

COVID-19 Jury Trial Checklist

- Develop plan for communication with public using social media, court website, or local news outlet (consider Task Force video)
- Use pretrial conferences, settlement conferences, and mediation
- Consider virtual proceedings for part or all of trial or grand jury
- Modify language in juror summons to include COVID concerns (consider Task Force questionnaire)
- Send Task Force COVID letter and insert with juror summons
- Increase number of juror summons
- Develop plan for deferral or excusal of certain jurors
- Survey available spaces for jury selection and / or trial
- Determine the process for screening jurors
- Develop staging process for jurors to stagger arrival times and minimize interaction
- Ensure adequate signage about health and safety protocols is posted
- Create and implement protocols for heightened cleaning and sanitizing
- Create and implement mask protocols (comply with KSC administrative orders)
- Create and implement building / facility protocols for adequate physical distancing (reconfigure space, limits on number of people in elevators, Plexiglass barriers)
- Develop protocols for trial participants to ensure adequate physical distancing (sidebars and attorney / client communication)
- Develop a plan for storage of juror personal items and pens/paper used for notes
- Develop a plan for juror breaks (identify specific restrooms and eating areas for use)
- Develop a plan for handling exhibits including photocopies and technology needed
- Develop a plan for interpreters, including adequate physical distancing

- Ensure public access through seating, live stream, or closed-circuit television
- Develop a plan for managing juror health concerns and safety non-compliance issues that arise during trial
- Address COVID and other procedural issues during jury orientation
- Examine small panels of 12 or less with adequate physical distancing
- Provide microphone and PA system for all participants
- Admonish jury during trial regarding masks and open court proceedings
- Use courtroom or other larger space for jury deliberations
- Collect and share data with OJA on any virtual proceedings