

IN THE FIFTH JUDICIAL DISTRICT OF IOWA

**IN RE: PROCEDURES FOR JUROR
QUESTIONNAIRES**

**ADMINISTRATIVE ORDER 2023-32
(AMENDING ADMINISTRATIVE
ORDER 2019-61)**

In 2019, Administrative Order 2019-61 was entered in order to specify the use of special jury panels and juror questionnaires. The procedures set out in that order required special panels to report to the court in advance of the start of the trial in order to fill out a juror questionnaire for advance review by counsel. Technology has now made it possible for that questionnaire to be provided to potential jurors when they are summoned for jury duty, resulting in considerable savings in time and juror fees. In order to provide for the enhanced judicial efficiency created by this advance in technology, Administrative Order 2019-61 shall be amended as follows:

1. If a juror questionnaire has been approved for use with a special jury panel, that questionnaire shall be provided with the summons for jury duty sent electronically to the potential jurors in that panel through the E-Juror system.


2. The potential jurors shall complete the juror questionnaire in advance of the start of trial, by a deadline set by the chief judge in the order approving the use of a special panel filed in the case in question.

3. Counsel shall examine the completed juror questionnaire in advance of the start of trial in order to determine whether some potential jurors can be excused, and to identify those potential jurors who should be individually examined. The particulars of any individual jury selection shall be specified by the presiding judge in a separate order filed in the case in question. The jury summons sent to the special panel shall specify the date in advance of the trial date that jurors are to report for individual questioning; the jury clerk shall notify the specific jurors who are to be individually questioned by phone

or text message at least 24 hours in advance. It is anticipated that sufficient time shall be allocated for individual questioning so that group jury selection shall be able to begin on the date the trial is to commence.

The remainder of Administrative Order 2019-61 shall remain in full force and effect.

Dated this 10th day of October, 2023.



MICHAEL D. HUPPERT, CHIEF JUDGE
FIFTH JUDICIAL DISTRICT OF IOWA

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POLK COUNTY, IOWA

Copies to:
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All District 5 Judges
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