

JURY MANAGEMENT GLOSSARY

This "Glossary of Terms" is not intended to be a definitive legal definition of terms, but is merely provided to assist the public with general understanding of court terminology. If you have a need for definitive legal definitions of these or any other legal terms, you should seek the services of an attorney.

1. **Actual Term of Service** - The length of time that an individual has actually served on jury duty, i.e., from reporting to the courthouse to discharge.
2. **Available to Serve** - The statutorily defined length of time citizens are required either to report to the courthouse, remain on stand-by status, or merely be ready to report to the courthouse as needed.
3. **Calendar System** - The system used by court officials for assigning and scheduling court appearances, trial starts, hearings and other court business.
4. **Challenge for Cause** - Challenge to a prospective juror when it appears that the person is unwilling or incapable to perform his or her role as an impartial weigher of evidence. This includes the appearance of an actual or implied racial, economic, social or political bias.
5. **Deferral / postponement** - The legally permissible means by which citizens can temporarily delay their term of service. A new date for reporting for jury service is usually decided upon at the time of deferral.
6. **Deliberation** - The act or process by which a jury weighs evidence and testimony to reach a verdict.
7. **Disqualification** - Elimination of individuals from eligibility for jury service because they do not meet the statutory criteria of eligibility. These criteria relate to certain elected positions, residence, citizenship and literacy.
8. **Eligibility for jury service** - Statutory criteria that determine whether an individual is qualified to serve as a juror.
9. **Empanelment** - The process and all steps involved in ascertaining which prospective jurors are selected for voir dire.
10. **Excusal** - The granting of a temporary or permanent deferral from jury service by a court official because of genuine hardship.
11. **Exemption** - A statutorily granted excuse from jury duty for certain classes of persons (e.g., judges, law enforcement). Persons who belong to these classes or groups can choose whether to report for jury service. Exemptions are most often based on concerns for public necessity or hardship situations.
12. **Exit Questionnaire** - A form given to citizens on which they evaluate their experience after they have completed their term of jury service. Categories on the questionnaire may include the amount of time-spent waiting, an evaluation of parking facilities, and a measure for indicating general impressions of jury service.
13. **Juror** - An individual who has been selected and sworn to sit on a jury.
14. **Juror, alternate** - Additional jurors selected and empanelled to hear a trial and participate in the deliberation process when sickness or unforeseen disability absents a juror from serving
15. **Juror Assembly Room** - The space to which citizens first report for jury service and receive initial instruction and orientation. This space may also be the juror lounge where prospective jurors await assignment to a panel.
16. **Juror Compensation** - Any monetary payment made to citizens for jury service, including juror fees, mileage reimbursements, meal allowances, or "expense money." Juror compensation in Florida is \$15.00 per day for the first three days of service if their employer does not pay a juror or they don't receive regular wages. If their employer while on jury duty pays a juror then that juror does not receive compensation for the first three days of service. Each juror who serves more than three days is entitled to be paid by the state for the fourth day of jury service and each day thereafter at the rate of \$30 per day of service. Jurors in Florida are not entitled to additional reimbursement for travel or other out-of-pocket expenses.
17. **Juror Per Diem** - The amount of monetary compensation paid to a juror for a day of jury service. The actual dollar amount paid is usually set by statute. In Florida the set amounts are \$15 and \$30.
18. **Juror, Prospective** - An individual who has been qualified and summoned for jury duty but has not yet been sworn as a juror for a trial. The term can also be used to designate an individual who has not yet reported to the courthouse for duty.
19. **Juror Handbook** - A pamphlet that outlines juror's responsibilities, court procedure, and trial-related matters for prospective jurors. It is most often given to the prospective jurors upon reporting to the courthouse.
20. **Jury** - A body of persons selected from the eligible citizens of a jurisdiction that are sworn to hear a civil or criminal trial, and through deliberation reach a verdict. In this manual, jury refers only to petit juries convened at the state court levels.

21. **Jury Judge** - A judge assigned to oversee and monitor the daily jury management operations within a jurisdiction. A jury judge can serve in the same capacity as an administrative judge does over a particular court division.
22. **Jury Manager** - A member of the Clerk of Court staff responsible for supervising all aspects of juror selection and empanelment, maintaining and evaluating information relative to juror use and need, notification and compensation of jurors, instruction and training of court personnel involved with jurors, and monitoring and control of the jury system.
23. **Local Rules on Alternative Methods of Jury Selection** - A local rule submitted by a court to the Florida Supreme Court which describes the electronic alternative method to be used to randomly select a jury venire in that court jurisdiction. The rule contains a description of the equipment, methods, and mode of operation to be used. Note: A local rule must be submitted to the Florida Supreme Court for each county that uses an electronic means to select and summons prospective jurors.
24. **Master Jury List** - A set or subset of names selected (randomly) from the source list usually used by the court as the list from which names are selected for qualification and summoning for each term of the court. In Florida this list comes from Department of Highway Safety and Motor Vehicles (DHSMV).
25. **Monitoring and Control** - Collection and analyses of data regarding the various aspects of jury system operations, such as qualification and summoning procedures, number of requests for excusal from service, total number of prospective jurors seated as trial jurors, etc. The data are analyzed to help courts monitor and improve the efficiency and cost-effectiveness of the jury system.
26. **Multiple Voir Dire** - Sequential voir dire conducted by one judge during which two or more juries are selected for trials to be held on future days.
27. **No Response** - A qualification questionnaire or summons that is neither returned to the courthouse as undeliverable nor responded to by the individual.
28. **Not Reached** - Those prospective jurors who are assigned to a panel and are neither challenged nor selected for a jury during the voir dire process. In pooling courts, these individuals usually return to the jury pool to be reassigned to another panel.
29. **One-Day / One-Trial** - A shortened term of service in which individuals are required to serve either one day or until the completion of one trial.
30. **Orientation** - A method used to introduce citizens to their responsibilities as prospective jurors. Orientation is usually conducted on the first day of jury service. In addition to juror handbooks a variety of methods such as films, videotapes, and speeches have been developed for providing information to prospective jurors. Jury staff typically conducts the initial juror orientation.
31. **Panel** - The group of prospective jurors selected from the pool and sent to a courtroom for voir dire. In a one-judge court, a pool and a panel are the same.
32. **Panel List** - A list of the individuals assigned to a panel and sent to a courtroom for voir dire.
33. **Panel Size** - The total number of prospective jurors selected from the pool and sent to voir dire for the empanelment of one jury. In Florida, there are standard panel sizes for all trials. These standard panel sizes are set by administrative order of the Chief Justice.
34. **Peremptory Challenge** - A decision made by counsel to exclude a juror suspected of being biased, but for whom they lack sufficient proof of bias necessary to sustain a challenge for cause. Most courts specify the number of peremptory challenges each party can exercise by statute or rule of court.
35. **Pooling** - The sharing of prospective jurors among several judges or courts.
36. **Pool** - The group of prospective jurors reporting for jury duty in a given term and awaiting assignment to a panel for voir dire and selection to sit on a jury.
37. **Preliminary Instructions** - Directions and orientation information presented to a jury after the jury is seated, but before opening statements of counsel. Instructions should include information about the trial process, basic legal principles, explanation of the particular charge and trial procedures, jury responsibilities and functions, and admonishments on the confidentiality aspects of jury service.
38. **Qualification (a) statutory eligibility requirements for jury duty**- These usually concern age, elected official status, residence, literacy, or citizenship. (b) The process used by courts to determine whether citizens meet the statutory eligibility requirements for jury duty.
39. **Qualification Questionnaire** - A form mailed or delivered to citizens to ascertain whether they are eligible for jury duty.
40. **Qualified List**- A list of individuals who are qualified and eligible for jury duty.
41. **Removal for Cause** - Exclusion of a prospective juror when there is a narrowly specified, provable and legally cognizable reason to suspect the juror of partiality or bias. Removals for cause include exclusions of jurors with substantial personal hardships that limit their ability to concentrate fully on the trial.
42. **Sequestration** - The isolation of a jury during a high media profile or controversial trial where widespread media coverage could influence a juror's decision or where known threats and attempts to influence the deliberation and verdict are identified.

43. **Source List** - The original or primary list of names that the jurisdiction uses for jury selection. The source list for Florida is the drivers license list.
44. **Stand-By-Jurors** - A citizen who has been summoned and qualified for jury duty but reports to the courthouse only when needed. Notification of when to report for service is generally through the use of a telephone call.
45. **Strikes**- After completion of voir dire examination, the process of exercising peremptory challenges by "removal" (striking) of juror's names from a list passed back and forth between counsel.
46. **Summoning** - The process by which citizens are notified that they are required to report to the courthouse for jury duty. This is typically done via first class mail. Notification usually occurs three weeks prior to the required reporting date.
47. **Summoning yield** - A comparison of the number of jurors who are available to serve on the first day of the term of service to the number of prospective jurors summoned for the term. The Summoning yield percentage is calculated by dividing the total number of jurors summoned. The national standard for the Summoning Yield index is forty percent (40%).
48. **Summons** - A legal notice delivered to citizens stating that they are required to report to the courthouse for jury duty.
49. **Terms of Service** - This phrase issued to indicate the statutorily designated length of time citizens are required to serve on jury duty or the length of time citizens actually serve on jury duty. The statutory length of the term of service in Florida for a petit juror shall not exceed one day unless the juror is assigned to or empanelled on a trial that is not completed in one day or unless the court orders otherwise.
50. **Undeliverable** - A court notice, such as a summons, that is returned by the post office because the addressee has moved, is deceased, or is otherwise unable to locate.
51. **Venire** - A group of persons selected for jury duty and from which jurors are to be chosen.
52. **Voir Dire** - Examination of the panel to select a jury through questioning by counsel and the use of peremptory challenges and challenges for cause.
53. **Zero Day** - A day on which prospective jurors report for jury service but no voir dire actually begin.