

**UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA**

PLAN FOR RANDOM JURY SELECTION

Pursuant to the Jury Selection and Service Act of 1968 (Public Law 90-274) as amended, the plan for the random selection and service of grand and petit jurors in the United States District Court for the District of North Dakota and the separate divisions thereof is hereby amended and adopted by this Court, subject to approval by the designated reviewing panel of the Eighth Circuit and to such rules and regulations as may from time to time be adopted by the Judicial Conference of the United States.

It is the purpose of this plan to implement the policies of the United States declared in 28 U.S.C. § 1861,

that all litigants in Federal courts entitled to trial by jury shall have the right to grand and petit juries selected at random from a fair cross section of the community in the district or division wherein the court convenes,

that all citizens shall have the opportunity to be considered for service on grand and petit juries in the district courts of the United States, and

that all citizens shall have an obligation to serve as jurors when summoned for that purpose.

It is further the purpose of this plan to implement the prohibition against discrimination contained in 28 U.S.C. § 1862, which provides that no citizen shall be excluded from service as a grand or petit juror in the district courts of the United States on account of race, color, religion, sex, national origin, or economic status.

I. Application and Management

The provisions of this plan apply with equal force and effect to each of the two divisions of this District. The clerk of this Court is hereby authorized and directed to manage the jury selection process. For purposes of this plan, the term “clerk” is meant to include the clerk of this Court, any authorized deputy, and any other person authorized by the Court to assist the clerk in the performance of functions under this plan.

II. Source of Names

There exists a permanent, centralized electronic data base of voters, known as the central voter file, established with the Office of the North Dakota Secretary of State and county auditors linked together by a centralized statewide system. The county auditor is chief

custodian of the central voter file records in each county. The Secretary of State is responsible for maintaining the central voter file. N.D.C.C. § 16.1-02-01.

The general election fixed by North Dakota statute for the first Tuesday after the first Monday in November of each presidential election year is an election in which statewide voting for state and federal offices occurs. N.D.C.C. § 16.1-13-01. The source of names of prospective grand and petit jurors shall be the list of actual voters at such presidential election as contained in the central voter file.

III. Procedure for Selection from List of Actual Voters

- A. At the clerk's option, and after consultation with the Court, the selection of names from complete source list databases in electronic media for the master jury wheel may be accomplished by a purely randomized process through a properly programmed electronic data processing system. Similarly, at the option of the clerk and after consultation with the court, a properly programmed electronic data processing system for pure randomized selection may be used to select names from the master wheel for the purpose of summoning persons to serve as grand or petit jurors. Such random selection of names from the source list for inclusion in the master wheel by data computer personnel must ensure that each county within the jury division is substantially proportionally represented in the master jury wheel in accordance with 28 U.S.C. § 1863(b)(3). The selection of names from the source list must also ensure that the mathematical odds of any single name being picked are substantially equal; or
- B. A method of random selection of names uniformly applied to the list of actual voters of all counties assigned to each master wheel, as set out in Section IV, will ensure substantial proportional representation in the wheel and will reflect a fair cross section of the persons residing in each county. Random selection of names may be accomplished by using the following method:
1. Determining a Quotient.
After ascertaining the total number of actual voters for all counties within each division, divide that number by the number of names needed for the jury wheel. The result is referred to herein as the quotient. The quotient is the ratio of selected to unselected names. For example, if it is determined that to supply court jury requirements for four years 10,000 names will be needed in the master jury wheel and if there is a total of 200,000 names on all the county voter lists within the division, the quotient would be 20 (200,000 total names divided by 10,000 names) and every 20th voter name should be placed in the master jury wheel.
 2. Determining a Starting Number.
After determining the quotient, the clerk shall establish a starting number which will locate on the list of actual voters the first name to be selected. The starting number will be manually drawn from numbered slips. The slips used for the drawing should begin with a slip numbered 1 and end with a slip

numbered the same as the quotient. As an example of how the quotient and starting number are used, if the quotient is assumed to be 20 and the starting number to be 8, the first name chosen from each county would be the 8th name on the list of actual voters, the second name would be the 28th, the third name would be the 48th, etc. to the end of the list of actual voters. The list of actual voters for the entire county, arranged in numerical order, by precinct, shall be used. The starting number shall be used only once. The clerk shall prepare a certificate as to the starting number which shall become a part of the jury record.

IV. Master Wheels

- A. A master wheel (or a device similar in function and purpose) shall be maintained for each of the two divisions of the district.

Names from the following counties shall be placed in the master wheel and shall constitute the Eastern Division:

Barnes	Griggs	Rolette
Benson	LaMoure	Sargent
Cass	Nelson	Steele
Cavalier	Pembina	Stutsman
Dickey	Ramsey	Trail
Eddy	Ransom	Towner
Foster	Richland	Walsh
Grand Forks		

Names from the following counties shall be placed in the master wheel and shall constitute the Western Division:

Adams	Hettinger	Oliver
Billings	Kidder	Pierce
Bottineau	Logan	Renville
Bowman	McHenry	Sheridan
Burke	McIntosh	Sioux
Burleigh	McKenzie	Slope
Divide	McLean	Stark
Dunn	Mercer	Ward
Emmons	Morton	Wells
Golden Valley	Mountrail	Williams
Grant		

D. N.D. Gen. L. R. 1.1.

- B. The minimum number of names to be placed initially in the master wheel for each of the two divisions shall be 10,000 or one-half of one per cent of the total number of persons on the list of actual voters for the counties respectively designated for each master wheel, whichever is greater.

- C. The judge having control and supervision of the process may order additional names to be placed in the respective master wheels from time to time as necessary.
- D. The master wheels shall be emptied and refilled between January 1 and September 1 of each year following a presidential election.

V. Drawing from Master Wheel; Completion of Qualification Forms

From time to time, as directed by the supervising judge, the clerk shall, in the office of the clerk, draw at random from the appropriate master jury wheel the names of as many persons as may be required for jury service at Fargo and Bismarck and shall secure completion of juror qualification forms in the manner specified and as required by the provisions of 28 U.S.C. § 1864.

At the option of the clerk and after consultation with the Court, a properly planned programmed electronic data processing system for pure randomized selection may be used to select names from the master wheel for the purpose of summoning persons to serve as grand or petit jurors. Such random selection of names from the source list must ensure that the mathematical odds of any single name being picked are substantially equal.

The clerk may, upon order of the Court, prepare an alphabetical list of the names drawn from the master jury wheels. The list may not be disclosed to any person except pursuant to this plan or pursuant to 28 U.S.C. § 1867 or § 1868.

Pursuant to 28 U.S.C. § 1878, at the option of the Court, jurors may be qualified and summoned in a single procedure.

VI. Groups Excusable upon Request

It is found that jury service by some groups of persons would cause undue hardship or extreme inconvenience to the members of the group. Their excuse from service would not be inconsistent with the provisions of 28 U.S.C. § 1861 and § 1862. Individual requests for excuse will be granted when claimed by the following groups of persons:

- A. persons over 72 years of age;
- B. full-time students;
- C. volunteer safety personnel;
- D. persons having active care and custody of a child or children if the health or safety of the child or children would be jeopardized by the person's absence for jury service;
- E. persons who are essential to the care of aged or infirm persons; or
- F. persons who have served as a grand or petit juror in federal court during the past two years.

VII. Groups and Classes Exempt from Jury Service

Pursuant to the provisions of 28 U.S.C. § 1863(b)(6), the following persons engaged in full-time employment are exempt, therefore barred, from jury service:

- A. Members in active service in the Armed Forces of the United States, defined in 10 U.S.C. § 101(a)(4) as including only the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard;
- B. Members of the fire and police departments of any state, district, territory, or subdivision thereof; or
- C. Public officers in the executive, legislative, or judicial branches of the Government of the United States, the State of North Dakota, or subdivision thereof, who are actively engaged in the performance of official duties.

VIII. Qualifications for Jury Service

Determination of qualification for service at the time of placement into the qualified wheels shall be made by the clerk, under the supervision of the Court. Such determination and the required records thereof shall be governed by the provisions of 28 U.S.C. § 1865. Any person shall be deemed qualified to serve on grand and petit juries in this district unless the person:

- A. is not a citizen of the United States, at least eighteen years of age, who has resided for a period of one year within this judicial district;
- B. is unable to read, write and understand the English language with a degree of proficiency sufficient to complete the juror qualification form;
- C. is unable to speak the English language;
- D. is incapable, by reason of mental or physical infirmity, to render satisfactory jury service; or
- E. has a charge pending for the commission of, or has been convicted in a state or federal court of record of, a crime punishable by imprisonment for more than one year and whose civil rights have not been restored.

IX. Qualified Jury Wheels; Selection, Assignment and Summoning of Petit and Grand Jury Panels.

- A. The clerk shall maintain a qualified jury wheel for each division and shall place in such wheels the names of all persons drawn from the master wheel who are determined to be qualified as jurors and not exempt or excused pursuant to this plan.
- B. From time to time as the Court may direct, the clerk shall notify a sufficient number of jurors drawn from the qualified wheel to appear for jury service for trial as set by the Court.
- C. One or more grand juries may be drawn for and from the entire district, or for and from any separate division or combination of divisions. All grand juries may indict for any offense in which venue originally is in any division of the district. Grand juries shall be empaneled only at Fargo or Bismarck unless otherwise ordered by the Court.

- D. When by order of the Court a grand jury is to be empaneled, for and from the entire district, the clerk shall draw an appropriate number of names from the master wheel, apportioning the number drawn from each division according to the proportion that the total of actual voters for all counties represented in each of the two divisions bears to the total of actual voters in the entire state.

Questionnaires and summons shall issue to said persons and upon their appearance before the Court, a random drawing from their number shall proceed until a total of 23 members are empaneled as provided by law. The Court may also empanel, in the same manner, alternate grand jurors to serve in the order in which they are drawn if it becomes necessary to permanently excuse a regular grand juror.

- E. When by order of the Court a grand jury is to be empaneled for and from any separate division or combination of divisions, the clerk shall draw an appropriate number of names from the master wheel, apportioning the number drawn from each division or combination of divisions according to the proportion that the total of actual voters for all counties represented in the division or a combination of divisions bears to the total of actual voters in that division or combination of divisions.

Questionnaires and summons shall issue to said persons and upon their appearance before the Court, a random drawing from their number shall proceed until a total of 23 members are empaneled as provided by law. The Court may also empanel, in the same manner, alternate grand jurors to serve in the order in which they are drawn if it becomes necessary to permanently excuse a regular grand juror.

- F. The records to be made, the issuance of summons and the service of summons shall be as provided in 28 U.S.C. § 1866.

- G. The disqualification, exclusion, excuse or exemption from jury service after service of summons has been made shall be the responsibility of the clerk, under the supervision of the Court and shall be governed by the provisions of 28 U.S.C. § 1866(c). Except as provided in 28 U.S.C. § 1865 and the provisions of this plan, no person or class of persons shall be disqualified, excluded, excused or exempt from service as jurors. However, any person summoned for jury service may be:

1. excused by the clerk upon a showing of undue hardship or extreme inconvenience for such period as the Court deems necessary at the conclusion of which such person may be summoned again for jury service, or
2. excluded by the Court on the ground that such person may be unable to render impartial jury service or that his service as a juror would be likely to disrupt the proceedings, or
3. excluded upon peremptory challenge as provided by law, or
4. excluded pursuant to the procedure specified by law upon a challenge by any party for good cause shown, or

5. excluded upon determination by the Court that the person's service as a juror would be likely to threaten the secrecy of the proceedings or otherwise adversely affect the integrity of jury deliberations.
 - H. In the event that an unanticipated shortage of available petit jurors drawn from the qualified jury wheel occurs, the Court will direct the marshal to summon a sufficient number of petit jurors selected at random from the list of actual voters of the division in which the Court is then sitting. It is determined that this procedure is not inconsistent with 28 U.S.C. § 1861 and § 1862.
 - I. The respective qualified wheels shall be emptied and refilled in each year when the master wheels are refilled as provided in Section IV(D) of this Plan and as soon thereafter as names drawn from the refilled master wheels can be determined qualified for jury service in numbers sufficient to permit continuous operation of the Court.
- X. Disclosure of Names Drawn from Qualified Wheels**
This disclosure policy will apply in civil and criminal cases.
- A. Unless otherwise ordered by the trial judge, the name, city and occupation of petit jurors drawn from the qualified wheels for each place of holding court may be disclosed to the parties after an official notice to appear for jury service has been issued.
 - B. Disclosure of juror information to the public and to the media will be made only upon request and upon order of the Court. Such disclosure to the public and to the media will include only the names of petit jurors summoned for jury service.
 - C. The names of grand jurors drawn from the master wheel shall not be disclosed to anyone other than the United States Attorney, except upon specific order of the Court.
 - D. Documents containing information about jurors or prospective jurors shall not be included in the public files of any civil or criminal cases filed in this Court. Such documents will be kept with the jury records in the office of the clerk.

XI. Non-disclosure of Records

The contents of records and papers used in connection with the jury selection process, including juror qualification questionnaires, shall not be disclosed except as provided in 28 U.S.C. § 1867(f) and in this plan. Parties requesting access to these records shall petition the Court in writing setting forth the reasons for requesting access and allowing sufficient time for compliance if said petition is granted. Copies of juror qualification questionnaires of jurors who have been summoned for grand jury service may be provided to the United States Attorney prior to empanelment of a grand jury.

XII. Maintenance of Records

All records and papers compiled and used in the jury selection process shall be maintained and filed by the clerk, using intervals of time commencing with proceedings to fill the master wheels and ending when all persons selected to serve before the wheels were emptied have completed their service. Such records shall be preserved for four years as required by 28 U.S.C. § 1868 and shall then be destroyed unless otherwise ordered by the Court.

XIII. Protection of Employment Rights

If an employer discharges, threatens to discharge, intimidates or coerces any permanent employee by reason of such employee's jury service or the attendance or scheduled attendance in connection with such service in this Court, the employer shall be considered in violation of the provisions of 28 U.S.C. § 1875.

XIV. Modification

This plan may be modified only in the manner provided for in 28 U.S.C. § 1863(a) and (c).

XV. Effective Date

This plan for jury selection shall be placed in operation after approval by the reviewing panel as provided in 28 U.S.C. § 1863 as amended by the Jury Selection and Service Act of 1968. Jury service under this plan shall be required upon special order of this Court at such time as processing of the juror qualification questionnaires has been completed. This plan shall remain in force and effect until approval of one or more modifications of this plan by said reviewing panel. Modifications of this plan may be initiated by the Court and submitted to the reviewing panel for approval; and this plan shall be modified as and when directed by the reviewing panel.

XVI. Review

The clerk must periodically review this plan, at a minimum each time the master jury wheel is emptied and refilled, to ensure that it complies with all statutes and Judicial Conference rules and regulations, encompasses the most effective procedures, and reflects the policy preferences of the Court. See Guide to Judiciary Policy, Volume 4, Chapter 3, § 320.20.

Effective: May 1, 2022

/s/ Peter D. Welte
Peter D. Welte, Chief District Judge

United States Courts
Judicial Council of the Eighth Circuit
Thomas F. Eagleton United States Courthouse
111 South 10th Street - Suite 26.325
St. Louis, Missouri 63102-1116

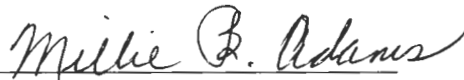
Millie B. Adams
Circuit Executive

Voice (314) 244-2600
Fax (314) 244-2605
www.ca8.uscourts.gov

EIGHTH CIRCUIT JUDICIAL COUNCIL

O R D E R

I hereby certify that the Eighth Circuit Judicial Council has approved the Amended Jury Plan for the District of North Dakota, as adopted by the Court on April 21, 2022.


Millie B. Adams
Circuit Executive

St. Louis, Missouri
May 2, 2022

cc: Judicial Council Members
Chief District Judge Peter D. Welte
Robert Ansley, Clerk of Court

Review was undertaken by the Jury System Committee.

JCO 3230

Annual Review of Plan for Random Jury Selection

Reviewed 8/15/2024 by KMK