

# **Clackamas County Jury Pool Coordination Procedures (June 18, 2004)**

636-3649

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**FIFTH JUDICIAL DISTRICT**  
COUNTY OF CLACKAMAS  
ROOM 200  
COUNTY COURTHOUSE, OREGON CITY, OREGON 97045

85 Court Administrator  
655-8670  
Calendaring  
655-8643  
Indigent Defense  
655-8679  
Criminal  
655-8643

June 18, 2004

Laura Graser  
Attorney at Law  
PO Box 12441  
Portland, OR. 97212

RE: State v Rogers 88-0355 to 0360

Dear Ms Graser:

I have received a copy of your May 20, 2004 letter to Judge Selander and his response regarding having Mr. Rankin "interview" the jury coordinator (Jan Chapin) on our jury summons and excuse processes. I am Ms. Chapin's supervisor and I will be attending the interview session. Attached to this letter are copies of the jury coordination procedures. Please let me know by Friday June 25, 2004 what additional questions you have so that I can facilitate getting answers to all of your questions.

Very truly yours,

Patti Holland  
Court Operations Supervisor

cc: Mari Miller, Trial Court Administrator

## **Revised Procedures for Jury May 7, 2004**

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Excuse types:

For the following excuse types, the juror **MUST** submit a written letter requesting to be excused and providing enough detail with regard to the situation to allow a person to make a reasonable determination. If the letter does not provide adequate information, the juror must appear at voir dire to ask the judge directly to be excused.

**\*\*All letters may be mailed thru regular delivery, faxed, or e-mailed**

1. Employment
2. Self employment
3. Child care/Primary caregiver.
4. Financial hardship
5. Medical

**\*\*A second letter from the doctor may be requested also, if more info is needed.**

The following excuses may be processed by phone, in addition to e-mail or regular mail.

1. Age  
Juror may call in ; must provide a birth date to the jury coordinator.
2. Breast feeding

This process eliminates the jury coordinator having the “option” to request documentation.

Documentation is mandatory prior to actually being excused.

Jury Coordinator to have the authority to excuse any of the above situations.

## **Jury Summons and Excuse Process:**

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Each year in Sept/Oct Salem sends out a request to create the next years Master Jury Panel.

This list is generated by the County Clerk's office.

We inform Salem of how many names we are requesting for the year. (For 2004 we requested 75,000 names) Salem coordinates the creation of the lists for each county with that County Clerk office.

This creates the Master Jury Panel.

We instruct DAS to send out the summons required for each weeks jury pool. The standard amount requested is 750 summons per week.

After the summons are sent, the Jury Coordinator responds to e-mail, voice mail, FAX, and regular mail requests to be excused or deferred. (See Excuse procedure)

After all the requests to be excused or deferred are processed, the jury pool for each day is randomly selected. A recording is placed on the Jury phone instructing which jurors to appear each day.

The goal is to have a juror serve either 1 day or for the duration of 1 trial.