

CLAYTON JUDICIAL CIRCUIT
GUIDELINES FOR RESUMING GRAND JURY

I. RESUMPTION OF GRAND JURY

The superior court judges unanimously decided to resume grand jury with the May Term of Court, and have approved the district attorney's request to impanel up to four grand juries for the May Term of Court.

Notably, the Clayton Judicial Circuit's grand jury terms run in February, May, August and November. Given the second statewide restriction on jury trials in December 2020 (before they again resumed statewide in March 2021), our circuit decided it was not prudent to resume grand jury during the February Term of Court. In light of the comprehensive Clayton Judicial Circuit phase-in and as requested by the district attorney, our circuit has maintained a desire to resume grand jury prior to resuming jury trials.

II. SUMMONING GRAND JURORS

The superior court clerk (hereinafter "the clerk") shall mail juror summonses to the prospective jurors at least 25 days prior to the date the prospective jurors are required to attend. The chief judge shall advise the clerk of how many panels have been approved at least seven business days prior to the deadline to mail the summons, so the clerk will know how many total prospective jurors to summon for service. The clerk shall summon no more than 60 prospective jurors per selection session.

Other than the chief or presiding judge, only the superior court clerk or her/his designated staff is authorized to defer or excuse a prospective grand juror from a term of service. See O.C.G.A. §15-12-60 and In Re: Jury Management Standing Order filed 4/21/2019. This applies both prior to the report date and at the time of the grand jury selection process.

In addition to the approved summons, the clerk will also send each prospective juror a COVID-insert and letter from the clerk, explaining COVID protocol and steps that are being taken to provide a safe environment for prospective jurors to fulfill their civic duty. The letter and/or summons shall explain the process for prospective jurors to complete the online questionnaire, which will include the COVID prescreening questions. For jurors who do not have online access, the letter should provide information on how the prospective juror can reach court staff to assist with completion of the online questionnaire. Finally, the letter should explain that the jury selection process will be conducted virtually. Copies of the current versions of the documents being sent to prospective grand jurors are attached to these guidelines.

Each prospective juror's email address shall be secured via the questionnaire. A COVID affidavit shall be sent to each prospective juror at least 10 days prior to his/her service report date. Each prospective juror will also be asked to indicate whether he/she has the capacity to appear virtually for jury selection or would need to use the technology available at the courthouse.

III. VIRTUAL GRAND JURY SELECTION

In an effort to keep the public, judicial staff, and courthouse officials as safe as possible, our circuit will utilize a virtual grand jury selection process. Said process is the procedure to be followed until modified by order of the chief judge of superior court, upon the request of the majority of superior court judges, the district attorney, or Committee on Resuming Grand Jury. The details of that process include internal procedures for the movement of prospective grand jurors in and out of the various breakout rooms on the Zoom platform. If anything contained in the approved process conflicts with any provision of this Order on Resuming Grand Jury, the provision in this Order shall be followed.

The letter from the clerk shall instruct every prospective grand juror how to remotely participate in the grand jury selection process. The letter must state, in pertinent part:

If you are required to appear and wish to do so virtually via a Zoom meeting, you will need to register in advance at _____. Select the box corresponding to the date and time listed in your summons and register via the link provided. Once registered, you will receive a new link and password to log in to the Zoom Meeting on the date and time for which you have been summoned. If you do not see it in your email, please check your junk folder.

Prior to logging in, make sure you are in a quiet and private location with an adequate internet connection. Please make sure to have your government issued photo ID available for identification purposes.

Additionally, pursuant to O.C.G.A. § 15-12-66 (b) and Executive Order No. 09.10.20.02, Reducing Grand Jury Regulations to Assist the State's Response to the Spread of COVID-19 (Sep. 10, 2020), the presiding judge, district attorney or clerk shall administer the oath or affirmation to prospective grand jurors virtually. Likewise, all prospective grand jurors are to be examined, as to their qualifications to serve, by the presiding judge or the district attorney virtually using the Zoom platform. Even where the presiding judge permits the clerk or district attorney to perform such tasks, the presiding judge must be present for the administration of the oath/affirmation to prospective grand jurors, the examination of prospective grand jurors, and the oath/affirmation to the jurors selected to serve.

IV. IN-PERSON GRAND JURY SELECTION

In-person grand juror selection shall be limited to prospective grand jurors who do not have the capacity to virtually appear before the court without using the technology available at the courthouse. While the clerk will promote the preference for virtual appearance in her/his letter, prospective grand jurors who appear in person will still be afforded an opportunity to participate in the selection process. The number of prospective grand jurors appearing in person will determine the protocol to be followed at the time. Provided that those persons summoned complete the juror questionnaire, the clerk will have a reasonable opportunity to advise the presiding judge and district attorney as to which option the clerk is electing to proceed under for the selection of prospective jurors appearing in person.

With either format selected, check-in of each prospective juror (including verification of identity and number assignment, etc.) shall take place in the Jury Assembly Room on the first floor of the courthouse. Those reporting in person for the grand jury selection will be allocated time slots such as 9:00 a.m., 10:30 a.m., 1:30 p.m., and 3:00 p.m., and the number of prospective jurors included in each time slot will be determined by the clerk after consultation with the presiding judge, but will never be more than 15 potential jurors during each time slot.

A. Instructions for Reporting In Person

The letter from the clerk shall instruct every prospective grand juror of the procedure for and what to expect during the process of in-person grand jury selection, including safety measures implemented at the courthouse, which may change from time to time based on CDC, Statewide Judicial Taskforce, or local authority recommendations, as ordered by the chief superior court judge. In addition to advising them to report to the Jury Assembly Room on the first floor, the letter from the clerk shall include, in pertinent part, the following information:

1. Temperature and security checks will be required prior to entering the building. Please allow enough time to move through the temperature and security screening processes.
2. Masks are required at all times while in the courthouse. Gaiters or bandanas are not accepted forms of masks for courthouse purposes. If you do not have your own appropriate mask, one will be provided to you.
3. CDC guidelines recommending 6 feet of social distancing will be followed. In order to lower the number of people appearing, the grand jury selection process will be staggered. Please make sure to check your summons to ensure you appear at the correct date and time. If you arrive too early, you may be asked to wait in your car until closer to your scheduled time to report. Because of the safety needs and protocols, the in-person selection process will take longer than if you appear virtually without reporting to the courthouse, but should last no longer than four hours.
4. Please limit the items you bring with you into the Courthouse, and note that you must enter through security scanners when you arrive. You must bring a government issued ID. Prospective grand jurors will be the only persons permitted entry into the Jury Assembly Room.
5. If you are ill, rather than reporting for Grand Jury service, please contact the clerk's office at 770-477-3400. The clerk shall make sure the number provided for such contact is manned during business hours, and after-hours calls are returned the next business day.

B. The Methods of In-Person Grand Jury Selection

For prospective grand jurors who wish to either use the virtual system at the courthouse or participate in an in-person selection process, they should report to the Jury Assembly Room on the date and time noticed in the summons. The prospective grand juror should notify the clerk by responding appropriately to the question(s) in the questionnaire related to how he/she intends to report (virtually or in-person) for jury selection. The method to be used will be determined by the clerk and the presiding judge based on the number of jurors reporting in person and the method and functionality of the technology utilized. With either process, social distancing will be enforced, and the clerk shall ensure that cleaning of the area is done after each time slot of prospective jurors.

V. VIRTUAL SELECTION PROCESS SETUP

The selection process will be held via Zoom, with the main room being the reception area. The clerk shall create at least ten breakout rooms, designated as follows: verification, selection, hardship, and hybrid. The clerk or a designated member of her/his staff must be present in each room. Prior to the juror oath/affirmation, selection questioning, or hardship consideration, the presiding judge must be present in the room. The district attorney or her/his designated staff must be present for the juror oath/affirmation and selection questioning. The presiding judge may delegate oath/affirmation and selection questioning, but must be present when either occurs. Even where the presiding judge so delegates, he/she must remain mindful that he/she is responsible for ensuring that all necessary qualifying questions are asked and that the appropriate oath/affirmation is given. Where the clerk notices that additional questioning is necessary, the clerk shall immediately notify the presiding judge.

At least seven business days prior to each term of grand jury, the clerk, district attorney, and presiding judge shall decide on the logistics of virtual movement into and out of the various rooms, and shall forward the same to the chief judge of superior court for final approval. Said process may be modified from time to time as the circumstance would require. However, nothing as set out in this order shall be modified by the logistics decisions except as amended by the chief judge of superior court.

It is left to the discretion of the presiding judge to determine when and if a court reporter should be present for any component of the grand jury selection process and charge. The superior court bench has determined that the better practice is to have a court reporter on hand. In light of the fact that the selection and impaneling processes are bifurcated, said reporter should at a minimum report the selection of each panel and the presiding judge's instructions to those panels on when they are to report to receive the judge's charge to the grand jury, thereby reminding the jurors that they are still subject to the authority of the court under the summons.

VI. IMPANELING GRAND JURY

Upon completion of the virtual or in-person examination process, the presiding judge, the clerk and the district attorney shall consult to confirm the report time of each panel of grand jurors to be sworn and charged by the presiding judge. The prospective grand jurors who are selected will be given initial reporting instructions from the presiding judge of the day, time, and location to report to be sworn and charged. The presiding judge shall determine whether he/she will conduct such matters virtually via the Zoom platform or in-person. If the grand juror oath and charge are being performed virtually, the presiding judge may decide to do so immediately after the grand jury selection process is complete.

If not done virtually, the grand jury oath and charge shall take place in person in Courtroom 401, the Jury Assembly Room, or another location as designated by the chief judge of superior court. The presiding judge or his/her designee shall make sure that all necessary personnel are notified of the day and time of the reporting of the grand jury panel(s). If impaneling in person or reporting for service the same day as virtual selection, grand jurors shall be given at least 1.5 hours' notice of the time and location of where they are to appear at the courthouse.

VII. SAFETY PROTOCOLS FOR CONDUCTING GRAND JURY PROCEEDINGS

Because of the danger posed to the public and other employees working in a court facility, anyone exposed to COVID-19 or any of its variants within the meaning of the CDC/DPH guidelines SHALL NOT enter the courthouse or facility used for such purpose NOR SHALL they have any contact with other court personnel, despite any CDC/DPH guidelines to the contrary or that may not require isolation or quarantine. Such determination has been discussed at length by the statewide judicial task force and local officials in recognition of the nature and extent of judicial proceedings, and in an effort to control the exposure among court officials and the citizens we ask to assist with the administration of justice. Any court official or supervisor notified of COVID-19 exposure shall consult with the chief judge of superior court and DPH Officials regarding each notification.

The following shall be observed to ensure the safety of all involved:

- A. Everyone, vaccinated or unvaccinated, is required to wear a mask. Gaiters or bandanas are not accepted forms of masks for courthouse purposes. If anyone entering the courthouse or grand jury room does not have an appropriate mask, one will be provided.
- B. All members of the grand jury, the prosecuting attorney, and witnesses should maintain social distancing of at least six feet. The grand jurors will be directed or escorted to Courtroom 205 (or another location as designated by the chief judge of superior court) where areas are pre-marked with at least 6 feet of space between jurors for social distancing. Care should be taken to assign jurors with any vision or hearing impairments to the seats/spaces closest to the witness stand.

- C. The district attorney shall set up a sanitizing station inside Courtroom 205, and the Grand Jury Bailiff and designated assistant district attorney shall ensure that the supply is maintained throughout grand jury service.
- D. Due to the intimate nature of grand jury presentations and deliberations, each grand juror, witness, and prosecuting attorney must wear a mask at all times. Witnesses should wear clear masks so the grand jurors can better evaluate their demeanor. Witnesses must be distinctly seen by the grand jurors during their testimony, and will be provided a clear mask, if the witness does not already have one. If the witness is situated behind plexiglass at least six feet from everyone else in attendance, the witness may elect to testify without the use of a face mask or shield. The witness must secure a mask on her/his nose and mouth before stepping off the witness stand and from behind the plexiglass.
- E. Jurors will be permitted to leave at lunchtime and return, or jurors will be permitted to bring in their food. However, there will be no community refrigerator or microwave available. Jurors with dietary restrictions, or who prefer to bring their own food, should do so in a personal-size cooler bag which will remain in the jury room. Jurors will abide by social distancing guidelines when consuming food, and will only be permitted to consume food at the times designated for such purposes. Note that metal utensils are not permitted in the courthouse
- F. Grand Jury Bailiffs will be stationed outside certain doors to the courtroom and shall keep the area secure. Bailiffs will escort jurors to the closest restrooms. The district attorney and court administration will ensure that the courtroom is cleaned and disinfected daily.
- G. The district attorney will ensure that a supply of single-use notebooks and writing instruments will be on hand, and grand jurors will be allowed to bring their own if they desire to do so. The district attorney will provide a clear storage tote/container for assignment to each grand juror that can be cleaned and sanitized after each use. The writing instruments and notepads may be disposed of after each day of service. Notes taken will be shredded and disposed of using any appropriate or necessary PPE.
- H. Witnesses will be scheduled to arrive at staggered times to discourage waiting together with others in a witness room where social distancing would be difficult to maintain. Witnesses will be required to leave upon the completion of their testimony and avoid congregating in hallways or other public areas.
- I. The district attorney or her/his designated staff should educate law enforcement and other witnesses prior to the grand jury meeting about staggered arrival times and the need to be on time for their presentations to the grand jury.
- J. If a witness arrives late, the witness should provide a cell phone number to the district attorney or her/his designated staff, and should wait outside the courthouse or other facility until called to testify.

- K. When showing evidence, technology should be utilized, if possible, to avoid passing evidence between the grand jurors. Documents should be displayed on the ELMO system equipped in the grand jury room and displayed on the large monitor. Since the jurors will be socially distanced and scattered in the courtroom, the district attorney may at her/his discretion bring in more monitors. When evidence must be passed between the grand jurors, gloves and hand sanitizer must be made available and utilized.
- L. To ensure a quorum in the event that certain members become infected by COVID-19 or become otherwise unable to serve, courts will select 23 grand jurors and three alternates¹ if possible as provided by O.C.G.A. § 15-12-61. Additionally, at least for the May 2021 Term of Court, superior court has approved the impaneling of up to four concurrent grand juries (Grand Jury A to Grand Jury D). Thus, if there becomes a need for one panel to quarantine, another panel may be called in to complete the assignments of the quarantined panel.
- M. Each selected member of Grand Jury A to Grand Jury D will be assigned a number (A1 through A23, B1 through B23, and so on) which will remain said juror's assigned number throughout the term of court.
- N. The presiding judge will swear-in and statutorily qualify each grand jury panel separately. No more than three (3) representatives of the District Attorney's Office will be permitted to be present during qualification.

VIII. PRESENTATION OF CASES TO THE GRAND JURY

Some of the matters mentioned below may also be contained elsewhere in this order, and where there appears to be any inconsistency, the most restrictive provision applies so as to maintain the highest degree of safety for each of our grand jurors as possible.

A. Preliminary matters

1. Grand Jury A will convene on Mondays. Grand Jury B will convene on Tuesdays. Grand Jury C will convene on Wednesdays, and Grand Jury D will convene on Thursdays.
2. As with anyone else seeking entry into the courthouse, all grand jurors will be screened for temperature each time they enter, and will be required to wear a mask at all times.

¹ Alternate jurors will only be called upon for grand jury service if needed. They will not otherwise be present in the courtroom.

3. Grand jurors will report directly to Courtroom 205 where a sworn Grand Jury Bailiff will be stationed for check-in.
4. Grand jurors will have a designated storage container with their assigned number thereon, which will hold all materials necessary for the proceedings (e.g., pens, notepads, clipboards, face shields, personal hand sanitizer bottles, and alcohol wipes to sanitize juror's materials). The assigned storage containers will house the grand juror's electronic devices during the proceedings. At the conclusion of service each day, those containers will be maintained by the District Attorney's Office and will not leave the premises.
5. Two designated hearing room spaces located outside of Courtroom 205 will be used by the district attorney to secure the storage containers and to house standby witnesses, as appropriate.
6. Courtroom 205 is set up to accommodate up to 30 people (in addition to the judge) in compliance with social distancing guidelines and as approved by officials from the Clayton County Public Health District. Grand jurors will have assigned seating inside the courtroom, which will be marked with the juror's assigned number.

B. Proceedings

1. There will be two assistant district attorneys (hereinafter ADA) and one member of the grand jury who will have radios tuned to a designated channel. The one radio assigned to the grand jury can only be used by the member assigned. If reassignment is necessary, it must be done by the district attorney or her/his designated staff member after the radio has been properly sanitized.
2. Prior to presenting the first case, one ADA will bring the first witness to the waiting room for Courtroom 205. Another ADA will wait with the witness in the witness waiting room while the first ADA enters Courtroom 205. Once in Courtroom 205, the ADA will proceed to his/her designated spot to read the indictment to the grand jurors. Once the indictment has been read, the first ADA will radio to the second ADA to send in the first witness. Once the witness and First ADA have concluded their presentation, they will exit to the witness waiting room and await dispatch from the grand jury regarding any questions or confirming that the grand jury has concluded its deliberation.
3. Once the grand jury has confirmed that its deliberations have concluded, the Second ADA will enter Courtroom 205 and proceed to the designated spot to read the next indictment. At that time, the First ADA will escort the first witness out and will retrieve the second witness. The First ADA will await a radio call from the Second ADA that he or she is ready for the witness. This exchange will continue until all of the cases have been presented.

4. If ever the security plan calls for the use of a courtroom with access from a secured hallway, at no time will an ADA leave a witness unattended.
5. The grand jurors will enter and exit the courtroom from the public hallway, and will use the public facilities located in that same hallway. There will be a deputy or bailiff stationed outside the doors of the courtroom to prevent those not associated with the grand jury from entering the courtroom. The windows will be covered so as to preserve the secrecy of the proceedings. The microphones shall be disabled from projecting anywhere but within the courtroom itself. All video cameras including live security video feeds shall be disabled by the sheriff's department, court administration, and anyone else with access to the security cameras.
6. Any documents that need to be presented to the grand jury shall be presented electronically, utilizing the courtroom technology currently in place.

C. Deliberations

1. The district attorney will provide the grand jury foreperson with a device (e.g., laptop, iPad, Surface) for the purpose of digitally returning the indictments. The device will be password protected and will have internet capabilities disabled. Prior to the grand jury proceedings, the District Attorney's Office will prepare a calendar of cases being presented each day, and that calendar will be displayed on the screen in the courtroom to assist the grand jury. The indictments being presented will be preloaded in .PDF format on the foreperson's device.
2. During the deliberations, the foreperson will be able to utilize Adobe Acrobat to electronically sign the indictments and indicate whether the grand jury has returned a "TRUE" or "NO" bill.
3. The foreperson will also be provided with a flash drive that shall be completely empty at the beginning of grand jury proceedings. Once the foreperson has completely filled out the indictment, he or she will save the executed copy of the indictment on the flash drive.
4. At the conclusion of the proceedings, the foreperson shall ensure that all executed indictments have been properly saved on the flash drive and shall place the flash drive in an envelope and seal the same.
5. The sealed envelope shall be given to the designated Grand Jury Bailiff who shall proceed to the courtroom of the presiding judge to present the indictments in open court, as required by law. The Grand Jury Bailiff is to be mindful to treat the flash drive just as she/he would the paper indictments. Travel to and from the presiding judge's courtroom shall be conducted in a socially-distanced manner and will

follow all of the aforementioned protocols for masks, etc. Prior to proceeding to the courtroom of the presiding judge, the Grand Jury Bailiff is to notify the presiding judge's office of the return of the indictments. The presiding judge's office will then ensure that the clerk and deputy responsible for opening the courtroom are in place. Additionally, the presiding judge shall ensure that the sheriff or his designee is notified of the specific location that the indictments are being returned, in the event that a member of the public needs to be directed to such location.

6. The presiding judge's computer shall have attached a USB extender, which will enable the bailiff to plug the flash drive into the presiding judge's computer, which will allow the judge to review the indictments in open court on his/her computer.
7. Once the presiding judge has returned the indictments, he/she will print all of the returned indictments on the courtroom printer so that the Clerk of Superior Court can retrieve and file the same, as required by law. The presiding judge must ensure that the indictments are received directly from the Grand Jury Bailiff and once inspected by the presiding judge, said judge is to provide them directly to the Clerk of Superior Court or her/his designated staff, who must also be present in the courtroom.
8. The district attorney or her/his designated staff shall ensure that Courtroom 205 and all equipment used is cleaned/sanitized prior to reuse.

IX. OTHER RESPONSIBILITIES OF GRAND JURIES AND COURT OFFICIALS

A. OTHER GRAND JURY RESPONSIBILITIES

Notwithstanding anything contained in this provision below, the chief superior court judge continues to suspend the requirements for in-person inspections as otherwise required by the code sections indicated above, if said inspections cannot be done virtually while Georgia courts are operating under the statewide judicial declaration of judicial emergency order. However, once the statewide order is lifted, said inspections are to be conducted virtually if possible, but if not then in-person following COVID guidelines as mandated at the time of the inspection. No grand juror who is not comfortable with the manner that the inspection is taking place or the guidelines in place at the time is to be forced to participate in said inspection.

The grand jury has other statutory responsibilities in addition to considering indictments in criminal matters. Grand juries are required to inspect the offices of the Clerk of Superior Court, District Attorney, Probate Court, and Tax Commissioner once every three years. O.C.G.A. § 15-12-71. If an inspection is required during this calendar year, the grand jury should, if possible, utilize technology to conduct the inspection. If the inspection must be conducted in-person, public health guidance should be followed, including face coverings and social distancing.

Grand juries are required to inspect the county jail every year. O.C.G.A. §§ 15-12-71, 15-12-78. If the grand jury did not inspect the county jail prior to the judicial emergency, technology should be utilized to complete the inspection, if possible. If the inspection must be conducted in-person, all guidelines of the CDC and Georgia Department of Public Health should be followed, including face coverings and social distancing.

Grand juries are permitted, when necessary, to inspect or investigate any county office or building. See O.C.G.A. § 15-12-71. If a grand jury determines that such an inspection or investigation is required, the grand jury should, if possible, utilize technology to conduct the inspection. If the inspection must be conducted in-person, public health guidance should be followed, including face coverings and social distancing.

B. OTHER OFFICIAL RESPONSIBILITIES AT EACH TERM OF COURT

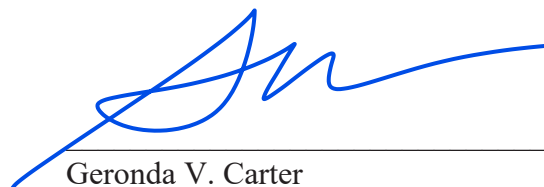
The presiding judge shall ensure that court bailiffs and sheriff deputies are sworn at the start of each term of court. The presiding judge may delegate said task to the district attorney, but must confirm that it has taken place. As for the court bailiffs, the Chief Orderly is also to provide the master list of original signatures of the bailiffs who are sworn to the chief judge of superior court within three business days of the swearing-in.

X. NOTICE OF GUIDELINES FOR RESUMING GRAND JURY

The clerk shall ensure that a filed copy of these guidelines is served upon the undersigned and each judge of superior court, the district attorney, the interim circuit public defender, the sheriff, the court administrator, and any defense counsel who later requests a copy of said guidelines. The clerk shall also ensure that a filed copy of these guidelines is published on her website under grand jury and shall provide an electronic copy to each member selected to serve on the grand jury.

These guidelines will remain effective until amended or rescinded by the chief judge of superior court.

Entered and effective this 30th day of April, 2021.



Geronda V. Carter
Chief Judge of Superior Court
Clayton Judicial Circuit



State of Georgia
Clayton County Judicial Circuit

GRAND JURY SUMMONS

You are hereby summoned for Grand Jury Service for the Superior Court of Clayton County on **Insert Date**, at **Insert Time** Report to: **Judge Information and Location** in **The Harold R. Banke Justice Center, 9151 Tara Boulevard, Jonesboro, GA 30236**. Please call 678-479-5335 after 5:00 p.m. the night before your grand jury service is scheduled to see if it is necessary for you to appear.

FAILURE TO REPORT MAY RESULT IN A CONTEMPT ACTION AGAINST YOU

Please make sure to read the enclosed letter in its entirety as it details important procedures for both virtual and in-person attendance. It is the law that all who are drawn for jury duty must serve, regardless of their station in life. O.C.G.A. § 15-12-10 states, “If any person is duly summoned to appear as a juror at court and neglects or refuses to appear, or if any juror absents himself or herself without leave of the court, said neglect, refusal, or absence may, after notice and hearing, be punished as contempt of court.”

INABILITY TO SERVE

If you are unable to serve, please visit our website to complete the appropriate Deferment Affidavit for submission. You will find the Affidavits for each reason on the website at www.claytoncountyga.gov/government/court-services/clerk-of-superior-court/jury-division/grand-jury. If you are permanently disabled or over the age of 70, you may request that your name be removed from the jury list. **All documentation must be emailed to jury.clerk@claytoncountyga.gov or faxed to 770-477-4519 before Friday, Insert Date. Please include valid contact information so that we may communicate your status prior to your Grand Jury service date. If you do not receive an email or phone call updating your status from Jury Management by Friday, Insert Date, you will be required to appear virtually for Grand Jury selection. If you don't have the technology needed to do virtual, please call the office at the number below.**

Please complete the Grand Jury Questionnaire on the website Insert Website Address within 10 days of receipt. Be sure to register at this zoom link _____ as soon as you have completed your questionnaire.

Issued this ____ day of Insert Date.

(QR CODE)

Jacqueline D. Wills, Clayton County Jury Clerk
Clayton County, Georgia

If you have any questions regarding this summons please call 770-477-3400 between 8:00 a.m. and 5:00 p.m., Monday through Friday. Offices are closed for lunch. If there is no answer, please call back again later.

STATE OF GEORGIA
SUPERIOR COURT OF THE CLAYTON COUNTY JUDICIAL CIRCUIT

JURY DIVISION
ROOM 1JA01
9151 TARA BOULEVARD
JONESBORO, GA 30236-4912
PHONE 770-477-3400

PLEASE READ ENTIRE LETTER FOR IMPORTANT INFORMATION

_____ (indicate term of court) Notice

Dear Prospective Grand Juror:

We are living in an extraordinary time due to the spread of COVID-19. As our efforts shift to resuming juror-related operations, our priority remains focused on the safety and health of Clayton County citizens. To that end, we have modified our Grand Jury process in an attempt to limit possible exposure. The selection of grand jurors to serve in our next term of court will be conducted virtually via Zoom, in order to limit the number of people gathering in one place. Additional information can be found at: _____.

Given the current situation and what may occur over the course of the next 30-days, there is a possibility that the need to report for your scheduled Grand Jury duty may change prior to the time you are noticed to appear in your summons. **In order to verify whether or not you will still need to appear on the date for which you were summoned, we have implemented a special hotline for you to call after 5:00 p.m. the evening before your service date. The number to call that evening is 678-479-5335. The hotline is only a recording – a live person will not answer and messages cannot be left. The hotline recording will not be available prior to that time.**

Procedure for Attending Grand Jury Selection Virtually via Zoom:

Please register in advance at _____. Select the box corresponding with the date and time listed in your summons and register via the link provided. Once registered, you will receive a new link and password to log in to the Zoom Meeting on the date and time for which you have been summoned. If you do not see it in your email, please check your junk folder.

Prior to logging in, make sure you are in a quiet, private location with an adequate internet connection. Please make sure to have your government issued photo ID available for identification purposes. Also, it is important that you have set your name to display as your first and last name. These steps are extremely important to ensure an effective and efficient virtual selection process. We will need to be able to see and hear you during the virtual selection process.

Procedure for Attending Grand Jury Selection In-Person:

If you do not have a device (computer, iPad, iPhone, etc.) from which you can access the virtual process or prefer to use the technology at the courthouse to attend the virtual selection process, the following procedures will be used to help ensure your safety:

1. Virtual Grand Jury selection will be held in the Jury Assembly Room on the 1st Floor of the Harold R. Banke Justice Center at 9151 Tara Boulevard, Jonesboro, GA 30236.
2. Temperature and security checks will be required prior to entering the building. Please allow yourself additional time to move through the temperature and security screening processes.
3. You will be required to wear a mask at all times while in the Courthouse. Gaiters or bandanas are not accepted forms of masks for courthouse purposes. If you do not have your own mask, one will be provided to you.
4. CDC guidelines recommending 6' social distancing will be followed. In order to lower the number of people appearing, the grand jury selection process will be staggered. **Please make sure to check your summons to ensure you appear at the correct date and time.** If you arrive too early, you may be asked to wait in your car until closer to your scheduled time to report. Because of the safety needs and protocols, the in person selection process will take longer than had you appeared virtually without reporting to the courthouse, but should last no longer than 4 hours.
5. Please limit the items you bring with you into the Courthouse. You must bring a government issued ID. Prospective grand jurors will be the only persons permitted entry into the Jury Assembly Room.
6. **If you are ill, rather than reporting in person, please contact our office at 770-477-3400.** The clerk shall make sure the number provided for such contact is manned during business hours, and after hour calls are returned the next business day.

At the conclusion of the virtual Grand Jury selection process, you will be free to leave. You will be notified at a later date whether you have been selected to serve on the Grand Jury. If selected, you will receive further instructions.

In closing, we want you to know that Clayton County has been working extra hard to maintain a safe and healthy environment for our essential workers who have been required to report to work daily, and they will continue to do so for both employees and the public as judicial operations in need of jurors resume.

Thank you and stay safe.

Jacqueline D. Wills
Clayton County Jury Clerk

COVID-19 Affidavit

Jury Duty

Clayton County, Georgia

Our County is taking many precautions and have made various changes for the well-being of our citizens.

Please complete the following and submit prior to your scheduled reporting date

Your name as it appears on the jury summons

Your juror ID number as it appears on the jury summons

The date and time for which you have been called to appear for jury duty as listed on your summons

Have you had a fever (100.4F or greater), new onset cough or worsening shortness of breath, new onset chills or body aches in the last 7 days?

Yes

No

Have you been in close contact with a laboratory suspected or confirmed COVID-19 patient within the last 14 days?

Yes

No

Have you been tested and diagnosed of having COVID-19?

Yes

No

Are you considered high-risk? For example, are you 65 years of age or older, have an underlying medical condition, etc.?

Yes

No

What is your e-mail address?

By your submission of this affidavit you are certifying that your responses are true and correct to the best of your understanding.

Your electronic signature:

Date:

*****If any of your answers change prior to your reporting date and time, please call 770-477-3400*****

SUBMIT

CLAYTON COUNTY, GEORGIA

JURY DUTY: The "New Normal"

FOR YOUR SAFETY AND THE
SAFETY OF OTHERS, WE ASK THAT
ALL JURORS WEAR MASKS AT ALL
TIMES.



We value our jurors and your well-being is important to us. We understand that you may be concerned about your safety while serving on jury duty.

What we are doing for your safety:

Our employees will be wearing face masks while interacting with you.

County employees will have their temperature taken when reporting to work.

Fewer jurors will be called to report so that social distancing can be exercised.

Prior to reporting for jury duty, you will be able to submit your questionnaire on-line and receive a barcode which will be used to check-in.

The Jury Assembly room will be cleaned before and after each group of jurors is gathered.

We will follow social distancing in the Jury Assembly room, courtrooms and throughout the courthouse.

What we need for you to do:

Call 678-479-5335 after 5:00 pm the night prior to reporting to confirm that your attendance is required.

Put on your mask prior to entering the building and continue to wear it at all times while inside the building.

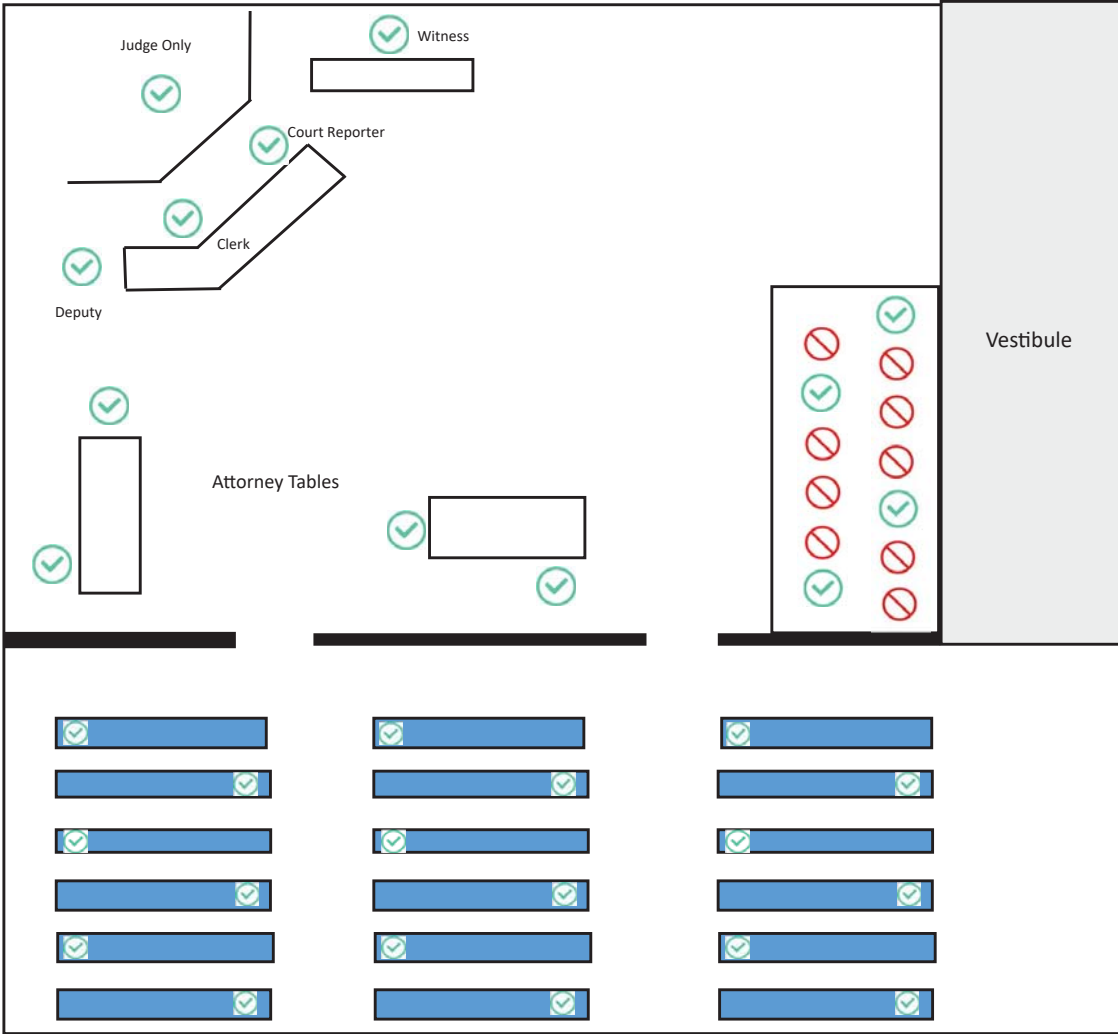
Be cooperative if court personnel requests to take your temperature or that you distance yourself from others.

Do not report to jury duty if you are running a fever or exhibiting other COVID-19 symptoms. Likewise, if you have been exposed to a person who is suspected or has been confirmed to have COVID-19, please do not report. We ask that you contact our office at 770-477-3400 so that we can postpone your jury service to a later date.

Complete your questionnaire on-line prior to reporting. <https://ccjuryinterface.claytoncountyga.gov/>

Let us know if you have any concerns.

Thank you in advance for your service. We value you and your time.



Courtroom 205

Images not to scale