

# **Jury Proceeding Addendum to COVID-19 Operating Plan for the Coke 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 [Click or tap here to enter text.](#) 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:

The judge shall contact the Local Administrative District judge and the Regional Presiding

Judge not less than 30 days prior to the scheduled beginning of trial.

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 Court shall make all reasonable efforts to follow all recommendations made by the local health authority. In the event the state designated local health authority is unavailable to be reached or does not communicate recommendations, the Court shall communicate with Dr., James Vretis for such recommendations. Such contact shall be documented via email.

### **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)<sup>1</sup> and COVID questionnaires (see Attachment B)<sup>2</sup> 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:<sup>3</sup>
  - a. Jury Qualification: \_\_\_\_\_
  - b. Voir Dire: \_\_\_\_\_
  - c. Trial: \_\_\_\_\_
  - d. Jury Deliberation: \_\_\_\_\_
  - e. Grand Jury Impanelment: Coke County District Courtroom, Coke County Courthouse, Robert Lee, TX.  
No more than 20 prospective grand jurors will be in the Courtroom at any time.
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 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

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<sup>1</sup> Include as Attachment A the information that the court will include with summonses.

<sup>2</sup> Include as Attachment B the COVID questionnaire that the court will include with summonses. A sample COVID questionnaire is available at <https://txcourts.gov/media/1449739/petit-juror-questionnaire-addendum-covid-19-pre-screening.pdf>.

<sup>3</sup> 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.

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:<sup>4</sup>

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<sup>4</sup> Include where the judge, parties/counsel, jurors, witnesses, court reporter, and bailiff will be arranged in each courtroom or facility during each phase of the trial.



### **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.

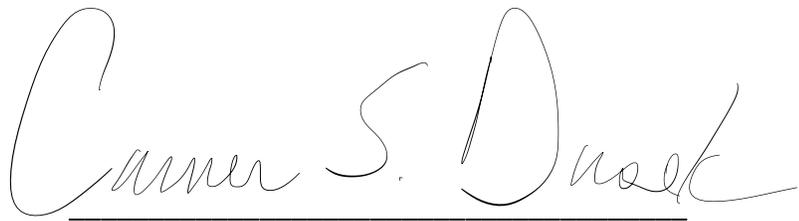
### **Cleaning**

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 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.

January 3, 2021

~~Date: 12/31/2020~~

A handwritten signature in black ink that reads "Cameron S. Dasek". The signature is written in a cursive style with a large initial 'C' and 'D'.

Local Administrative District Judge

# Letterhead

To All Prospective Jurors Summoned to Appear for  
Jury Selection in the \_\_\_\_\_ County and District Courts  
\_\_\_\_\_ County, Texas

Re: Precautions for Safety Due to COVID-19 for Upcoming Jury Service

Dear Prospective Juror:

You have been randomly selected to appear for potential service as a juror in \_\_\_\_\_ County. The jury process is a vital step of the justice system in the State of Texas. Jurors are tasked with the responsibility of determining guilt or innocence in a criminal case or degree of fault of a given party in a civil case.

In light of the COVID-19 (Coronavirus) Pandemic, we want to assure you that \_\_\_\_\_ County has taken every reasonable precaution to protect the health and safety of you and court staff.

Please review the below list of precautions related to the summons requesting your appearance:

1. On the day of your requested appearance, each prospective juror is asked to self-monitor their temperature. Should a juror, or a member of your household, have a fever (above 100.0) or other COVID-19 related symptoms such as, chills, shortness of breath or difficulty breathing, muscle and body aches, coughing, nausea and vomiting, headache, fatigue, sore throat, loss of taste or smell and diarrhea on the day of your requested appearance, or days prior to, please remain at home and your appearance is no longer requested;
2. At the building entrance, each prospective juror will have their temperature screened, will be questioned regarding Covid-19 symptoms and exposure, and screened by security personnel. Prospective jurors are encouraged to arrive early to ensure timely entry into the building;
3. Prospective jurors are requested to appear only with necessary items and to refrain from bringing in any large bags (i.e. backpacks, suitcases, camera bags, computer bags, beach bags, large purses/hand bags, totes, etc.) into the building. \_\_\_\_\_ County reserves the right to confiscate items which may cause danger or disruption to the facility or other guests or which are in breach of building policies and/or prohibited items. ALL WEAPONS ARE PROHIBITED INSIDE THE BUILDING AND MUST BE

"A"

RETURNED TO YOUR VEHICLE. THE FOLLOWING ITEMS ARE DESCRIBED AS WEAPONS: FIREARMS, AMMUNITION, POCKET KNIVES, DAGGERS, SCREWDRIVERS, TASERS, MULTI-TOOLS, WALLET BLADES, CORK SCREWS, BOX CUTTERS, SCISSORS, PEPPER SPRAY, AND ANYOTHER ILLEGAL ITEM OR ITEM THAT COULD BE REASONABLY CONSIDERED USABLE AS A WEAPON.

4. Prospective jurors, in accordance with Governor Abbott's Executive Order GA-29 and guidance from the State of Texas Office of Court Administration, are to wear a face covering while they are in the building. However, this face covering requirement does not apply to any person with a medical condition or disability that prevents wearing a face covering. 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 upon request;
5. Hand sanitizer and other sanitization products, such as Kleenex, will be made available at multiple locations throughout the jury room;
6. All prospective jurors will be assembled in a large room capable of maintaining social distancing guidelines for everyone;
7. The jury assembly room, court room, and other building facilities will receive daily and evening cleanings. Bathroom facilities and other high contact areas will be cleaned at regular intervals throughout the day; and
8. For those selected as jurors, social distancing guidelines, sanitization, and sanitization products will continue to be required and available through your jury service.

In coordination with guidance from the Office of Court Administration, please review the below additional guidelines as it pertains to COVID-19 exemptions individuals can claim for the reasons detailed below.

Individuals should claim an exemption if they meet any of the following:

1. **Vulnerable Population:** 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.
2. **Symptoms or Exposure:** Individuals, or a member of your household, who have symptoms such as fever, chills, shortness of breath or difficulty breathing, muscle and body aches, coughing, nausea and vomiting, headache, fatigue, sore throat, loss of taste or smell and diarrhea. Individuals who have had exposure to someone with a confirmed case of COVID-19 or exposure, within the past 30 days, to individuals exhibiting symptoms related to COVID-19.
3. **Other Hardships:** Upon review by the court, individuals who would like to claim an exemption due to existing hardships as it relates to job or income loss, child care, primary care taker of someone in a vulnerable population category, travel issues, or any other matters that could be considered that will cause issue for service.

Prospective jurors who want to claim an exemption under any of the statutory categories on your summons questionnaire or due to being a Vulnerable Population, Exposure or Symptoms, or Other Hardships related to COVID-19, please email us at \_\_\_\_\_ . You may also submit your questionnaire and claim any statutory exemption or an exemption related to the COVID-19 Pandemic through the same email address as previously mentioned. If you do not have access to a computer, please fill out the questionnaire and mark any exemption you wish to claim on the questionnaire or on the COVID19 Exemption Form provided with this packet, and mail to:

\_\_\_\_\_  
District Clerk

Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is important that we receive this information back in a timely manner prior to your scheduled appearance date.

Our jury process is one of the cornerstones of our justice system not only in \_\_\_\_\_ County, but across the State of Texas and United States. A checks and balances measure, enshrined in our Texas and US Constitutions, that allows everyday citizens to determine the outcome of the cases presented before them.

On behalf of the \_\_\_\_\_ County Courts, District Courts and the District Clerks Office, we want you to know that we are mindful of your concerns during this time and are committed in taking every reasonable precaution to maintain your health and safety.

Your requested appearance is invaluable to the community and we look forward to seeing you.

Respectfully,

\_\_\_\_\_  
*District & County Clerk*

\_\_\_\_\_ County, Texas

\_\_\_\_\_  
**(Address)**

\_\_\_\_\_  
**(Address)**

\_\_\_\_\_  
**(Address)**

**GRAND JURY SUMMONS NO.**

**Dear Prospective Grand Juror: You are  
hereby summoned for grand jury  
service as set out below:**

**Time:**

**Date:**

**Place:**

**Forwarding Service Requested  
POSTMASTER  
PLEASE DELIVER TO:**

*Your answers are CONFIDENTIAL under Article 19.42, Code of Criminal Procedure, and may be disclosed only to a party to a proceeding if the court, on a showing of good cause, permits it.*

PLEASE TYPE OR PRINT WITH INK ONLY		GRAND JUROR QUESTIONNAIRE			
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Race:	Age:	Date of Birth:	Are you a U.S. Citizen? <input type="checkbox"/> Y <input type="checkbox"/> N (Please see "Note" below.)
Your Name: Home Address:				<b>Please check highest level of education completed:</b> <input type="checkbox"/> No H.S. Diploma or GED <input type="checkbox"/> GED <input type="checkbox"/> H.S. Diploma <input type="checkbox"/> 2yr College <input type="checkbox"/> 4yr College/University <input type="checkbox"/> Post-Graduate <input type="checkbox"/> Other _____	
Mailing Address (if different from home):					
Primary Phone:	Alternate Phone:	County of Residence:			
Your Occupation:					
Your Employer:		How Long?			<b>Current Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced
Spouse's Name:		Spouse's Occupation:			
Spouse's Employer:		How Long?			
Have you ever served on a grand jury? <input type="checkbox"/> Y <input type="checkbox"/> N If yes, in what month(s)/year did you serve? _____		Have you ever served on a criminal jury? <input type="checkbox"/> Y <input type="checkbox"/> N			Number of Children: _____
<b>I CERTIFY THAT ALL ANSWERS ARE TRUE AND CORRECT.</b> Please sign here: _____					Ranges of Age: from ____ years to ____ years
<b>NOTE: If you state that you are not a U.S. citizen, you may become ineligible to vote and may be required to provide proof of U.S. citizenship to your county's voter registrar.</b>					

**Directions:** You must report for grand jury service **unless** you are **disqualified** from serving as a grand juror. (See Section I below.)

**Before Reporting for Jury Service:** Please complete BOTH the juror questionnaire and the Grand Jury Service COVID-19 Pre-Screening Questionnaire and bring both questionnaires with you when you report.

**Questions or Special Accommodations:** Please contact the \_\_\_\_\_ clerk's office.

**(C l e r k)**  
**(C o n t a c t)**  
**(I n f o r m a t i o n)**

**I. Disqualifications from Grand Jury Service:**

If you are **disqualified from serving as a grand juror**, circle the qualification(s) that you do not meet. Sign the form. Mail or take the form to the \_\_\_\_\_ clerk. You do not have to report for grand jury service.

NOTE: If you claim to be disqualified because you are not a resident of this county, you may become ineligible to vote in this county.

If you state that you are not a U.S. citizen, you may become ineligible to vote and may be required to provide proof of U.S. citizenship to your county's voter registrar.

**QUALIFICATIONS FOR GRAND JURY SERVICE**  
**(Texas Code of Criminal Procedure, Art. 19.08)**

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 the county in which you are to serve as a grand juror;
4. be qualified under the Constitution and laws to vote in the county in which you are to serve as a grand juror. (*Note: You do not have to be registered to vote to be qualified to serve as a grand juror.*);
5. be of sound mind and good moral character;
6. be able to read and write;
7. not have been convicted of, or be under indictment or other legal accusation for, misdemeanor theft or a felony;
8. not be related within the third degree of consanguinity or second degree of affinity, as determined under Chapter 573, Government Code, to any person selected to serve or serving on the same grand jury;
9. not have served as grand juror in the year before the date on which the term of court for which you have been selected as a grand juror begins; and
10. not be a complainant in any matter to be heard by the grand jury during the term of court for which you have been selected as a grand juror.

**I certify that I am disqualified from grand jury service for the reason(s) circled above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**II. Excuses from Grand Jury Service:**

You may be eligible to be excused from grand jury service by the judge. (See the list of excuses below.) If you are eligible to be excused **you may still be required to complete the grand juror questionnaire and the Grand Jury Service COVID-19 Pre-Screening Questionnaire and report for grand jury service.** Please call the \_\_\_\_\_ clerk's office at \_\_\_\_\_ for further instructions and questions regarding excuses from grand jury service. **Note: You may choose to serve even if you can be excused from service.**

**EXCUSES FROM GRAND JURY SERVICE**  
**(Texas Code of Criminal Procedure, Article 19.25)**

1. You are over 70 years of age.
2. You are responsible for the care of a child younger than 18 years of age.
3. You are a student at a public or private high school.
4. You are enrolled and in actual attendance at an institution of higher education.

Note: The court may also excuse you or reschedule your service for any other reason the court determines is reasonable, including a COVID-19 related reason (please review and complete No. 3 on the attached Grand Jury Service COVID-19 Pre-Screening Questionnaire).

**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. An employee who is discharged, threatened with discharge, intimidated, or coerced 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)

## **NOTICE TO VULNERABLE INDIVIDUALS**

**To all persons age 65 or older, individuals with serious, underlying health conditions such as: high blood pressure, chronic lung disease, diabetes, obesity, and asthma; and individuals whose immune systems are compromised by illness, medication, or chemotherapy.**

The 51<sup>st</sup> District Court recognizes that certain individuals may be at an elevated risk of contracting COVID-19 if such persons report for jury service. If you are a vulnerable individual and have been summoned for jury service, please contact the District Clerk to provide information to the Court so that you may receive an accommodation.

**INSERT CLERK CONTACT INFO HERE**

## Grand Juror Qualification Questions

Please answer the following questions regarding your qualifications to serve as a grand juror:

- 1) Are you at least 18 years old?     YES     NO
  
- 2) Are you a citizen of the United States?     YES     NO
  
- 3) Are you a resident of \_\_\_\_\_ County?     YES     NO
  
- 4) Are you qualified under the Constitution and laws to vote in Irion County?  
  
           YES     NO
  
- 5) Are you of sound mind and good moral character?     YES     NO
  
- 6) Can you read and write?     YES     NO
  
- 7) Have you been convicted of, indicted for, or accused of any felony?  
  
           YES     NO
  
- 8) Have you been convicted of, indicted for, or accused of any type of theft, including a misdemeanor for a hot check?     YES     NO
  
- 9) Have you served as a grand juror in the past 12 months?     YES     NO
  
- 10) Are you a complainant in any matter to be heard by the grand jury?  
  
           YES     NO

**OATH**

*"I do solemnly swear or affirm that I have made true answers to such questions set out above as have been propounded to me by the court, or under its directions, touching my service and qualifications as a grand juror, so help me God."*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Juror Summons Number

# GRAND JURY SERVICE COVID-19 PRE-SCREENING QUESTIONNAIRE

Dear Prospective Grand 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 Grand Jury Service on \_\_\_\_\_, 2020. Bring this completed questionnaire with you or email it to \_\_\_\_\_@\_\_\_\_\_ BEFORE (insert date of grand jury selection, 2020):

**1. SYMPTOMS NOW OR BETWEEN (insert date that is 14 days before date of grand jury service), 2020 AND (insert date of grand jury selection proceeding), 2020:** check any that apply to YOU or A MEMBER OF YOUR HOUSEHOLD

\_\_\_\_\_ Fever (above 100.0) \_\_\_\_\_ Change in taste, smell or appetite \_\_\_\_\_ Cough

\_\_\_\_\_ Headache \_\_\_\_\_ Shortness of Breath \_\_\_\_\_ Diarrhea \_\_\_\_\_ Chills or repeated shaking with chills

\_\_\_\_\_ Muscle pain or body aches \_\_\_\_\_ Sore throat

\_\_\_\_\_ I certify that NONE of the symptoms above have been experienced by me or a member of my household between (insert date that is 14 days before date of grand jury service) and (insert date of grand jury selection, 2020).

**IF YOU ARE EXPERIENCING ANY OF THE ABOVE SYMPTOMS, CALL THE DISTRICT CLERK'S OFFICE at (\_\_\_\_) \_\_\_\_ - \_\_\_\_ BEFORE REPORTING ON \_\_\_\_\_, 2020.**

**2. 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, CALL THE DISTRICT CLERK'S OFFICE at (\_\_\_\_) \_\_\_\_ - \_\_\_\_ BEFORE REPORTING ON \_\_\_\_\_, 2020.**

**3. COVID-19 RELATED EXCUSE OR EXTENSION** - 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 reschedule or be excused from grand jury service at this time. If you wish to be excused or request that your grand jury service date be rescheduled, check the box below.

*I certify that I meet the above-described conditions and I am requesting to be excused from jury service or desire to have my service date rescheduled because of those conditions.*

**IF YOU ARE REQUESTING TO BE EXCUSED OR YOUR SERVICE DATE BE RESCHEDULED DUE TO A COVID-19 RELATED REASON, CALL THE DISTRICT CLERK'S OFFICE at (\_\_\_\_) \_\_\_\_ - \_\_\_\_ BEFORE REPORTING ON \_\_\_\_\_, 2020.**

**4. FACE COVERINGS:**

Prospective grand 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.

OR

I certify the above is true and correct:

\_\_\_\_\_

\_\_\_\_\_

Signature

Printed Name

From: James Vretis JVRETIS@c4tm.us  
Subject: Re: Jury Plan Approval Requested for Coke, Irion, Sterling and Schleicher Counties.  
Date: Dec 31, 2020 at 11:59:01 AM  
To: Carmen Dusek Carmen.Dusek@co.tom-green.tx.us

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Good morning, Your Honor.

I have reviewed your email and the attachments titled:

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

Summons for Grand Jury Duty for District Court

NOTICE TO VULNERABLE INDIVIDUALS

I find them to be well thought out and complete. I have no suggestions for changes or additions. I have no reservations about the health or safety of persons reporting for grand jury selection.

Please contact me if I can be of further assistance.

James (Jim) G Vretis II, DO FAAEM FAEMS  
Practice limited to Tactical, Emergency and Critical Care Medicine  
Medical Director  
Center for Tactical Medicine  
PO Box 188  
Carlsbad, TX 76934  
830.431.1467

Medical solutions for your tactical problems.  
Tactical solutions for your medical problems.

On Dec 31, 2020, at 11:19, Carmen Dusek <Carmen.Dusek@co.tom-green.tx.us> wrote:

Good morning, Dr. Vretis.

Attached is a proposed Jury plan for my 4 rural counties. This one is specific to Coke County, but each of them (Coke, Sterling, Schleicher & Irion) is identical with a limitation of 20 summoned persons being present at any time for grand jury empanelment. Those persons will be seated at least 6-8 feet apart. Masks will be worn, sanitizer, etc. will be provided, and persons will be screened for COVID exposure and symptoms immediately upon entering the building. All COVID procedures that are a part of our court protocols implemented in June still apply.

At this time, these plans only cover Grand Jury empanelment and do not address petit juries which require larger numbers of people and thus cannot be conducted in these rural courtrooms.

Please let me know if you believe this plan is sufficient for health and safety of persons reporting for grand jury selection. As always, I welcome any additional recommendations.

Thank you for your assistance and for your service during what I know has been a trying time.

Carmen S. Dusek  
Judge, 51<sup>st</sup> District Court  
Coke, Irion, Schleicher, Sterling and Tom Green Counties of Texas  
112 W. Beauregard Ave.  
San Angelo, TX 76903

<Coke Jury Addendum.docx>

<Juror Summons Cover Sheet.docx>

<NOTICE TO VULNERABLE INDIVIDUALS.docx>