jurors

(see Attachment A)¹ and COVID questionnaires (see Attachment B)² that elicit from prospective jurors information about their exposure or vulnerability to COVID-19.

2. Judges will consider using juror questionnaires for voir dire to assist in shortening the length of voir dire or the number of venirepersons.
3. Excuses or requests to reschedule from in-person prospective jurors who have been potentially exposed, who are symptomatic, and who are vulnerable or live with someone vulnerable to COVID-19 will be liberally granted.

Location for Jury Selection, Trial, and Deliberation

1. The following locations have sufficient space to permit adequate social distancing and will be used for in-person jury proceedings:³
 - a. Jury Qualification: The Assembly Hall, Bell County Expo Center, 301 West Loop 121, Belton, Texas 76513 (see Attachment D – diagram and photo); 146th District Courtroom, The Bell County Justice Complex, 1201 Huey Road, Belton, Texas 76513 (see Attachment E – photo).
 - b. Voir Dire: The Assembly Hall, Bell County Expo Center, 301 West Loop 121, Belton, Texas 76513; 146th District Courtroom, The Bell County Justice Complex, 1201 Huey Road, Belton, Texas 76513; and any County Court at Law that has a court room large enough to social distance and is acceptable to the local health authority.
 - c. Trial: All trial proceedings will take place in the courtroom of the Judge presiding over the proceedings or in an available courtroom as assigned by the local administrative judge.
 - d. Jury Deliberation: Jury deliberation for the County Courts at Law will take place in the jury deliberation rooms of those courts. Jury deliberations for the District Courts will take place in the courtrooms of each trial with all other court participants removed to ensure privacy, or any other available district courtroom as assigned by the local administrative judge.
2. Security protocols at the locations for jury proceedings have been reviewed with the appropriate courthouse security personnel and are adequate for the proceeding.

Screening

1. In addition to the requirements of the previously submitted in-person Operating Plan, all court participants and observers attending an in-person jury proceeding will be

¹ Include as Attachment A the information that the court will include with summonses.

² Include as Attachment B the COVID questionnaire that the court will include with summonses.

³ Court who may need to hold a proceeding outside of the courthouse should review Chapter 292 of the Local Government Code (related to having an auxiliary facility designated as a courthouse) and Government Code Sections 24.033(b) (district courts), 25.0019(b) (statutory county courts), 25.0032(b) (statutory probate courts), 26.009(b) (constitutional county courts), 27.0515 (justice courts), 29.015 (municipal courts), and 30.000123 (municipal courts of record)—relating to designating alternative locations for proceedings.

screened for elevated temperatures and will be questioned to determine if the individual has recently had symptoms of COVID-19 or been exposed to COVID-19.

2. All participants in a trial who are incarcerated will be screened by the jail/prison prior to transport to the courtroom and any known exposure, symptoms, or COVID-19 positive test results within the past 30 days will be reported to the judge presiding over the jury trial prior to the transport of the participant to the courtroom.

Face Coverings

1. In addition to the requirements of the previously submitted in-person Operating Plan, all persons entering the common areas of a courthouse, including a courtroom or any other location being used to conduct a jury trial, will be required to wear a face covering at all times unless the person is an individual that is not recommended to wear a mask by the Centers for Disease Control or the Texas Department of State Health Services.
2. All court participants will be required to wear face coverings from jury qualification through the end of trial.
3. Court participants who may need to lower their face mask to speak or for a short period of time will be required to wear a face shield. When speaking, judges will permit a court participant to lower his or her mask so long as a face shield is worn, and the person speaking is immobile.

Social Distancing

1. Social distancing of all court participants and observers will be maintained at all times during the jury proceeding, including during the trial and deliberation.
2. Special attention will be paid by courts to ensure adequate social distancing and managed exits of individuals during breaks, especially when dismissing large groups of people for a break.

Alternate Jurors

1. Each judge with an approved in-person jury proceeding will be encouraged to consider selecting alternate jurors to permit the trial to continue in the event of a juror becoming ineligible to serve for a reason unrelated to that person's exposure to or contraction of COVID-19.

Arrangement of Courtroom

1. The following description details how each of the courtrooms or facilities will be arranged during the jury proceeding:
 - a. The maximum number of persons permitted in the gallery of each courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.

- b. Seating shall be limited to comply with social distancing protocols and shall be limited to every other row if social distancing cannot be maintained using every row. Seating markers have been arranged to mark proper social distancing standards.
- c. Jurors will be seated throughout the gallery and jury box to ensure proper social distancing.
- d. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk, court reporter, and bailiff seating have been arranged in such a way so that there is social distancing of at least six (6) feet between each space.

Microphone Protection Protocols

1. Judges will limit, to the degree possible, the shared use of microphones during the jury proceeding.
2. If a microphone must be shared, judges will limit the passing of the microphone unless the microphone is cleaned between each user.
3. Disposable microphone covers will be placed on shared microphones and changed between each user.

Exhibit/Evidence Management

1. Judges will limit, to the degree possible, the use of physical or paper exhibits/evidence where feasible or appropriate by converting the exhibit/evidence to a digital form.
2. When physical or paper exhibits/evidence is required, judges will reduce the exchange of that exhibit/evidence to the number of persons necessary and will limit passing the exhibit/evidence to the individual members of the jury.
3. If an exhibit/evidence is required to be transferred from person-to-person, single use gloves will be provided, worn, and discarded immediately after handling the exhibit/evidence.
4. During jury deliberations, judges will make efforts to provide the jury with access to digital exhibits/evidence that would normally be shared with the jury during deliberation. Where digital exhibits/evidence is not feasible, judges will consider limiting the transfer of the exhibits/evidence from juror-to-juror by spreading the exhibits/evidence on a table for inspection from the table in the jury deliberation room.

Witnesses

1. Judges will inquire whether witnesses to the proceedings have COVID-related issues.
2. To the degree constitutionally permissible or with the consent of the parties, judges will permit witnesses to testify remotely via videoconference, especially if that witness has symptoms of or a recent positive test for COVID-19, has been recently exposed, or is vulnerable to contracting COVID-19.

Food Precautions

1. Courts that provide food to jurors or other participants during a jury proceeding will ensure individual food portions, such as individually boxed meals, are provided.

Cleaning

1. In addition to the requirements of the previously submitted in-person Operating Plan, frequent cleaning protocols in the courtrooms and facilities will be maintained throughout the jury proceeding as appropriate.
2. Shared spaces such as witness stands, seating in the gallery, and seating during qualification/voir dire will be cleaned during transitions of those spaces.
3. Seats for members of the jury panel and selected jurors will be assigned to reduce potential transmission and the need for more frequent cleaning.

I have attempted to confer with all judges of courts with courtrooms in the court building regarding the Jury Proceeding Addendum to the Operating Plan. In developing the plan, I consulted with the local health authority, documentation of which is attached to this plan (see Attachment C), and county judge. I will ensure that the judges of courts with courtrooms in the court building covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 12/17/2020



Local Administrative District Judge

ATTACHMENT A

COVID-19 Safety Measures

1. The Judges and court staff are currently monitoring themselves in accordance with the CDC, DSHS and the Bell County Public Health District guidelines prior to coming to work.
2. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 99.6°F, or with new or worsening signs or symptoms of COVID-19 such as coughing, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or have knowingly had close contact with a person who is confirmed to have COVID-19 are not permitted to enter the building and should seek medical advice.
3. Judges and court staff are required to wear face coverings, practice social distancing and practice appropriate hygiene recommendations at all times, with the following exception: Judges and court staff may be permitted to remove their face masks while in their individual offices or individual work spaces that allow for social distancing.
4. All individuals entering the court building will be required to wear face coverings at all times.
5. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided if supplies are available to the county.
6. All persons not from the same household who are permitted in the court building will be required to maintain adequate social distancing of at least 6 feet.
7. No more than two individuals not from the same household will be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator.
8. Each restroom has been evaluated to determine the appropriate capacity to ensure social distancing and the maximum capacity has been posted on each restroom door.
9. Public common areas, including breakrooms and snackrooms, have been closed to the public.
10. The maximum number of persons permitted in the gallery of each courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.
11. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.
12. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk, court reporter and bailiff seating have been arranged in such a way so that there is social distancing of at least 6 feet between each space.
13. Hand sanitizer dispensers have been placed at the entrances to the building, outside of elevators on each floor, outside of each courtroom, and outside of bathrooms.
14. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judge's benches, and in the hallways.
15. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations on each floor of the court building.
16. When individuals attempt to enter any court building they will be asked to acknowledge, and verify, in writing or orally, as determined by court security, that they have none of the following health conditions: fever, cough, shortness of breath, difficulty in breathing, or close contact with a person who is confirmed to have COVID-19. Any individual that cannot acknowledge the absence of these conditions will be refused admittance to the court building.
17. When individuals attempt to enter the Bell County Justice Center, security staff will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 99.6°F will be refused admittance to the court building. The use of infrared thermometers to determine the temperature of individuals entering the other court buildings will be determined by the security staff for each of the respective courts.
18. Inmates being transported from the jail to the court building will be screened for symptoms of COVID-19 and have their temperature taken prior to transport. Inmates with symptoms or a temperature equal to or above 99.6°F will not be transported to the court building.
19. Staff who are screening individuals entering the court building will be provided personal protective equipment, including gloves and face coverings.
20. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every four hours.
21. Court building security staff will clean the courtrooms between every hearing, between morning and afternoon proceedings, and at the end of each day the courtroom is used.
22. Court building cleaning staff have been provided cleaning supplies shown to be effective with this corona virus.
23. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

JURY SERVICE COVID-19 PRE-SCREENING QUESTIONNAIRE



OFFICIAL JURY SUMMONS

You are hereby summoned to serve as a juror in Bell County, Texas

Save Time, Go Online

Using the website may reduce your jury service time

Dear Prospective Juror:

As part of the court's ongoing measures to protect against the spread of the COVID-19 disease, we ask that you complete the following before reporting for Jury Service. Please bring this document with you or email it to jury.administration@bellcounty.texas.gov at least 5 days before your summons date.

1. COVID-19 RELATED EXCUSE

Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised, such as by chemotherapy for cancer or other conditions requiring such therapy, are considered to be vulnerable populations and may request to be excused from jury service at this time. Primary caretakers of someone who is considered to be vulnerable population may request to be excused from jury service at this time. If you wish to be excused, check the box below.

I certify that I meet the above-described conditions and I am requesting to be excused from jury service.

IF YOU ARE REQUESTING TO BE EXCUSED DUE TO A COVID-19 RELATED REASON, CALL THE DISTRICT CLERK'S OFFICE at (254) 933-5949 BEFORE REPORTING ON THE SUMMONS DATE.

2. SYMPTOMS NOW OR IN THE LAST FOURTEEN DAYS: check any that apply to YOU or A MEMBER OF YOUR HOUSEHOLD

- Fever (above 100.0)
- Change in taste, smell, or appetite
- Cough
- Headache
- Sore throat
- Shortness of Breath
- Diarrhea
- Chills or repeated shaking with chills
- Muscle pain or body aches

I certify that NONE of the symptoms above have been experienced by me or a member of my household during the fourteen days prior to completing this form.

IF YOU ARE EXPERIENCING ANY OF THE ABOVE SYMPTOMS AFTER COMPLETING THIS FORM AND BEFORE REPORTING TO JURY DUTY, CALL THE DISTRICT CLERK'S OFFICE at (254) 933-5949 BEFORE REPORTING ON THE SUMMONS DATE.

Please see back-side for additional questions that need to be completed.

Step 1: Open this summons, note the day and time summoned.
Verify the name and date of birth.

Step 2: Go to «Location Website»

Respond at least 5 days before your summons date. Check for email and text messages with updates. If you do not receive additional communications, report as summoned on the opposite side of this form.

Step 3: Bring entire summons with you when reporting, even if you responded online.

Please note: The court may excuse you for a COVID-19 related reason. Please review and complete the COVID-19 pre-screening questions included on your online questionnaire or the COVID-19 Pre-screening Questionnaire attached to this summons if you are unable to respond online.

If you cannot respond online see the RESPOND NOW section.

«Breakmark»

«Bundle»
«Container»
«Pallet»
«SortOrder»
«Breakmark»

«DELADDR»
«CITY» «STATE» «ZIPCODE»
«FIRST NAME» «MIDDLE NAME» «LAST NAME» «SUFFIX»
«DEL»

Juror ID# «Candidateld» Group # «Group ID»

«Location Website»

SAVE TIME, GO ONLINE

OFFICIAL JURY SUMMONS

You are hereby summoned to serve as Juror
in Bell County, Texas

PRE-SORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
BELTON TX
PERMIT NO. 63

«Location Name»
«Location Address»
«Location City»
«Court ZIP»



«Candidateld»

YOU MUST RESPOND
You are required by law to respond to this summons
Tex. Gov't Code 62.0141

QUALIFICATIONS FOR JURY SERVICE (Gov't Code, Section 62.102)

To be qualified to serve as a juror you must:

1. Be at least 18 years of age;
2. Be a citizen of the United States;
3. Be a resident of this state and a resident of the county in which the person is to serve as a juror;
4. Be qualified under the Constitution and laws to vote in the county in which you are to serve as a juror (Note: the person does not have to be registered to vote to be qualified to vote);
5. Be of sound mind and good moral character;
6. Be able to read and write;
7. Not have served as a juror for six days during the preceding three months in the county court or during the preceding six months in the district court;
8. Not have been convicted of, or be under indictment or other legal accusation for, misdemeanor theft or a felony.

I DO HEREBY CERTIFY, UNDER PENALTY OF PERJURY:

That I am disqualified or exempt from jury service for the reasons checked.

Sign: _____ Date: _____

EXEMPTIONS FOR JURY SERVICE (Gov't Code, Section 62.106)

A person qualified to serve as a petit juror may establish an exemption from jury service if the person:

1. Is over 70 years of age; (Exemption: Permanent Temporary);
2. Has legal custody of a child or children younger than 12 years of age and the person's service on the jury would require leaving the child or children without adequate supervision;
3. Is a student at a public or private high school;
4. Is a person enrolled and in actual attendance at an institution of higher education.
5. Is an officer or an employee of the Senate, The House of Representatives, or any department, commission, board, office, or other agency in the Legislative branch of State Government.
6. Is the primary caretaker of a person who is unable to care for himself or herself (does not apply to healthcare workers)
7. Is a member of the United States military forces serving on active duty and deployed to a location away from the persons homes station and out of the person's county of residence;
8. Has served as a juror in this county during the 24-month period prior to the date you are required to appear on this summons.



«Candidateld»

«First Name» «Middle Name» «Last Name»
«Suffix»
«ALTADDR»
«DELADDR»

If name or address is incorrect, please make correction

You are hereby summoned to serve as a Juror in Bell County, Texas

«First Name» «Middle Name» «Last Name» «Suffix»

Date of Birth: «DateOfBirth»

Juror ID: «CandidateID»

Group #: «Group ID»

Zip Code: «ZIPCODE»

When → Date to appear: «AttendDateLong»

Time to appear: «Attend Time»

Where → Place to appear: «Location Name»

«Location Address»

«Location City», «Location State» «Court ZIP»

How → **RESPOND** to this summons at «Location Website»

Must respond at least 5 days before your summons date.

Report at time and date listed above.



Use a QR Code reader on your smartphone to access the jury website.

CELL PHONE NUMBER FOR TEXT MESSAGING MUST BE PROVIDED TO PARTICIPATE IN THE ONLINE PROCESS

RESPOND NOW

THINGS YOU SHOULD KNOW

REASONABLE DISQUALIFICATIONS AND EXEMPTIONS

To request to be Disqualified or Exempt you may respond:

Online: «Location Website»

By Mail: Mail the juror questionnaire with both sides correctly filled out in an envelope to Joanna Station, District Clerk, P.O. Box 909, Belton, TX 76513

In Person: Bring your juror questionnaire with both sides correctly filled out and turn in to the District Clerk's Office on the first floor of the Bell County Justice Center located at 1201 Huey Rd, Belton, TX 76513.

For General Questions or Special Accommodations

Please call (254) 933-5949 during business hours Monday-Friday from 8 a.m. to 5 p.m.

Hearing impaired can communicate with us through Relay Texas. TTY: 1.800.735.2989

Please complete BOTH the Juror Questionnaire and the Jury Service COVID-19 Pre-screening Questionnaire and bring both questionnaires with you when you report.

EMPLOYER NOTICE

Right to Reemployment: An employer may not discharge, threaten to discharge, intimidate, or coerce any permanent employee because the employee serves as a juror, or for the employee's attendance or scheduled attendance in connection with the service, in any court in the United States. For further list of rights SEE Tex. Civ. Prac. & Rem. Code § 122.001.

WEAPONS ARE PROHIBITED

The Central Jury Room is a courtroom. All weapons are prohibited, including licensed ones.

Deferrals

Jurors may request a one-time deferral before their summons date. Tex Gov't Code §2.0143

ATTIRE

Dress appropriately for court. Business casual is acceptable. Do Not wear shorts, tank tops, hats, flip-flops, sandals, etc.

MEDICAL

The law requires that when requesting a medical exemption that you must provide a letter from your physician. Tex. Gov't Code §2.109

3. CONTACT HISTORY - check any that apply to YOU or A MEMBER OF YOUR HOUSEHOLD:

_____ I or a member of my household has been diagnosed with COVID-19 within the past 4 months.

_____ I or a member of my household has been in close contact with someone exposed to or infected with COVID-19 in the last 14 days.

_____ I or a member of my household are currently on a watch list or self-quarantining because of possible COVID-19 exposure.

_____ NONE of the above apply.

IF ANY OF THE ABOVE APPLY AFTER COMPLETING THIS FORM AND BEFORE REPORTING TO JURY DUTY, CALL THE DISTRICT CLERK'S OFFICE AT (254) 933-5949 BEFORE REPORTING ON THE SUMMONS DATE.

4. FACE COVERINGS: Prospective jurors are required to wear a face covering while they are in the courthouse. Individuals are encouraged to bring a cloth face covering with them. If an individual does not have a cloth face covering, a disposable face mask will be provided.

I certify the above is true and correct:

Signature _____

Printed Name _____

FILL OUT JUROR QUESTIONNAIRE CARD BELOW

Required by law to answer. Answers are Confidential; may only be disclosed to the judge, court personnel, juriant and their attorney(s). Tex. Gov't Code §2.0132

«First Name» «Middle Name» «Last Name» «Suffix»

«ALTADDR»

«DELADDR»

«CITY» «STATE» «ZIPCODE»

If name or address are incorrect, please make corrections above:

Juror #: «CandidateID»

Group #: «Group ID»

Summoned: «AttendDateLong», «Attend Time»



Phone #: _____ Alt #: _____

Male Female Marital Status: _____

Number of children? _____ Ages: _____ to _____

Education level? High School/GED College Graduate Other

Served as a juror before? No Yes-Criminal Yes-Civil Yes-Grand Jury

Have you ever been involved in a criminal case? Accused Witness Victim

County of Residence: _____ Are you a U. S. citizen Yes No

(Note: If you state that you are not a U.S. citizen, you will no longer be eligible to vote if you fail to provide proof of U.S. citizenship to your county voter registrar)

I certify that all answers are true and correct. Please sign here: _____

Age: _____ DOB: _____ Race: _____

Driver's License #: _____

Your Occupation: _____

Your Employer: _____

How Long: _____ Work Phone: _____

Spouse's Name: _____

Spouse's Employer: _____

Spouse's Occupation: _____

How Long: _____

IF YOU DID NOT RESPOND ONLINE

On the weekend before You Report for Jury Service

Please call day or night between 5:00 pm Friday and 8:00 am Monday for further instructions at the phone number provided below;

(888) 995-4020

Bring this ENTIRE summons with you when you report.

To review the COVID-19 Safety Measures that have been taken to protect the health and safety of prospective jurors, please visit the District Clerk's website at https://www.bellcountytexas.com/district_clerk/index.php and select the COVID-19 Safety Measures option under the Jury Duty menu.

ATTACHMENT B

JURY SERVICE COVID-19 PRE-SCREENING QUESTIONNAIRE

Dear Prospective Juror:

As part of the court's ongoing measures to protect against the spread of the COVID-19 disease, we ask that you complete the following before reporting for Jury Service. Please bring this document with you or email it to jury.administration@bellcounty.texas.gov at least **5 days before your summons date**.

1. COVID-19 RELATED EXCUSE

Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised, such as by chemotherapy for cancer or other conditions requiring such therapy, are considered to be vulnerable populations and may request to be excused from jury service at this time. Primary caretakers of someone who is considered to be vulnerable population may request to be excused from jury service at this time. If you wish to be excused, check the box below.

I certify that I meet the above-described conditions and I am requesting to be excused from jury service.

IF YOU ARE REQUESTING TO BE EXCUSED DUE TO A COVID-19 RELATED REASON, CALL THE DISTRICT CLERK'S OFFICE at (254) 933-5949 BEFORE REPORTING ON THE SUMMONS DATE.

2. SYMPTOMS NOW OR IN THE LAST FOURTEEN DAYS: check any that apply to YOU or A MEMBER OF YOUR HOUSEHOLD

_____ Fever (above 100.0) _____ Change in taste, smell, or appetite _____ Cough _____ Headache

_____ Sore throat _____ Shortness of Breath _____ Diarrhea _____ Chills or repeated shaking with chills

_____ Muscle pain or body aches

_____ I certify that NONE of the symptoms above have been experienced by me or a member of my household during the fourteen days prior to completing this form.

IF YOU ARE EXPERIENCING ANY OF THE ABOVE SYMPTOMS AFTER COMPLETING THIS FORM AND BEFORE REPORTING TO JURY DUTY, CALL THE DISTRICT CLERK'S OFFICE at (254) 933-5949 BEFORE REPORTING ON THE SUMMONS DATE.

Please see back-side for additional questions that need to be completed.

3. CONTACT HISTORY - check any that apply to YOU or A MEMBER OF YOUR HOUSEHOLD:

_____ I or a member of my household has been diagnosed with COVID-19 within the past 4 months.

_____ I or a member of my household has been in close contact with someone exposed to or infected with COVID-19 in the last 14 days.

_____ I or a member of my household are currently on a watch list or self-quarantining because of possible COVID-19 exposure.

_____ NONE of the above apply.

IF ANY OF THE ABOVE APPLY AFTER COMPLETING THIS FORM AND BEFORE REPORTING TO JURY DUTY, CALL THE DISTRICT CLERK'S OFFICE AT (254) 933-5949 BEFORE REPORTING ON THE SUMMONS DATE.

4. FACE COVERINGS: Prospective jurors are required to wear a face covering while they are in the courthouse. Individuals are encouraged to bring a cloth face covering with them. If an individual does not have a cloth face covering, a disposable face mask will be provided.

I certify the above is true and correct:

Signature

Printed Name

To review the COVID-19 Safety Measures that have been taken to protect the health and safety of prospective jurors, please visit the District Clerk's website at https://www.bellcountytexas.com/district_clerk/index.php and select the COVID-19 Safety Measures option under the Jury Duty menu.

Gordon G. Adams

From: Amanda Chadwell <AChadwell@bellcountyhealth.org>
Sent: Monday, December 07, 2020 9:14 AM
To: Gordon G. Adams
Subject: <EXTERNAL> RE: Xerox Scan_12042020113318 (002).pdf

EXTERNAL email: Exercise caution when opening.

Judge Adams,

I have reviewed the attachment and you have my approval. I will keep an eye out for anything else that you need me to look over.

Have a great week!

Amanda Robison-Chadwell, PhD
Director
Bell County Public Health District

From: Gordon G. Adams [mailto:Gordon.Adams@bellcounty.texas.gov]
Sent: Monday, December 7, 2020 9:07 AM
To: Amanda Chadwell
Subject: Xerox Scan_12042020113318 (002).pdf






Dr. Chadwell ----- After we talked by phone last week, my Regional Presiding Judge advised me that I need your written approval to be attached to my Jury Proceeding Addendum to COVID-19 Plan for Bell County. I am attaching the Plan for your quick review and approval. This new plan is designed to allow us to re-introduce jury trials in a safe manner, and we need your approval again before we move forward with such a trial. The district judges hope that might be possible next March or April, but that is not looking very likely at this time. The Plan I am sending to you follows the template provided to us by the Office of Court Administration, and requires us to follow many strict guidelines. All I need from you is a short email saying that we consulted regarding the Plan and that it meets your approval at this time. Later today or tomorrow I will have to email you concerning our Grand Jury proceedings this Thursday. I am so sorry to take up your time with our requirements! ----- Gordon G. Adams, Local Administrative Judge

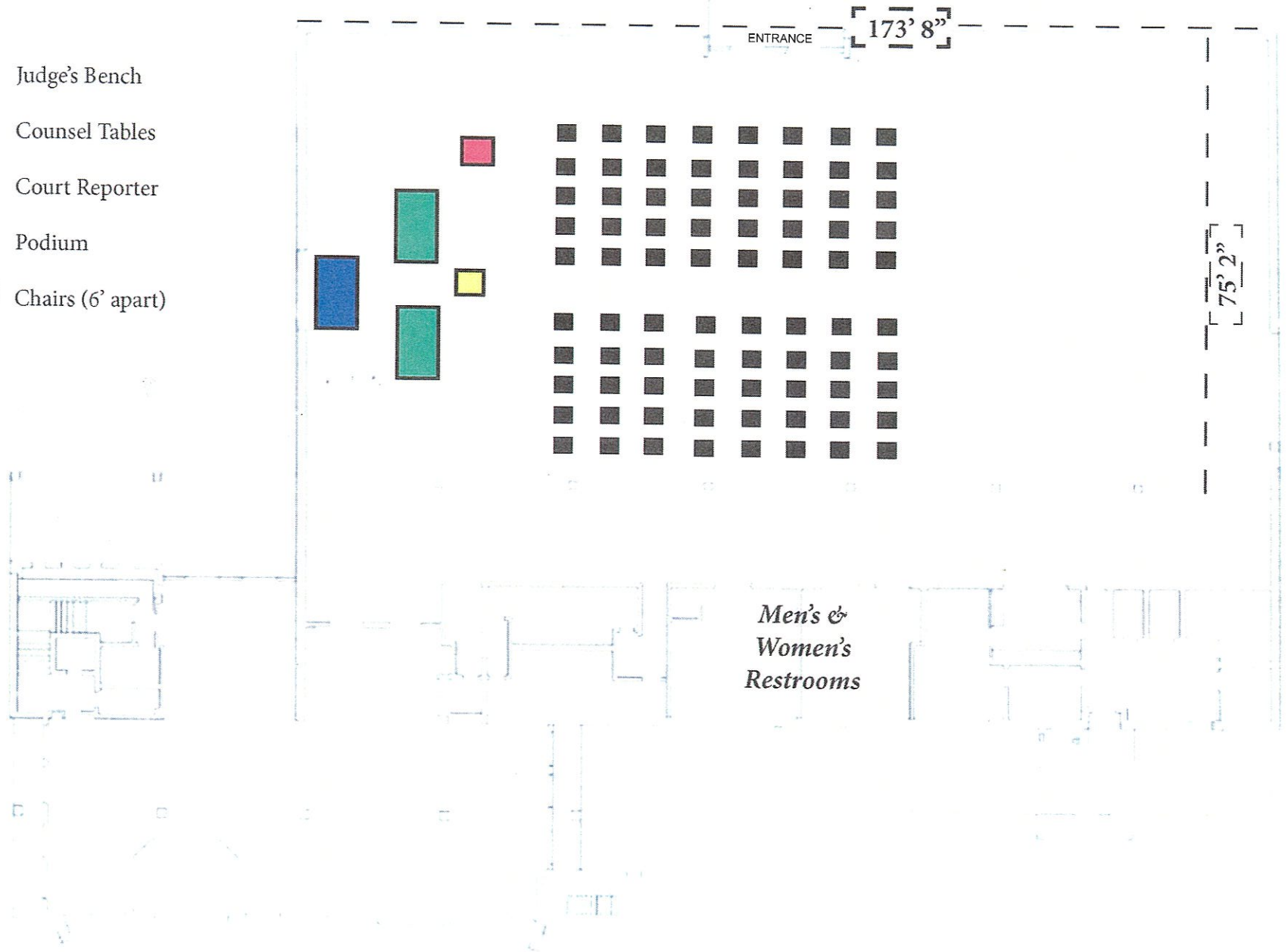
Gordon G. Adams
169th District Judge
Local Administrative Judge
Bell County, Texas

Please note my new e-mail address: Gordon.Adams@bellcounty.texas.gov

*Bell County Expo Assembly Hall
Belton, TX*

ATTACHMENT D

-  Judge's Bench
-  Counsel Tables
-  Court Reporter
-  Podium
-  Chairs (6' apart)





ATTACHMENT E

