

Jury Proceeding Addendum to COVID-19 Operating Plan for the

Williamson County Judiciary

Effective on and after October 1, 2020

This Jury Proceeding Addendum (“Addendum”) incorporates by reference all procedures, terms, and protocols in the previously submitted COVID-19 Operating Plan for the Courts of Williamson County (“Operating Plan”).

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 adopt the following additional protective measures in order to facilitate the safe resumption of jury proceedings in Williamson County:

I. General Provisions

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 and Statutory County 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 to and accepted by the Regional Presiding Judge (RPJ).
4. In order to maximize the availability of facilities in the Justice Center for Jury Trial- related use, Judges will, whenever practicable, schedule any non-Jury proceedings as virtual or hybrid hearings. Courtrooms will be designated on each floor for in-person or virtual hearings that may need to take place.
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.

II. Approvals and Scheduling Dockets

A. Jury Proceeding Approval Process

Judges wishing to conduct a jury proceeding must follow the procedure detailed below to obtain approval for the jury proceeding from the Local Administrative District Judge (LADJ) and Regional Presiding Judge (RPJ), and that approval is predicated on compliance with the provisions of this Addendum.

1. Not less than 14 days prior to a Proposed Jury Trial Date, the Judge seeking to conduct a Jury Trial will send a Proposed Jury Docket, including the cause number, the style of the case, how long the case has been on the docket, and the type of case to the LADJ.
2. The LADJ, or her designee, will review the Proposed Jury Docket, ensure that it complies with the provisions of this Addendum, and, not less than 10 days prior to the Proposed Jury Date, recommend approval or denial to the RPJ.
3. The RPJ will notify the LADJ and Judge of the trial court of approval to proceed. This approval will be subject to verification with the Local Public Health Authority (LHA) within 5 days of the Proposed Trial Date.
4. The LADJ will, not more than five days before the jury proceeding, consult with the LHA to verify that the local health conditions and plan precautions are appropriate for the jury proceeding to proceed with the following procedure:
 - On the Wednesday prior to a Monday on which voir dire is scheduled to be conducted, the LADJ or her designee will contact the LHA in writing, inform her of the number of trials scheduled for the following week, and ask the LHA to advise as to whether conditions are appropriate for the proceedings to go forward.
 - The LADJ or her designee will notify the Trial Court Judges and the RPJ of the outcome of this communication by Noon on the Friday prior to commencement of voir dire.
 - If the LHA advises that circumstances are not appropriate for jury trials to proceed, the Judge of the Trial Court is responsible for notifying the parties.
5. Proposed Jury Dockets which are in compliance with the above steps may be conducted as scheduled.

B. Scheduling

1. Courts in the Williamson County Justice Center have adopted a Jury Trial Rotation Schedule (see Attachment A). This schedule is designed to allow for social distancing and gives preference to scheduling trials in matters that are time-sensitive (CPS matters, Felony and Misdemeanor Criminal Cases).
2. Voir dire for Felony Jury Trials will begin on the Monday of the designated Jury Trial week, and for Misdemeanor Jury Trials will begin on Monday and/or Tuesday.
3. Judges may only schedule jury proceedings on their designated dates pursuant to the Williamson County Justice Center Jury Trial Rotation Schedule. Judges will schedule no more

than ten cases on the Proposed Jury Docket for any Jury Trial Date, unless pre-approval for larger dockets is obtained from the RPJ.

4. Judges will submit their Proposed Jury Docket to the LADJ and, through the LADJ, the RPJ not less than 14 days prior to the beginning of voir dire, for the approval process outlined above.
5. Judges may, at their discretion, create additional requirements for parties to be included on a Proposed Jury Docket.
6. Judges will direct parties to notify the Court by the Thursday prior to the Jury Trial Date whether their case has settled and no longer requires a Jury setting.
7. Judges will attempt to alert parties who will not be proceeding prior to the commencement of voir dire to reduce attendance at the court facility.

C. 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 14 days prior to the beginning of voir dire.
2. Any objections or motions related to proceeding with a jury trial 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.

III. Juror Related Issues

A. Summoning Jurors

1. The District Clerk will summons not more than 800 jurors for Jury Dockets in the County and District Courts, with the actual number depending on the number of trials projected for the period.
2. The District Clerk will include with in-person juror summonses information regarding precautions that have been taken to protect the health and safety of prospective jurors. Language will also be included that advises prospective jurors that if they are exhibiting symptoms of COVID-19, they should contact the District Clerk for an extension, and they should not appear for jury service (see Attachment B).
3. Jurors will then be directed to an online Jury Portal to complete the Jury Qualification Questionnaire, which includes COVID-specific questions (see Attachment C) that elicit from prospective jurors any COVID-related concerns that they may have regarding jury service, and their ability to serve wearing a mask for the duration of the proceeding.
4. 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.
5. Depending on the level of trial, between 30 and 72 venirepersons will be scheduled for voir dire for each trial and directed to appear at one of the locations listed below (see IV. A. 1. b.).

6. In the communication from the District Clerk notifying them that they are scheduled, prospective jurors will be advised to limit the number of personal items they may bring. They will also be reminded that, if they display COVID-19 symptoms or have had exposure, they should not appear as scheduled and should contact the District Clerk.
7. On arrival to the Voir Dire site, venirepersons will be asked to complete a survey that includes in-depth questions designed to elicit additional information about their exposure or vulnerability to COVID-19.

B. Alternate Jurors

1. Each Judge will be encouraged to consider selecting multiple 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.

IV. Location for Trial Proceedings and Space Related Issues

A. 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:¹
 - a. Jury Qualification: Juror Qualification will be conducted through use of an online system.
 - b. Voir Dire: Locations for Voir Dire will be assigned for each trial. The layout for each space where Voir Dire may occur is attached (Attachment D). The sites are:
 - i. Williamson County Emergency Medical Services Training Room, 3189 S.E. Inner Loop, Ste A, Georgetown, TX;
 - ii. Williamson County Pct. 3 Training Room, 100 Wilco Way, Room 226, Georgetown, TX;
 - iii. Williamson County Justice Center Jury Impaneling Room, 405 Martin Luther King, Georgetown, TX;
 - iv. 277th District Courtroom, 405 Martin Luther King, Georgetown, TX.
 - c. Trial: will be conducted in designated Courtrooms/Spaces in the Justice Center. The layout for each Courtroom/Space in the Justice Center where Jury Trials will be conducted is attached (Attachment E).
 - i. Felony Trials & CPS Trials will be conducted in the 277th District Court Courtroom
 - ii. Felony Trials and Misdemeanor Trials will be conducted in the 26th District Court Courtroom and the County Court at Law 1 Courtroom

¹ 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.

- iii. CPS Trials will be conducted in the Jury Impaneling Room.
 - d. Jury Deliberation: will take place in a courtroom adjacent to the designated trial courtroom, which will be secured by Bailiffs and to which public access will be prohibited. The layout for each space being utilized for Jury Deliberation is attached (Attachment F).
Felony Juries and CPS Juries will deliberate in the 395th District Court Courtroom
Felony Juries and Misdemeanor Juries will deliberate in the 368th District Court Courtroom and the IV-Court Courtroom.
2. Security protocols at the locations for jury proceedings have been reviewed with the appropriate courthouse security personnel and are adequate for the proceeding.

B. Arrangement of Courtroom

1. The attached drawings (Attachment D-F) detail how each of the facilities to be used for jury proceedings will be arranged. These spaces have been arranged in such a way to maximize social distancing and provide for proceedings to be conducted in a safe manner. Participants will be directed that they are not permitted to rearrange the spaces.

C. Public Access to Court Proceedings

1. Consistent with the provisions of applicable law and caselaw, there will be space set aside in the Trial Courtrooms in the gallery for the public to observe jury trial proceedings. Individuals who wish to observe proceedings will be subject to screening prior to entrance into the building and will be required to wear face coverings and observe social distancing.
2. Seating will be limited based on the need to preserve social distancing, and movement in the Courtroom will be controlled to assure the security of jurors (some of whom may also be seated in the gallery). The above referenced drawings (Attachment D-F) reflect available public seating in each space.

V. Health and Safety Precautions, General

A. Participant, and Court Staff Health Screening

1. Consistent with the requirements of the previously submitted Operating Plan, all persons entering the Justice Center or any other Court facility, including staff and jurors, prospective jurors, court participants and observers attending an in-person jury proceeding will be 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 prior to admittance into the Justice Center. Individuals who report symptoms, exposure, or have an elevated temperature will be denied admittance. Bailiffs will inform the Court if any jurors, prospective jurors, or case participants are denied admittance.
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 from the Jail.

B. Face Coverings

1. Consistent with the requirements of the previously submitted 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, including jurors and prospective jurors 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 will be required to be behind a shield.

C. Social Distancing

1. All court participants and observers not from the same household who are permitted in court facilities will be required to maintain adequate social distancing 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.

D. Building Airflow

1. Airflow systems utilize Merv-8 filtration. This system mixes outside fresh air into the building based on occupancy.
2. Williamson County Facilities has had building airflow/environmental quality systems assessed, and they have determined that the systems are adequate for handling air flow needs related to the COVID-19 pandemic.

E. Disinfection, and Cleaning

1. Hand sanitizer (alcohol based) will be available at multiple locations inside the Justice Center and other Court facilities, including spaces occupied by jurors and trial participants.
2. Consistent with the requirements of the previously submitted Operating Plan, frequent cleaning protocols in the courtrooms and facilities will be maintained throughout the jury proceeding as appropriate, including in-depth cleaning each evening when the Court recesses throughout the trial.
3. Shared spaces such as witness stands, seating in the gallery, and seating during qualification/voir dire will be cleaned during transitions of those spaces.
4. Seats for members of the jury panel and selected jurors will be assigned to reduce potential transmission and the need for more frequent cleaning.

F. 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.

VI. Health and Safety Precautions, Proceeding-Specific

A. Communication Protocols

1. Prior to the beginning of voir dire, each Judge will provide counsel for each party on the Jury Docket with a copy of the General Order Regarding Conduct of Trials at the Williamson County Justice Center (Attachment G), as well as this Addendum.
2. Judges shall require that Counsel and *pro se* litigants inquire of any participant on their behalf, including but not limited to attorneys, parties, attorney support staff, or witnesses, to determine if that person 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.
3. That inquiry should be made in advance of the trial, to ensure participant availability, and again immediately prior to participation in the trial in order to protect the health of other participants.
4. Any reported instance of COVID-19 exposure or symptoms shall be reported to the Court immediately, in order for appropriate action to be taken.
5. Judges shall direct the Sheriff to report any positive COVID-19 test of any incarcerated participants 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 on the part of any incarcerated participants.

B. Exhibit/Evidence Management

1. Judges will request counsel to 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.

C. Witnesses

1. Judges will direct Counsel to inquire, immediately prior to their testimony, whether witnesses 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.
3. A separate conference room will be set up on each floor of the Justice Center with technology to allow for remote testimony by witnesses if needed.

D. Food Precautions

1. If it becomes necessary to provide food to Jurors or trial participants, food will be served in individual servings (i.e. box lunches).

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 and county judge, documentation of which is attached to this plan. 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: **Nov 19, 2020** or a date.



Local Administrative District Judge

Williamson County Jury Proceeding Addendum
Attachment H
Local Health Authority Acknowledgment of Review

From: Lori Palazzo <lori.palazzo@wilco.org>
Sent: Monday, November 30, 2020 3:33 PM
To: Betsy Lambeth <blambeth@wilco.org>
Subject: Jury Trial Plan

Judge Lambeth,

I have completed my review of your Jury Trial Plan for the Justice Center in Williamson County. I appreciate the work that you have done in preparing the plan. Please accept this as written acknowledgment that you have consulted with me in my role as the Local Health Authority for Williamson County regarding this plan.

As the plan indicates, we will speak again 5 days prior to the beginning of any jury trial to be held.

Lori L Palazzo MD
Medical Director, Local Health Authority WCCHD
355 Texas Ave
Round Rock, Texas 78664
512-248-3250/Phone
512-248-3255/Fax

Williamson County Jury Proceeding Addendum

Attachment A

Jury Trial Rotation Schedule

December 2020

December 2020
12/07/20 CCL3

January – June 2021

Courts by Jurisdiction

District Courts Hearing Felony Cases: 26th, 277th, 368th

CPS Courts: 395th, 425th, CCL1

County Courts at Law Hearing Misdemeanor Cases: CCL2, CCL3, CCL4

Jury Trial Groupings

Groupings are based on type of court.

Group 1: 277th/425th/CCL3

Group 2: 368th/CCL1/CCL4

Group 3: 26th/395th/CCL2

Jury Trial Rotation Schedule

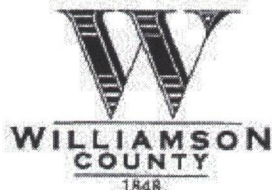
Note: Only 2 courts per trial week in January to allow time to ramp up trials in general and District Clerk's implementation of new jury impaneling procedure.

January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
1/4/21: 368 th & CCL1	2/1/21: 277 th /425 th /CCL3	3/1/21: 277 th /425 th /CCL3	4/5/21: 277 th /425 th /CCL3	5/3/20: 368 th /CCL1/CCL4	6/7/20: 26 th /395 th /CCL2
1/11/21 26 th & CCL2	2/8/21: 368 th /CCL1/CCL4	3/8/21: 368 th /CCL1/CCL4	4/12/21: 368 th /CCL1/CCL4	5/10/20: 26 th /395 th /CCL2	6/14/20: 277 th /425 th /CCL3
1/18/21 Holiday Week (MLK Day)	2/15/21: Holiday Week (Presidents Day)	3/15/21 Spring Break	4/19/21: 26 th /395 th /CCL2	5/17/20: 277 th /425 th /CCL3	6/21/20: 368 th /CCL1/CCL4
1/25/21 395 th & CCL4	2/22/21: 26 th /395 th /CCL2	3/22/21: 26 th /395 th /CCL2	4/26/21: 277 th /425 th /CCL3	5/24/20: 368 th /CCL1/CCL4	6/28/20: 26 th /395 th /CCL2
		3/29/21: Holiday Week (Good Friday)		5/31/20 Holiday Week (Memorial Day)	

Williamson County Jury Proceeding Addendum

Attachment B

Jury Summons Packet (including COVID Precaution Information)



Lisa David
DISTRICT CLERK

P.O. Box 24, Georgetown, Texas 78627
512.943.1212 Fax 512.943.1222

November 9, 2020

RE: Petit Jury, Williamson County, Texas

Dear Potential Juror:

Enclosed you will find an Official Jury Summons for Williamson County, Texas. Due to restrictions associated with the COVID-19 virus, the District Clerk, in consultation with the Williamson County Judiciary and the Williamson County District and County Attorney's Offices, has created a method for impaneling a petit jury limiting the number of potential jurors called to the Justice Center for impaneling.

The enclosed Official Jury Summons provides instructions for your service, requiring you to respond and appear on the designated date unless released or otherwise instructed by the Court. Please review the summons carefully and comply with the instructions contained therein by completing the questionnaire at <http://www.wilco.org/petitjury>. This webpage was designed to streamline the jury selection process by allowing you to enter information as to your qualifications and possible exemptions from service. **Please go to the webpage to complete your registration NO LATER THAN Thursday, December 3, 2020 by 5:00 p.m.**

Due to the space limitations of the Impaneling Room at the Justice Center, we will be meeting at the **Williamson County EMS, 3189 SE Inner Loop, Georgetown, Texas 78626**. Once you arrive at the Williamson County EMS Building **please do not approach the check in desk before your scheduled time**. Please remain in your vehicle until your scheduled time. The number of personal items you may bring will be restricted to no more than you can hold in your lap. You will not be permitted to place personal items on surrounding chairs. Every effort will be made to take all necessary precautions to protect you, and all participants in the selection process.

Please refer to the webpage for further information on expected hygiene and social distancing practices.

Your service as a juror will be interesting and rewarding!

Sincerely,
Lisa David
Williamson County District Clerk

Williamson County Sheriff
508 South Rock
Georgetown, Texas 78626

OFFICIAL
JURY SUMMONS



GREETINGS: YOU ARE HEREBY SUMMONED TO BE AND
APPEAR ON:

DATE:

TIME:

LOCATION:

POSTMASTER DELIVER TO:

******PLEASE READ THE ENCLOSED LETTER AND THIS OFFICIAL JURY SUMMONS CAREFULLY******

NOTICE: CDC SAFETY GUIDELINES WILL BE ENFORCED. THE COURT WILL
PROVIDE MASKS AND GLOVES UPON REQUEST. IF YOU HAVE A MASK PLEASE
BRING IT WITH YOU WHEN REPORTING.

If you feel feverish or have measured temperatures equal to or greater than 99.6 degrees F,
or with new or worsening signs or symptoms of COVID-19 such as cough, shortness of
breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache,
sore throat, loss of taste or smell, diarrhea, or having known close contact with a person
who is confirmed to have COVID-19 you will not be permitted to enter the building and
should seek medical advice.

*****IMMEDIATE ACTION IS REQUIRED*****

SEE REVERSE SIDE FOR INSTRUCTIONS

JUROR INSTRUCTIONS

Report to: Williamson County EMS
3189 SE Inner Loop
Georgetown TX 78626

DIRECTIONS: You MUST report for jury service unless you:
1. claim an EXCUSE; or
2. are DISQUALIFIED or
3. are otherwise EXCUSED by the Judge

****PLEASE READ THE ENCLOSED LETTER AND THIS OFFICIAL JURY SUMMONS CAREFULLY****

If you need further assistance, you may contact the Williamson County District Clerk's office at 512-943-1212.

RIGHTS TO REEMPLOYMENT: A private employer may not terminate the employment of a permanent employee because the employee serves as a juror. An employee whose employment is terminated in violation of this section is entitled to return to the same employment that the employee held when summoned for jury service if the employee, as soon as practical after release from jury service, gives the employer actual notice that the employee intends to return. (Civil Practice and Remedies Code, Section 122.001).

FAILURE TO ANSWER SUMMONS AND PROVISION OF FALSE INFORMATION: A person who fails to comply with this summons, or who knowingly provides false information in a request for an exemption or to be excused from jury service, is subject to a contempt action punishable by a fine of not less than \$100 nor more than \$1,000 (Government Code, Section 62.0141). Additionally, a person shall be fined not less than \$100 nor more than \$500 if the person:
1. fails to attend court in obedience to this summons without reasonable excuse; or 2. files a false claim of exemption from jury service.
(Government Code, Section 62.111; see also Code of Criminal Procedure, Article 35.01).

PROPER CLOTHING REQUIRED IN THE COURTROOMS:

All persons entering a courtroom should be dressed in clothing reasonably befitting the dignity and solemnity of the court proceedings.

You MUST log on to the Petit Jury Portal at: <https://www.wilco.org/petitjury> to complete your required questionnaire. This questionnaire MUST be completed NO LATER THAN THURSDAY, DECEMBER 3, 2020.

IF YOU ARE DISQUALIFIED:

On the electronic form located on the website, select the qualifications(s) that you do not meet.

IF YOU ARE CLAIMING AN EXCUSE:

On the electronic form located on the website, select the excuse you are claiming. If your excuse is not listed, you MUST submit a request directly to the court (see electronic form for its option). The excuses listed are the ONLY ones for which an individual may be excused, unless approved by the court. Business reasons are NOT a reason to be excused.

BELOW IS A SAMPLE OF THE QUESTIONNAIRE TO BE COMPLETED ONLINE

AFFIDAVIT AND CERTIFICATION OF EXEMPTION OR DISQUALIFICATION FORM

EXEMPTIONS FROM JURY SERVICE (Texas Gov't Code, Sec 62.102)

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;
2. has legal custody of a child younger than 12 years of age and the person's service on the jury requires leaving the child without adequate supervision;
3. is a student of a public or private secondary 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 executive branch of state government;
6. is summoned for service in a county with a population of at least 200,000 and the county uses a jury plan under Section 62.011(a) and the person is summoned for jury service under Section 62.011(b)(5) exceeds the number of persons summoned for jury service during the 24-month period preceding the date of the summons;
7. is the primary caregiver of an individual who is unable to care for himself or herself;
8. except as provided by Section 62.011(a), is summoned for service in a county with a population of at least 250,000 and the person has not appeared as a petit juror in the county during the three-year period preceding the date the person is to appear for jury service; or
9. is a member of the United States Armed Forces serving on active duty and deployed to a location away from the person's home station and out of the person's county of residence;
10. is a firefighter, including a fire chief, who is a permanent, paid employee of the fire department of a municipality or county or of a special district or authority that provides fire-fighting services; or
11. is a police officer, including a police chief, who is a permanent, paid employee of the police department of a municipality or county.

QUALIFICATIONS FOR JURY SERVICE (Texas Gov't Code, Sec 62.103)

A person is disqualified to serve as a petit juror if the person:

1. is at least 18 years of age;
 2. is a citizen of the United States;
 3. is a resident of this State and of the county in which the person is to serve;
 4. is not under any legal disability that prevents the person from serving as a juror;
 5. is of sound mind and good moral character;
 6. has not been convicted of a felony and has not been pardoned and restored to civil rights; and
 7. has not served as a juror in the county court or during the preceding six months in the district court.
8. has not been convicted of misdemeanor theft or a felony; and
9. has not under indictment or other legal accusation for misdemeanor theft or a felony.

I DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I AM EXEMPT OR DISQUALIFIED FROM JURY SERVICE FOR THE REASONS CIRCLED.

Signature _____

Date Signed _____

LISA DAVID, WILLIAMSON COUNTY DISTRICT CLERK
P.O. BOX 24
GEORGETOWN, TEXAS 78627

Williamson County Jury Proceeding Addendum
Attachment C

Jury Questionnaire – including COVID-Specific Questions
& Website Information on Health and Safety Precautions



Petit Jury Questionnaire

**THE FOLLOWING "JUROR QUESTIONNAIRE" IS MANDATORY BY
GOVERNMENT CODE, SECTION 62.0132.**

Your answers are CONFIDENTIAL and may be disclosed only to the judge, court personnel, the litigant, and the litigant's attorney.

Juror No. *

This number can be found on the official Jury Summons letter. The number will be between 1 and 300.

Petit Jury Date

December 7, 2020

JUROR INFORMATION

First Name *

MI

Last Name *

Race (required by State Law) *

Gender *

Male Female

Date of Birth *

Age:

Email *

Cell Phone Number * (?)

Home Address *

City *

State *

Zip Code *

Your Occupation *

Work Phone (?)

Your Employer *

How Long?

AFFIDAVIT AND CERTIFICATION OF EXEMPTION OR DISQUALIFICATION FORM

Qualifications for Petit Jury Service (Texas Gov't Code, Sec. 62.102)

Please answer the following questions to determine if you are qualified to serve on a jury.

1. Are you at least 18 years of age?*

No Yes

2. Are you a citizen of the United States?*

No Yes

3. Are you a resident of Texas and of Williamson County?*

No Yes

4. Are you qualified under the Constitution and laws to vote in Williamson County, regardless of whether you are registered to vote?*

No Yes

5. Are you of sound mind and good moral character?*

No Yes

6. Are you able to read or write?*

No Yes

7. Have you served as a petit juror for six days during the preceding three months in the county or during the preceding six months in the district court?*

No Yes

8. Have you been convicted of a misdemeanor theft or felony?*

No Yes

9. Are you under indictment or other legal accusation for a misdemeanor theft or felony?*

No Yes

EXCUSES FROM SERVICE AS A PETIT JUROR (Texas Gov't Code, Sec. 62.106)

If applicable, you may claim one of the following excuses:

- 1. A person older than 70 years;
 - 2. A person responsible for the care of a child younger than 12 years of age if the person's service on the grand jury would require leaving the child without adequate supervision;
 - 3. A student of a public or private secondary school;
 - 4. A person enrolled and in actual attendance at an institution of higher education;
 - 5. 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. Have been summoned for service in a county with a population of at least 200,000, unless the county uses a jury plan under Section 62.011 and the period authorized under Section 62.01(b)(5) exceeds two years, and the person has served as a petit juror in the county during the 24-month period preceding the date the person is to appear for jury service; or
 - 7. A primary caretaker of a person who is unable to care for himself or herself;
 - 8. Have served as a petit juror in the county during the three-year period preceding the date the person is to appear for jury service; or
 - 9. A member of the United States military forces serving on active duty and deployed to a location away from the person's home station and out of the person's county of residence.
- Any other reason that the court determines to be a reasonable excuse from jury service.

Jury Trial Questionnaire

Note to prospective juror: The answers to the questions below are for the use of the parties to the lawsuit and the judge. They are intended to make the jury selection process more efficient. You will not receive any further communication or response from the clerk or the court regarding your answers to these questions.

Juror Name*

Juror Number*

1. Do you have any health or other concerns related to Covid-19 (the coronavirus) that would make it extremely difficult for you to serve as a juror in a trial at this time?*

2. Would you be able to serve as a juror in a trial lasting 2-3 days while wearing a mask?*

No Yes

I DO HEREBY CERTIFY UNDER PENALTY OR PERJURY THAT I AM CLAIMING AN EXCUSE OR DISQUALIFICATION FROM JURY SERVICE FOR THE REASONS SELECTED ABOVE.

Signature*

Date

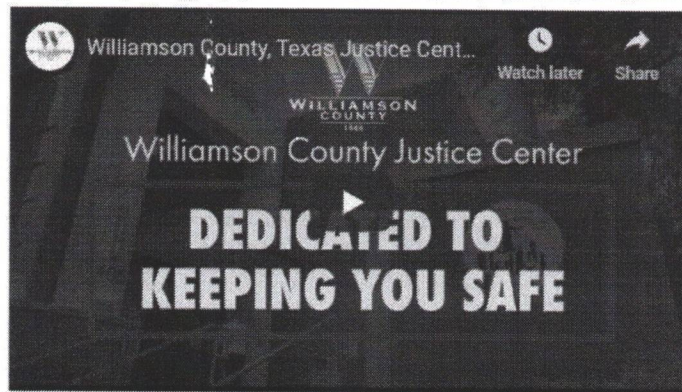
Date and time will be captured on form submission

Submit

COVID-19 Precautions at Williamson County Justice Facilities

We have been able to handle some Court functions via video conference during the COVID-19 pandemic. However, many Court proceedings require people to report in-person to our facilities. Your health and safety is our priority. Because of this, we have consulted with the Williamson County and Cities Health District and developed measures to protect the health and welfare of all court participants.

Please review the video below, as well as the information concerning protective measures taken in and around Williamson County Justice facilities.



Important

If you have symptoms of COVID-19, or recent exposure to COVID-19, please do not come to the Justice Center or any other Court facility. Please contact your medical provider for further guidance.

Screening

- Anyone entering the Justice Center or any other Court facility, including staff, jurors, witnesses, parties, and attorneys, will have temperature taken and asked to complete a questionnaire to determine if they have COVID-19 symptoms or COVID-19 exposure.
- Individuals who report symptoms, exposure, or who have an elevated temperature will not be allowed to enter the Court facility.

Face Coverings

- All persons entering a Court facility are required to wear a face covering (mask) at all times, unless they are in a group who are not recommended to wear a mask per Centers for Disease Control or Texas Department of Health Services guidelines.
- All participants are required to wear face coverings in Courtrooms.
- A person who must lower their face covering to speak must be behind a plastic shield.

Social Distancing

- Social distancing will be required in Court facilities, including limits on the capacity of rooms and elevators.

Cleaning & Disinfection

- Hand sanitizer will be available throughout Court facilities.
- Frequent cleaning of courtrooms and other facilities will take place at breaks and throughout each day, including an in-depth cleaning each evening.
- Shared spaces (such as witness stands) will be cleaned during transition of the spaces.

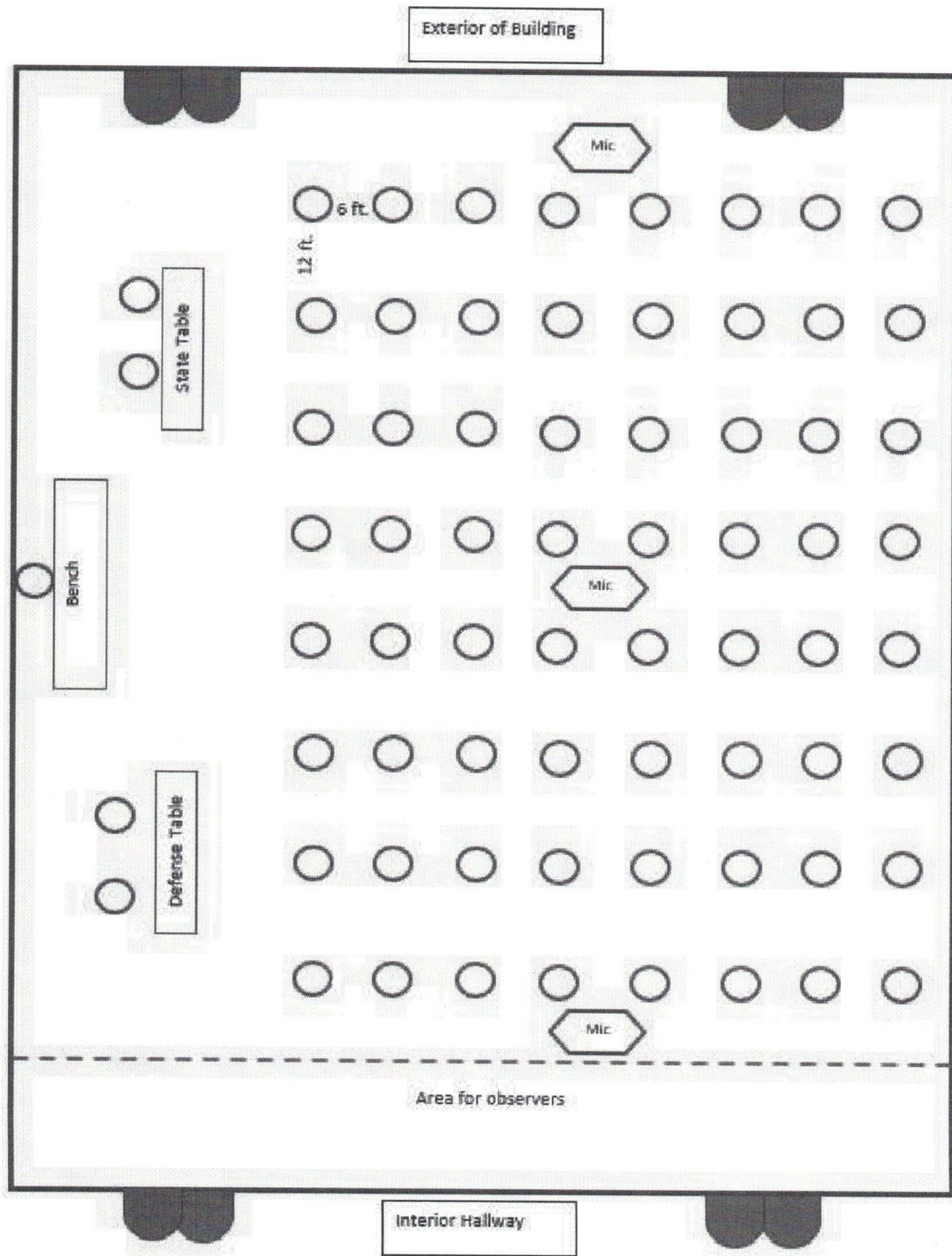
Other Protective Measures

- Disposable microphone covers will be used on microphones that are shared (i.e. witness stand microphone).
- Judges have requested that attorneys limit the use of physical or paper evidence and use digital evidence instead if possible. If physical evidence must be passed, individuals will be provided with gloves to wear when handling the exhibit/evidence.

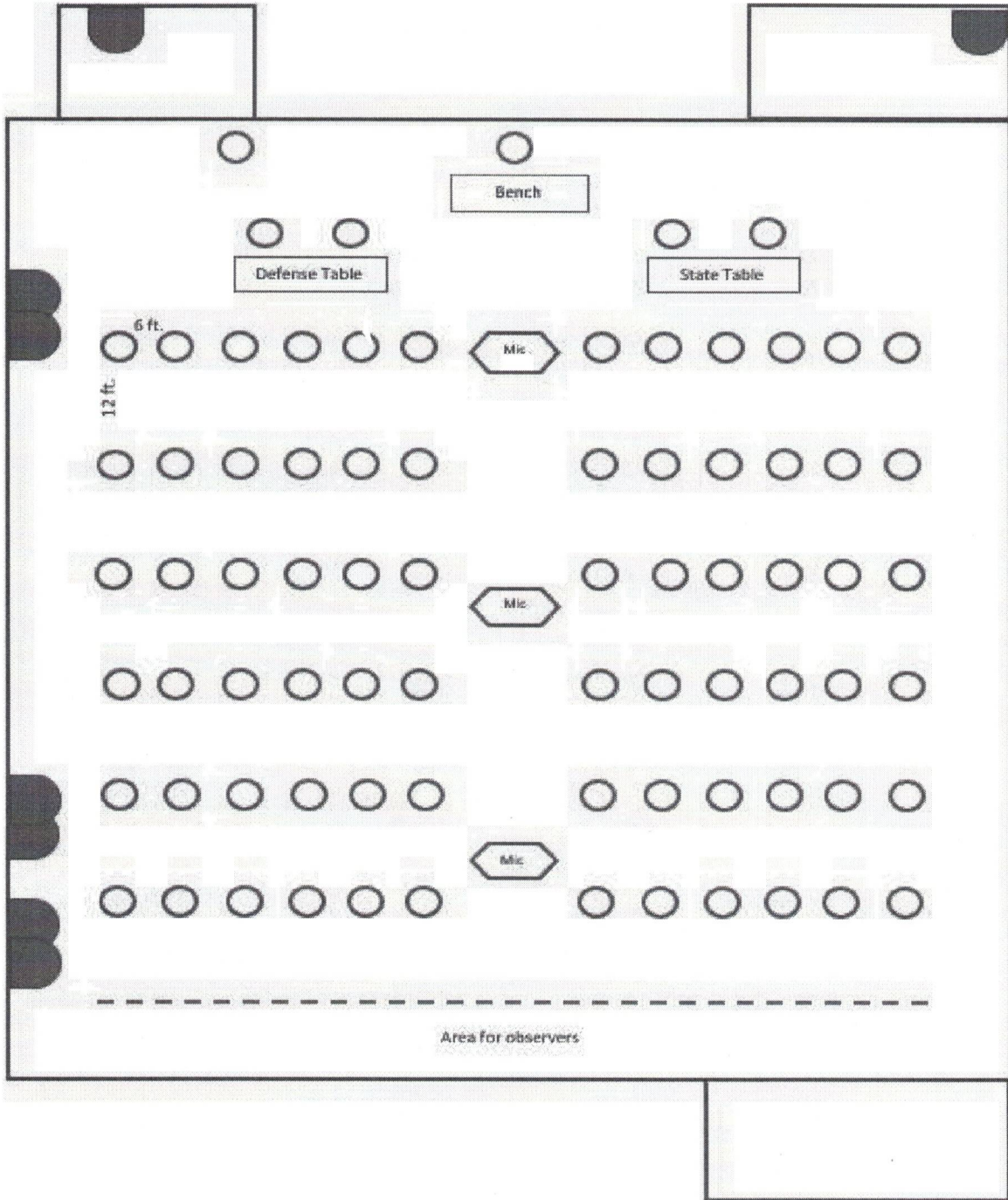
(accessed at <https://www.wilco.org/petitjury>)

Williamson County Jury Proceeding Addendum
Attachment D
Layout of Spaces to be Used for Jury Selection

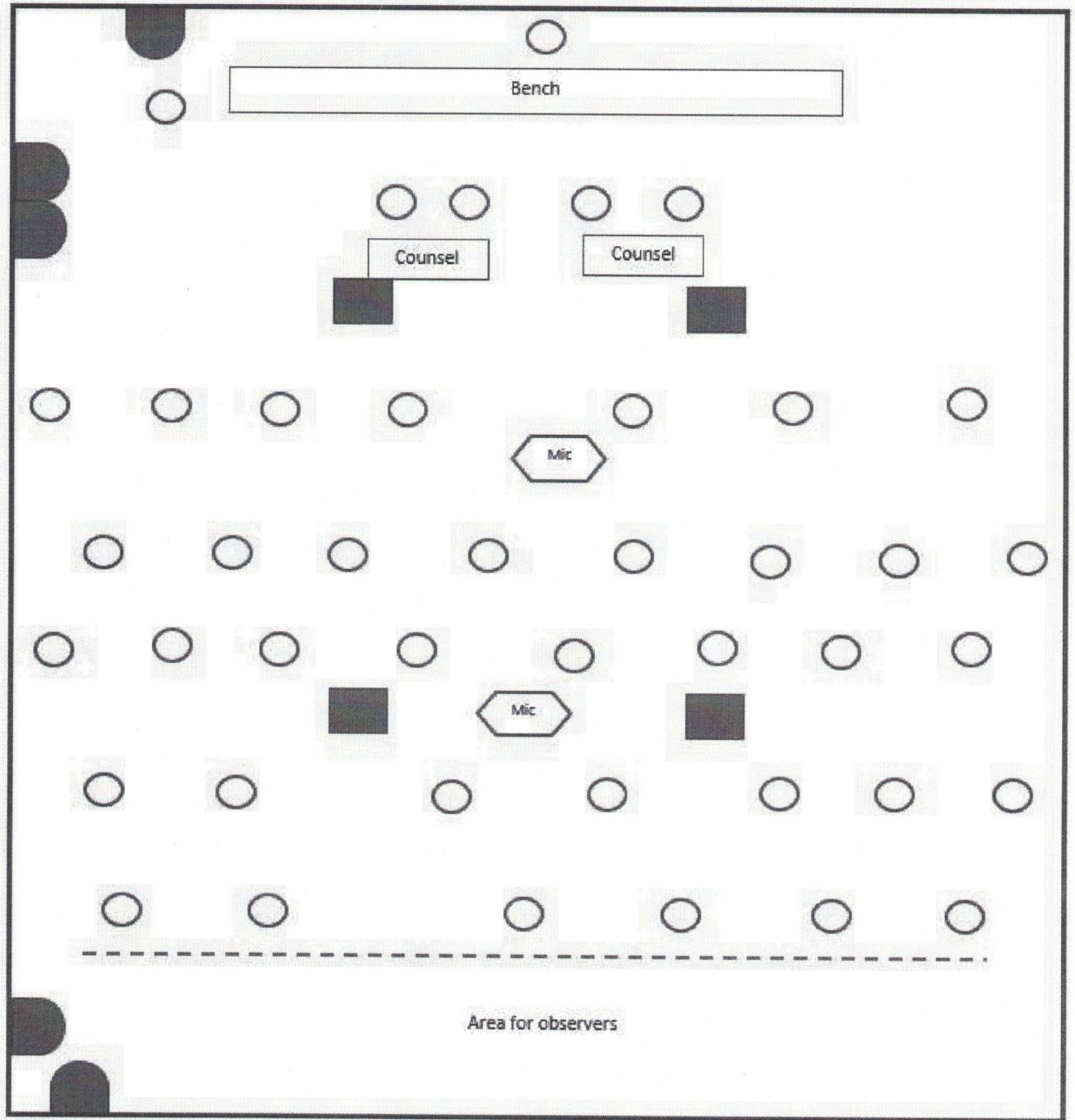
EMS Training Room (max. venire = 60)



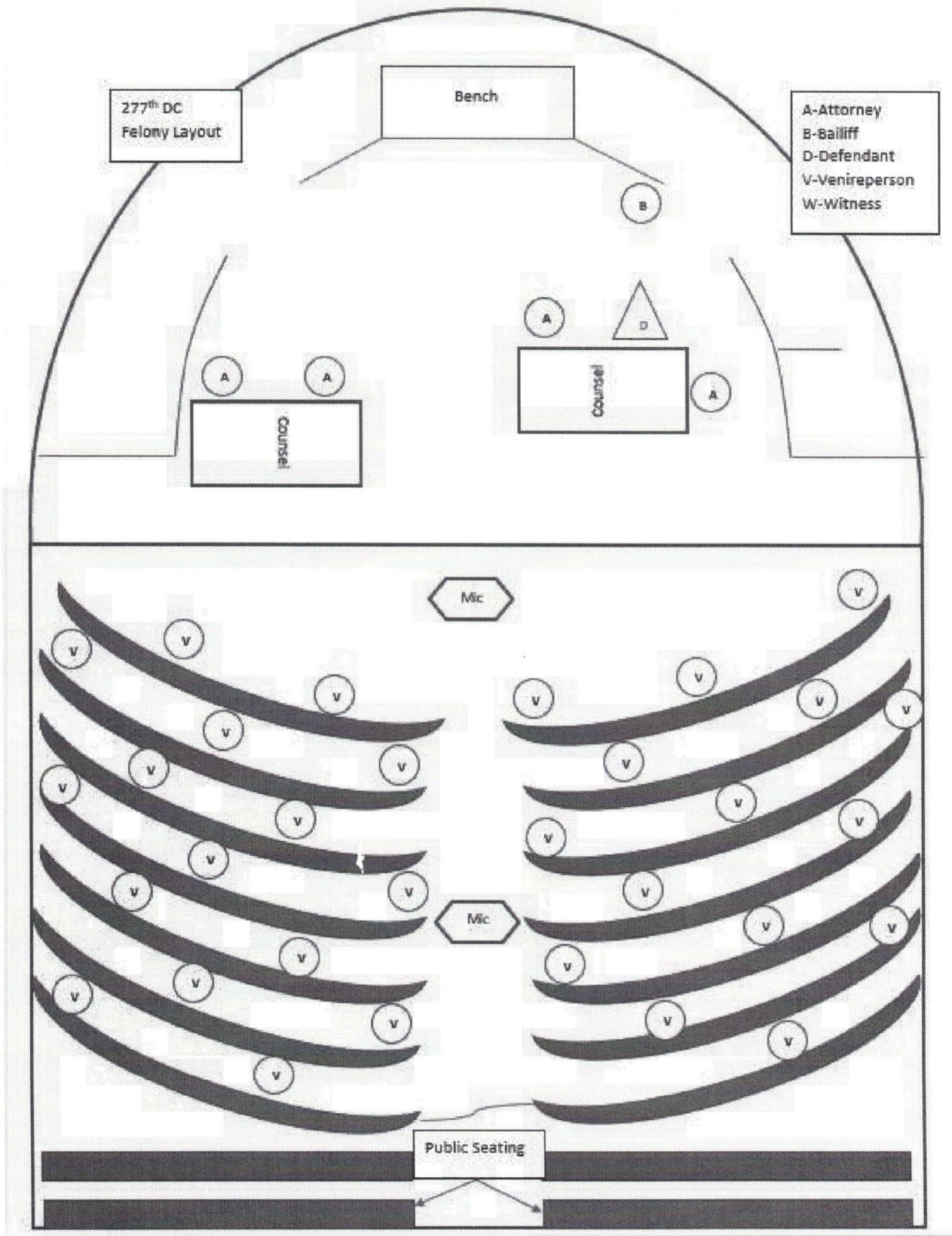
PCT 3 Training Room (max venire =72)



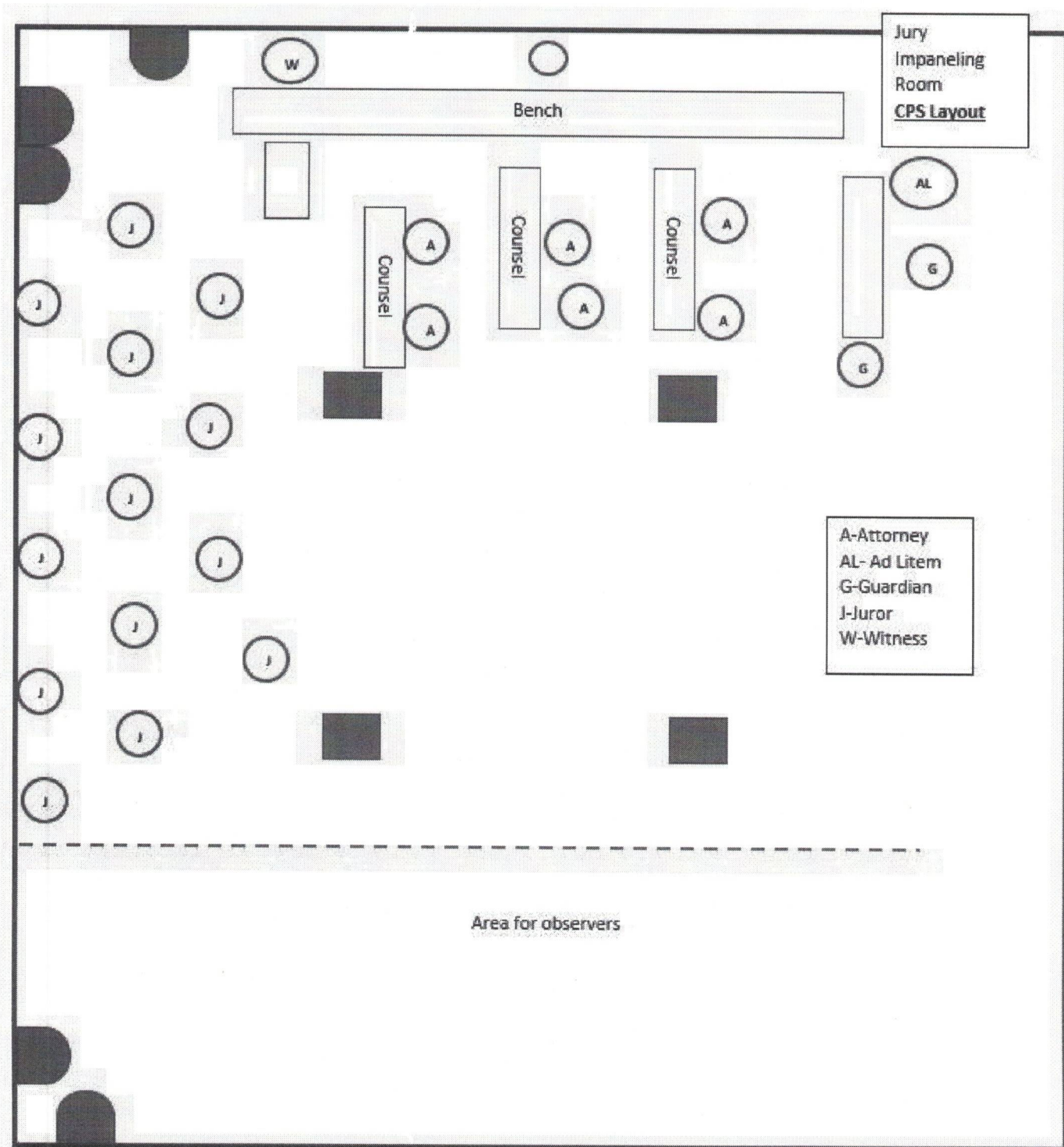
Jury Impaneling Room (max venire=35-40 depending on number of parties)



277th District Court (Max. Venire = 32)



Jury Impaneling Room Jury Trial Layout (Civil Cases with 6-12 person Jury)



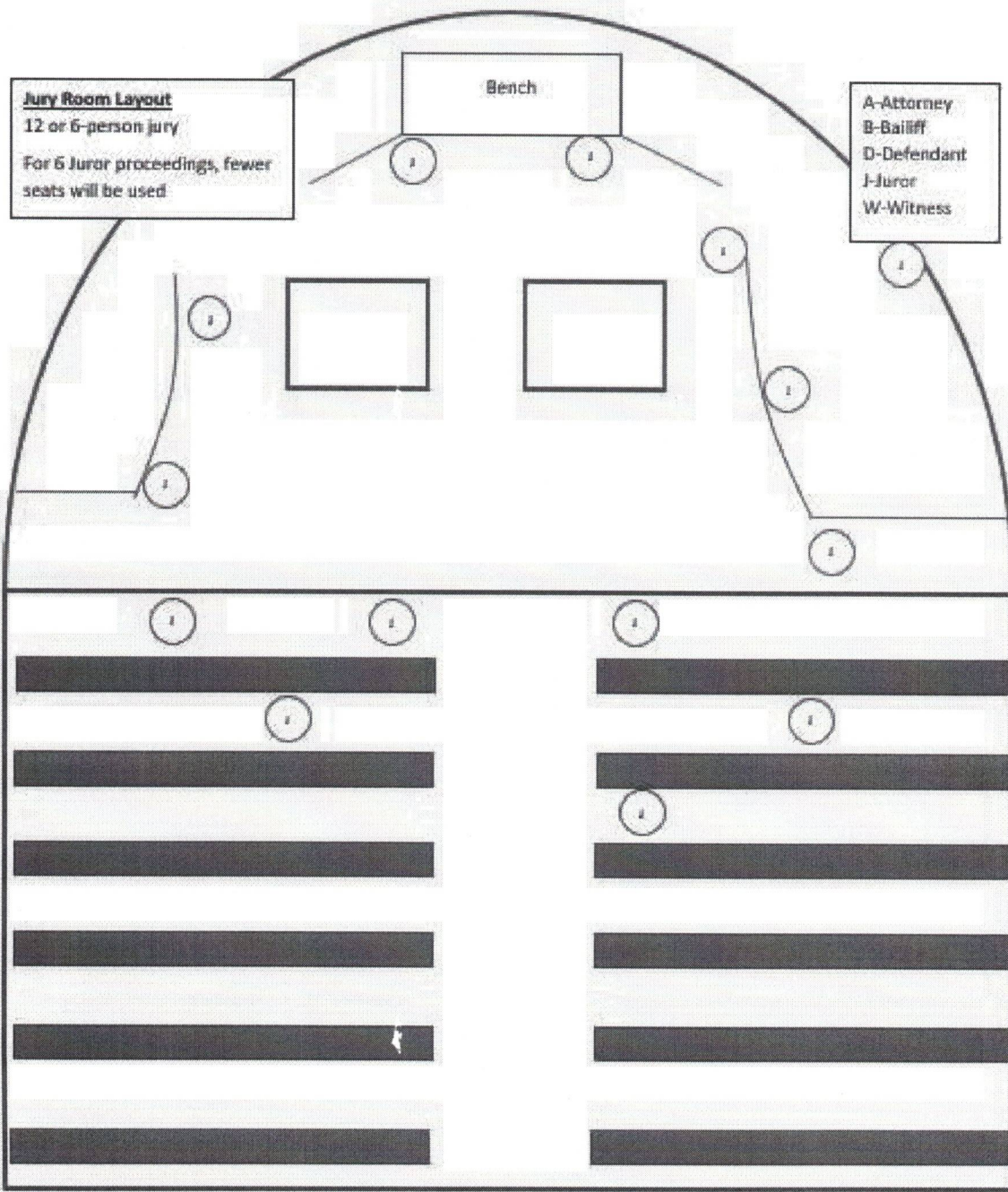
Williamson County Jury Proceeding Addendum

Attachment F

Layout of Spaces to be Used for Jury Room/Deliberation

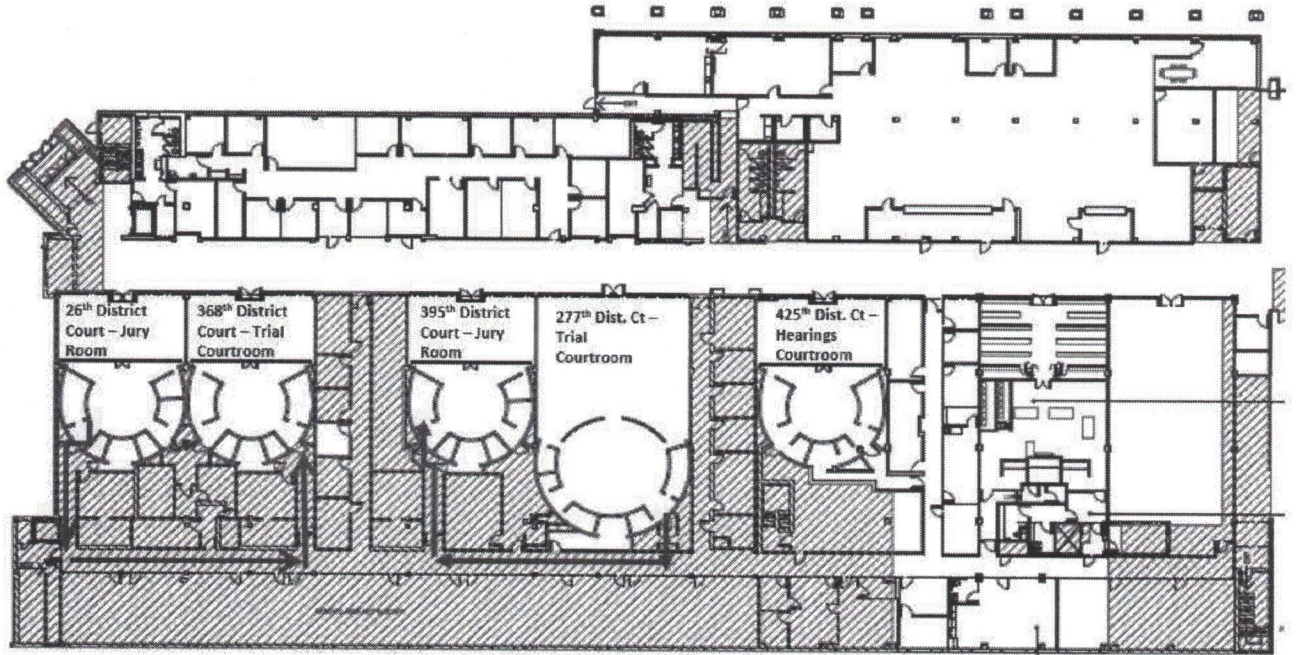
Jury Room Layout (arranged for 12 Person Jury & Alternates)

Note that the courtroom layout may be reversed, depending on which courtroom is being used for deliberations

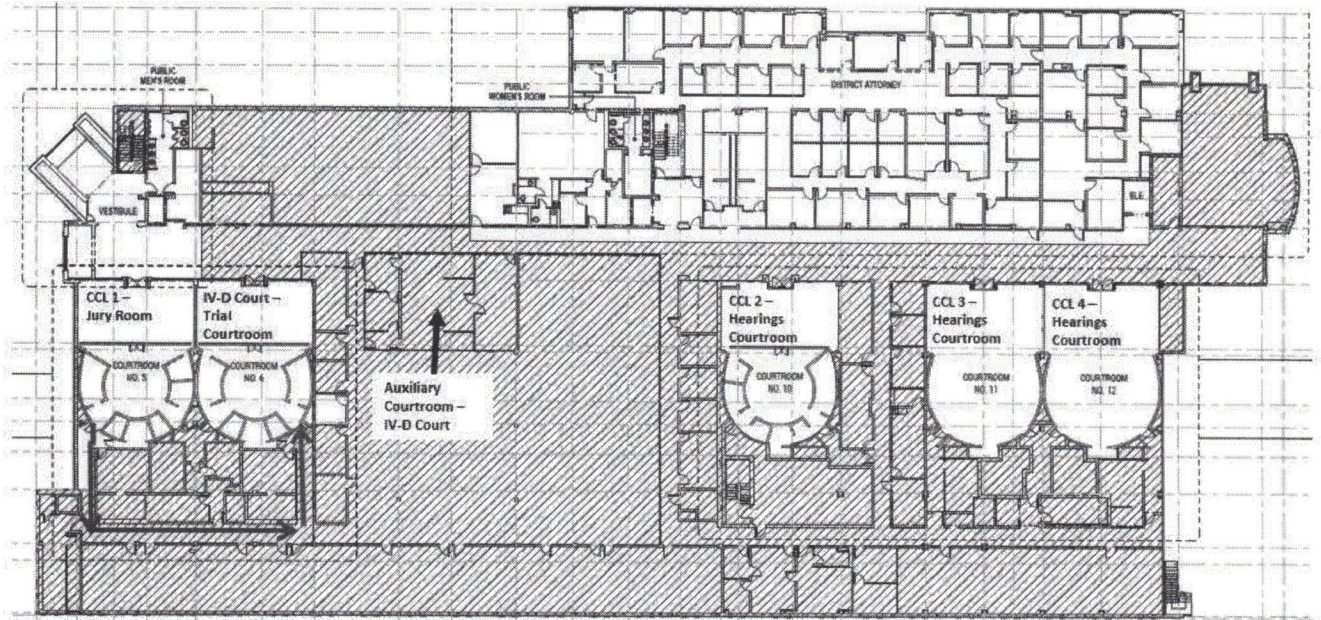


Jury Movement Plan

1st Floor Courtrooms



2nd Floor Courtrooms



Williamson County Jury Proceeding Addendum
Attachment G
Jury Trial Conduct Order

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§
§
§
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In the County Courts at Law and
District Courts of
Williamson County, Texas

General Order Regarding the Conduct of Jury Trials
at the Williamson County Justice Center

The Judges of the District Courts and County Courts at Law of Williamson County recognize the importance of the jury trial as a means of resolving controversies before the Court. In an effort to allow for the safe resumption of jury trials in Williamson County in a manner consistent with the Orders of the Texas Supreme Court and Court of Criminal Appeals, and guidance provided by the Texas Office of Court Administration, the Courts Jointly **ORDER** that:

All Jury Trial Proceedings (“Proceedings”) conducted in the District Courts and County Courts at Law SHALL be conducted in compliance with the COVID-19 Operating Plan for the Courts of Williamson County (“Operating Plan”) and Jury Proceeding Addendum (“Addendum”). These documents are incorporated herein by reference, and Counsel and *pro se* litigants **SHALL** review and familiarize themselves with the provisions of and their obligations under both documents.

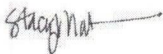
SO ORDERED THIS 19th DAY OF November 2020



Hon. Donna King
Judge, 26th District Court



Hon. Brandy Hallford
Judge, County Court at Law No. 1



Hon. Stacey Mathews
Judge, 277th District Court



Hon. Laura Barker
Judge, County Court at Law No. 2



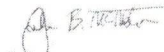
Hon. Rick Kennon
Judge, 368th District Court


Doug Arnold (Nov 19, 2020 13:28 CST)

Hon. Doug Arnold
Judge, County Court at Law No. 3



Hon. Ryan Larson
Judge, 395th District Court



Hon. John McMaster
Judge, County Court at Law No. 4



Hon. Betsy Lambeth
Judge, 425th District Court
Local Administrative District Judge