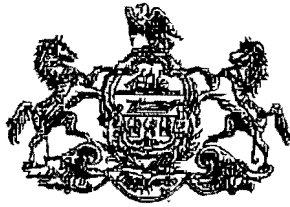


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Jury Information  
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## Memo

To: Lycoming County Bar Members  
Re: Revised Changes in our New Jury Process  
Dt: February 3, 2014

Attached is the memo sent out in December of 2013 detailing our new procedure to receive jury questionnaires. Updates to the memo have been made in ***(bold/italics)***.

The procedure has had to be modified due to CDs not working in our burner. Our burner requires DVDs. If you would like to take advantage of this process, please follow the attached instructions, but instead of providing the Court Administrator's Office with a CD, please provide a DVD for the questionnaires and list of eligible jurors.

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## Memo

To: Lycoming County Bar Members  
Re: Changes in our Jury Process

*(revisions in bold/ italics)*

In January 2013, the Lycoming County Department of Information Systems and Lycoming County Prothonotary launched a new software program in an attempt to improve the processing of jurors in our system. As a second phase to this program, the Lycoming County Department of Information Systems has added scanning ability so that the jury questionnaires submitted by the potential jurors can be scanned onto a compact disk (CD) ***(now needs to be a DVD)*** that is provided by the requesting attorney for each trial term. Juror questionnaires will be available beginning with the January 2014 trial term. The purpose of this memo is to outline the procedure for all members of the bar to access jury questionnaires in preparation for voir dire.

Approximately 14 days before the first day of a scheduled jury selection, the jury questionnaires for the particular panel summoned to the Courthouse should be available on disk. Any firm or individual attorney having a case scheduled for jury selection can provide the Court Administrator's Office with a CD ***(a DVD)*** and it will be available to be picked up within 48 hours, loaded with two files:

1. The upcoming trial term's scanned questionnaires.
2. The list of all the jurors available for selection, as of the date of your request. Listed in numerical order.

In the Adobe file containing the questionnaires, the page number will equal the juror number on the numerical juror list. For example, page 1 is juror number 1. We will usually summon between 850 – 1000 people to each three day jury selection period.

Preparation of the CD (*DVD*) will replace the existing system of borrowing questionnaires, copying them and then returning them to our office. Hopefully, this new system will expedite your trial preparation. Since this is a new program, please be patient as we work out the bugs. January 2014 will be our first attempt at providing you the information in this fashion.

There have been several requests by members of the Bar to obtain from the Court Administrator's Office the daily juror numbers for jurors called in for each day of jury selection. By way of background, we usually schedule between 150 -200 jurors to report to the Courthouse for each day that jury selection is scheduled. Of course that figure will change, usually downward depending on how many cases we have scheduled for selection. We also require everyone to submit their request to be excused from jury service at least 10 days before the jury selection process begins. Many of those excuses will arrive in the last 2 or 3 days of that 10 day time frame. Therefore, beginning in January 2014, should you have a jury trial scheduled for selection and wish to know the numbers of potential jurors called for your particular day of selection, please contact the Court Administrator's Office **no earlier than 7 days** prior to the date of the scheduled selection. We will then provide you with an email with the expected jury numbers for that particular day. Be advised that there will be more than a 200 number spread which will depend upon the number of people that have been excused. The email that you receive will contain both the numbers to be called, as well as the most up to date copy of the jury panel list that will show any jurors that have been excused within that range. As an example, if you request juror numbers for the first day of jury selection and we are scheduled for a full day of jury selection that day, we may call in from our list of jurors (to which you are provided) 1 – 250. However, the number of people actually reporting may only be 200 or fewer depending on the number of excuses or deferrals granted. The new list provided when you get the daily call in numbers, will have the most currently excused people on it, to help you prepare for jury selection.

Again, we are trying to change our system to be more "user friendly" to members of the Bar. As with any new system problems may develop. Please be patient. If you have any questions regarding these changes please feel free to contact me.