

NATIONAL CENTER FOR STATE COURTS
Court Services Division

**Improving the Juror Yield in the
Circuit Court for Baltimore City
April 12, 2006**

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Disclaimer

The views expressed in this report are those of the author and not necessarily those of the National Center for State Courts.

Acknowledgments

The authors would like to acknowledge the interest and cooperation of many individuals. In addition to interviews, many were asked to supply data and documents needed for this study.

Circuit Court for Baltimore City

Honorable Marcella A. Holland, Administrative Judge
Nancy M. Dennis, Jury Commissioner for Baltimore City
Jennifer Alcox, Staff, Jury Commissioner's Office

Administrative Office of the Courts, Judicial Information Systems

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I. Introduction

The National Center for State Courts' Center for Jury Studies was requested to study the selection, qualifications and summoning aspects of the jury system serving Baltimore City, Maryland. This work was covered under a contract with the National Center for State Courts from the Circuit Court for Baltimore City, Maryland. The study was to examine the steps by which the court selects names for consideration as prospective jurors, and how these persons are qualified and summoned and to offer recommendations by which the process can be improved.

The current yield from the juror source list is low in that for every 100 names selected from the merged voters and drivers list, about 13 persons respond. The other 87 or 87% are either disqualified, excused, or their questionnaire and summons cannot be delivered, or the person does not respond. The situation has grown to the level that with the statutory one year exemption after a person serves, there are hardly enough persons left to call. The goal of this study is to develop recommendations for the court to consider by which this yield can be improved. The result of an increase would be a greater period of respite between jury service for those citizens who respond and a reduction in the paperwork and court staff time needed to perform these operations.

This study does not examine the use of prospective jurors' time when they report nor the procedures within the courtroom for the selection of the jurors who will hear the cases to be tried.

In early 2005, Ms. Nancy M. Dennis was appointed as the new Jury Commissioner for Baltimore City. She brings to the office fresh enthusiasm and a curiosity as to how the system functions. In many respects this study and her becoming knowledgeable in the system operation served a common goal of improving the response from the community. She provided many insights and some of the data used in this report was generated as she sought to better understand the operation of the jury system.

Data processing services in support of the jury system are provided by the Administrative Office of the Courts, Judicial Information Systems, in Annapolis, Maryland. The jury system software was developed for Baltimore City and only supports the jury operations in Baltimore City. The programs have been modified over many years in response to the needs of and guidance from the Court.

The court is very mindful of the good will and civic responsibility showed by those citizens who serve. To minimize the burden to the individual citizens and their employers the court uses a one day/one trial term of jury service. Under this system persons are asked to report for only one day and if not selected for a jury, they have completed their service. If selected for a jury they are expected to report the needed days for the completion of the trial until a verdict is given or the trial is terminated as when there is a mistrial, settlement or a plea. Most citizens serve only one day, estimated at 79% of those reporting and the other 21% serve for the length of the trial which is usually only several days.

The court pays the jurors in cash, \$15 for their service for the first 5 days and \$50 per day after the fifth day. Immediate cash payments are done in very few courts in the

U.S., and is a nice simple way to see that the jurors have some funds to offset the burden of service. The funds are carefully audited and controlled and no problems have resulted from this process.

A person who serves is not considered again for selection for jury service for one year. A person who serves more than 5 days is not considered for selection again for 3 years. Prior to reporting, jurors are asked to call the court for last minute instructions. Persons told not to report are held out for 4.5 months and then may be summoned again.

II. Background

The selection and qualification of prospective jurors should be a simple straight forward process consisting of the following steps:

1. Combine the voters registration list with the list of licensed drivers which includes those having state identification cards.
2. Randomly select names from this list, subject to their not having served in the last year or for three years if the person served for five days or more the last time summoned.
3. Send those people a qualification questionnaire and maintain a list of qualified individuals.
4. Based on the needs of the court, summon persons to report as prospective jurors from that list of qualified persons.
5. Provide an orientation for the jurors and dispatch them to the courts needing panels of prospective jurors.

These simple steps become quite complex as this report will detail. It also becomes a process which is difficult to manage because of these complexities.

The Court uses a two step qualification and summoning process.¹ Under this process persons are sent a qualification questionnaire which asks them to respond to questions as to their qualifications to serve. A copy of the questionnaire is given in Appendix A. Based on their response, persons are determined to be qualified and will be summoned, the second step, as needed at some later date. In many courts these separate steps are combined into a single, one step, process. That is, the person is summoned and qualified at the same time as provided for in the Maryland Code, Title 8, Section 208.1. This was tried in Baltimore City and was not well received. Staff had to realign their work schedules and more rather than less work was the result. Because there are more pressing issues given in the recommendations in this report, this combination of the separate qualification and summoning is not suggested at this time but should be considered.

The purpose of the qualifications step is to determine those persons who can serve when summoned. In Baltimore City the non-response to the qualification questionnaire is so large that the court now assumes that anyone who does not respond after nine months is considered qualified. The qualification step only removes those who respond and are disqualified. This “auto-qualification” is seldom if ever done in courts and has only been seen one other time in the experience of the Center for Jury Studies and that court, Santa Barbara County, California, discontinued the practice for the very reason given here. This attempt to out-smart all those who do not return the questionnaire takes the names of many who will not respond whenever called, to the next stage. Persons do not respond for many reasons including the situation that they no longer reside at that address even though the post office can deliver the qualification questionnaire. Some reasons are not legitimate and

¹ Jury System Management, National Center for State Courts 1986.

should be dealt with as soon as possible. It would be far better to address the failure to respond with action as soon as it occurs rather than wait until many years later.

The court currently waits for any enforcement until a person has failed to report for the past three times the person was summoned. At that point the person has been in violation for at least 3 years and probably longer. Even with this leniency, the number who have failed to appear for their prior three summonses is about 20,000 which is far more than the court can accommodate with show cause hearings. These persons are given a further period of inaction until the court can get to them, if ever. This delayed sanction approach is not used in of the state and federal courts that follow-up upon the failure to report.² Immediate enforcement is recommended. This will place a great number of persons in a position to be summoned to complete the questionnaire. However the Jury Commissioner should follow up with a second Qualification Questionnaire, conspicuously marked as a second notice, and permit the person to respond by mailing in the questionnaire before the person is summoned in to complete the questionnaire.³

Persons whose qualifications questionnaire are returned by the post office as undeliverable as well as persons whose summons is returned as undeliverable are held out from all future selections until that name is updated with a new address. This may happen when the new lists of voters and drivers are merged with the existing master file or when the list of undeliverable names is compared to the U.S. Postal Service records through the National Change of Address (NCOA) service. Any updated address activates that person's

² Many courts simply do nothing although many are finding that action is now needed. Just exactly what courts are doing is often difficult to discover.

³ Maryland Code, 8-206(b)

status and a questionnaire is sent when the name is randomly selected. As of July 15, 2005 this group of undeliverable inactive names contained 235,876 records.⁴

Persons who request and are given a permanent excuse are so noted in the system and are not considered for any future selections. There were 291,656 names in this group as of July 15, 2005. The total number of names in the jury system is just over 1 million names because of these inactive and permanently excused names. The 18 and over population of Baltimore City in the 2000 U.S. Census was 489,801.

Judicial Information Systems provided data on all persons summoned in 2003 in order to examine the summoning yield. This is given in the table below.

Persons Summoned in 2003

Reported (summoning yield)	46,323	26%
Not Called	15,964	9%
Failed to Appear	66,483	37%
<u>Excused (includes Undeliverables)</u>	<u>50,880</u>	<u>28%</u>
Summons Issued	179,650	100%

To compare Baltimore City to other jurisdictions it is necessary to include the results of the qualification process to arrive at a total yield. That is, if the qualification yield was 50%, then the total yield would be 50% times the 26% yield given above which equals 13%. Because the qualification is an ongoing process and the fact that those found to be qualified are combined with those not responding to the qualification process, the qualification yield could not be determined. It is probably between 37% and 50% given

⁴ In September 2004 the new voter and MVA lists were merged with the master jury list and 53,142 new names were added and 14,609 addresses were corrected which made these names available for selection. When this was done again in Feb. 2005 the result was that 33,935 new names were added and 13,230 addresses were corrected.

the ratio of “eligible” versus “potential” jurors to be discussed. This would give a total yield of 50% x 26% or about 13%.

The total yield in the Superior Court for the District of Columbia is in the range of 15% to 20% depending on how recently the lists have been updated. The total yield in the Los Angeles Superior Court was 15% before they began a follow-up program and an improved automation process that permits citizens to respond via the internet as to their qualifications and to request a new date. It has since doubled to 30%. This doubling has reduced the paperwork in half as well as reduced the postage and forms costs in half. The fact is that while Baltimore has a low yield, this is a problem faced by all urban courts.

III. The Failure to Respond Problem

Commissioner Dennis, upon taking office realized that the high failure to respond or appear (FTA) rate was the primary problem. This incorporates those who fail to respond to the qualification questionnaire. She also recognized that waiting until the person had failed to appear three times put off the eventual sanction. She asked for a listing from JIS for 150 names of persons who had failed to appear each day. Her idea was to pursue these groups to better understand the FTA situation. On the first listing about half of the names had no phone numbers. This was due to the assumed qualification of those who did not respond to the qualification questionnaire.⁵ Phone numbers are obtained from the qualification questionnaire. She and staff called those who had a phone number listed. Most were phone numbers no longer in service. A few were persons who were

⁵ This would lead to an assumption of a qualification yield of about 50%

obviously duplicated on the system and some who had served.⁶ Very few could be suspected to have been a recalcitrant person.

At the second stage of the process, the summoning step, persons are sent a summons giving them the date on which to report, the information on the call-in process, a map and other items. Appendix B contains a copy of the form. A lot of information is inserted and it becomes crowded and difficult to read as shown in the Appendix on page B-2. New forms should be a part of any improvement process. This should include bar-coding to rapidly process the forms and to quickly check in the persons reporting.

The names of persons to be summoned come from two groups. The first group called “potential” jurors, consists of people who served as a prospective or sworn juror when last summoned. The second group of names is called “eligible” in the Baltimore City jury system nomenclature. These are persons who have never served and:

1. Were told not to report when they called in, and this was over 4.5 months ago.
2. Persons who failed to appear to the summons, (FTA) but have not yet failed to appear three times. This includes all those persons who did not respond to the questionnaire as well.
3. Persons who asked to be deferred to a more convenient date but have not yet served. A few persons are given their choice as to when to report but this is kept to a small number per day out of concerns for randomness. An alternative is recommended in Section IV.

The Jury Commissioner requests a certain number of persons to be summoned for each appearance date, and specifies how many should be from the eligible

⁶ It is estimated that 5% of the names on the system are duplicated. This is based on printouts of persons with the same social security number. The vast majority of these duplicates are obviously the same person.

group and how many from the potential group. This balance is at the discretion of the Jury Commissioner. This is not done in other jury systems with which the National Center has worked. Typically all eligible and potential jurors are simply combined into a common group and a random selection is made from that combined group for summoning.

Jury Commissioner Dennis was curious as to how well these two groups compared when summoned. Staff polled the reporting prospective jurors for several days in December, 2004 and in June, 2005. Of the “eligible” or newly qualified and auto-qualified about 14% reported. The low 14% yield of “eligible” jurors is due to the inclusion of all those “auto-qualified”. Of the “potential” jurors about 40% reported.

To further examine the problem of non-responders JIS was asked for data on all persons who did not respond to the summons from Monday, 12/6/04 to Friday, 12/10/04. In that week 1,847 persons did not respond. The prior history of these people was as follows:

- 772 persons were “first timers” who failed to appear.
- 471 had one previous FTAs
- 604 had two previous FTAs.

The fact that the number of repeaters does not decline indicates that the repeated efforts to try to find a person by summoning them again is not working. This also indicates, or cannot be seen in this data, that citizens are not using the process to give them two free passes from jury service as some have surmised.

IV. Recommendations

Although paper intensive and perhaps cumbersome, the fact is that the current system works. It does provide qualified persons who report and serve as jurors. Any abrupt changes in the process may be difficult to manage. The recommended changes are meant to work with the current system and permit the Commissioner to become comfortable with the changes and phase in the changes as they are shown to work.

The recommendations fall in three groups:

1. Recommendations to improve the yield
2. Recommendations to enhance the jury experience
3. Recommendations to improve the capacity to manage the jury system

All of these recommendations have ramifications for the automated support of the jury system.

Recommendations to Improve the Yield

The following changes are intended to remove those that fail to respond or fail to appear from the normal process rather than mix them in with those qualified and those summoned. They would be kept and treated separately.

Recommendation 1. Revise Method of Following up on Failures to Respond. A portion of those who fail to return the qualification should be sent a second questionnaire within weeks of the cut-off date given on the questionnaire. This questionnaire should be marked "Second Notice." It should request the person to complete and return the questionnaire or be subject to a sanction. Data should be maintained on the percent who respond to the second notice. The percent selected for the second notice should begin with only a few percent being notified. The percent would be increased when the Commissioner is comfortable with the process. Eventually 100% of those failing to

respond would receive the second notice and the “auto-qualification” would no longer be in effect.

Recommendation 2. Revise Method of Following up on FTA’s. A portion of those who fail to appear when summoned would receive a second notice asking them to call the court concerning their failure to report. As described above the number should begin with a very few percent. The results should be monitored and the percent increased as the Commissioner becomes comfortable with the process. Persons not contacting the court would be sanctioned as provided by the statutes.

This would eventually replace the requirement that the person be sanctioned only after failing to respond three times with a more immediate sanction.

Recommendations to Enhance the Juror Experience

Recommendation 3. Redesign Forms Most courts now use forms using laser technology similar to that used by high speed copiers and printers. The print is more legible and the entire document is more professional looking. This redesign should include the use of bar-codes to rapidly process the paperwork and to rapidly check in persons when they report. The barcode should be visible from the unopened envelope so that undeliverable mail can be quickly processed. The second notices should be distinct from the others to call attention to the fact that this is a follow-up to the previous summons. Montgomery County, Maryland uses forms which could serve as examples. The NCSC has also provided copies of forms used in other courts to the Jury Commissioner.

Recommendation 4. Permit Persons to Defer Their Service to a Specific Date. If persons can select the date on which they can serve, there is a greater possibility that they will report. The percent who can postpone to each day should be limited to prevent an overloading of any single day with persons who have self-selected a new date. This self

selection has never been found to be a violation of randomness and is recommended by the Principles on Juries and Jury Trials of the American Bar Association.⁷

Recommendation 5. Provide for Internet Access. In many jurisdictions persons can complete their questionnaire, select a new reporting date and get general information about jury service on-line.⁸ Libraries can be asked to support this through their public terminals. The implementation of these improvements should be widely publicized. Some courts also provide these functions via a touch-tone telephone. (Interactive Voice Response or IVR.) Any automated system should also permit the person to contact staff instead of using the automated system.

Recommendations to Improve the Capacity to Manage the Jury System

Recommendation 7. Improve Management Reports. The Jury Commissioner is provided with some reports but they are difficult to read without a keen knowledge of the system nomenclature. These should be revised to provide the Commissioner and the Court with easy to read reports which provide sums of various constituent figures such as the yield, effectiveness of second notices and sanction programs. The National Center for State Courts provides methods for calculating the yield and the juror use on the CourTools website.⁹

Recommendation 8. Evaluate the Merge and Duplicate Removal Process. This can be done by examining random sections of the master list. The Commissioner should select a three digit random set of letters and JIS would be asked to provide the next consecutive

⁷ See <http://www.abanet.org/jury/principles.html> Principle 10.C.3

⁸ The Promise and Challenges of Jury System Technology, National Center for State Courts., 2003
The Superior Court for the District of Columbia permits persons to complete their questionnaire online. Go to www.dccourts.gov and select “juror info.”

⁹ http://www.ncsconline.org/D_Research/CourTools/tcmp_courttools.htm see Measure 8, “Effective Use of Jurors.”

100 names from an alphabetical master list following the selected three letters. In this way the number of duplicates can be estimated and the method by which names are matched can be verified and possibly improved. This method was used in the NCSC study of the Superior Court for the District of Columbia. The results and method used are given in Appendix C.

Appendix A

Qualifications Questionnaire

QUALIFICATION QUESTIONNAIRE FOR JURY SERVICE

READ THIS FIRST

CIRCUIT COURT FOR BALTIMORE CITY ⁽¹⁾

INFORMATION AND INSTRUCTIONS FOR PROSPECTIVE JURORS

COMPLETE THE ENCLOSED FORM AND RETURN TO THE JURY COMMISSIONER'S OFFICE WITHIN (5) DAYS.

YOU HAVE BEEN RANDOMLY SELECTED FOR JURY DUTY. **MARYLAND LAW REQUIRES** THAT YOU COMPLETE AND RETURN THIS QUALIFICATION QUESTIONNAIRE.

IN ORDER TO MINIMIZE YOUR INCONVENIENCE, BALTIMORE CITY IS NOW USING A **ONE TRIAL OR ONE DAY JURY SYSTEM.** THIS MEANS THAT THE LENGTH OF YOUR JURY SERVICE WILL BE FOR THE DURATION OF ONE TRIAL OR FOR ONE DAY. **THOSE WHO ARE CHOSEN FOR A TRIAL MUST REPORT DAILY UNTIL THE TRIAL ENDS.** THOSE WHO ARE NOT CHOSEN FOR A TRIAL WILL COMPLETE THEIR SERVICE AT THE END OF THE DAY ON WHICH THEY REPORT. IF YOU ARE SELECTED FOR GRAND JURY DUTY IT WILL REQUIRE YOUR ATTENDANCE MONDAY THRU FRIDAY FOR A FOUR MONTH PERIOD.

PLEASE ANSWER ALL QUESTIONS ON THIS QUESTIONNAIRE. QUESTIONS 16, 17 AND 18 NEED NOT BE ANSWERED IF YOU FIND IT OBJECTIONABLE TO DO SO. THESE QUESTIONS ARE REQUIRED SOLELY TO AVOID DISCRIMINATION IN JUROR SELECTION AND HAVE NO BEARING ON YOUR QUALIFICATION FOR JURY SERVICE.

A PERSON WHO WILLFULLY MISREPRESENTS A MATERIAL FACT ON THIS FORM FOR THE PURPOSE OF AVOIDING OR SECURING SERVICE AS A JUROR IS SUBJECT TO A FINE OF NOT MORE THAN \$500 OR IMPRISONMENT FOR NOT MORE THAN 30 DAYS. YOUR FAILURE TO APPEAR WHEN SUMMONED ULTIMATELY COULD RESULT IN YOUR BEING GIVEN A FINE OR A TERM OF IMPRISONMENT, OR BOTH. PURSUANT TO § 8-401 OF THE ANNOTATED CODE OF MARYLAND, COURTS AND JUDICIAL PROCEEDINGS.

IF YOUR NAME, ADDRESS OR ZIP CODE ON THE ATTACHED FORM IS INCORRECT, PLEASE MAKE NECESSARY CORRECTIONS.

IF YOU ARE UNABLE TO FILL OUT THIS FORM YOURSELF, SOMEONE MAY COMPLETE IT FOR YOU INDICATING THAT HE/SHE HAS DONE SO AND WHY

(1) Please note address change on this form and return it. Non-city residents need not appear.

Appendix A

PRINT OR TYPE AND

CIRCUIT COURT FOR BALTIMORE CITY

JURY COMMISSIONER

www.baltocts.state.md.us

RETURN IN 5 DAYS TO:

- CHECK (✓) BOX
1. ARE YOU NOW LIVING IN BALTIMORE CITY? YES NO *
- *IF APPLIES INDICATE NEW ADDRESS BELOW.
2. ARE YOU A CITIZEN OF THE UNITED STATES? YES NO
3. CAN YOU READ WRITE & SPEAK THE ENGLISH LANGUAGE? YES NO

4. ARE YOU PRESENTLY CHARGED WITH A CRIME OTHER THAN A MINOR TRAFFIC OFFENSE? YES NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC OFFENSE? YES NO

IF THE ANSWER TO EITHER OF THE ABOVE QUESTIONS IS YES, PLEASE ANSWER THE FOLLOWING:

TYPE OF CASE: _____

LENGTH OF SENTENCE RECEIVED: _____

LENGTH OF SENTENCE SUSPENDED: _____

AMOUNT OF FINE: _____

WAS ANY PARDON RECEIVED? YES NO

UNDER CERTAIN CONDITIONS YOU MAY BE EXCUSED FROM JURY DUTY.

5. DO YOU WISH TO BE EXCUSED? YES NO

IF YES, CHECK REASON BELOW & GIVE DETAILS. EXCUSES FOR MEDICAL OR PHYSICAL REASONS MUST BE ACCOMPANIED BY A DOCTOR'S LETTER.

- | | |
|--|--|
| <input type="checkbox"/> AGE - 70 OR OVER | <input type="checkbox"/> MEDICAL OR PHYSICAL REASONS |
| <input type="checkbox"/> UNDUE HARDSHIP | <input type="checkbox"/> EXTREME INCONVENIENCE |
| <input type="checkbox"/> ORGANIZED MILITIA | <input type="checkbox"/> WORK IS OF PUBLIC NECESSITY |

6. WHAT IS YOUR SEX? MALE FEMALE
7. (a) YOUR OCCUPATION? _____
 (b) YOUR PLACE OF EMPLOYMENT? _____
8. YOUR SOCIAL SECURITY NO.? _____
9. YOUR EDUCATION? **CIRCLE HIGHEST GRADE COMPLETED.**
 GRADE SCHOOL JR & SR HIGH SCHOOL COLLEGE OTHER
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 _____
10. YOUR BIRTH DATE? MO. DAY YR. AGE _____
11. HOME PHONE? _____
12. WORK PHONE? (AREA CODE) _____
13. YOUR MARITAL STATUS? SINGLE MARRIED
 SEPARATED DIVORCED WIDOW (ER)
14. YOUR SPOUSE'S NAME? _____
15. YOUR SPOUSE'S OCCUPATION? _____
 IF RETIRED, LAST OCCUPATION _____

16. YOUR RACE? _____ 17. RELIGION? _____

18. COUNTRY WHERE BORN? _____
 NOTE: SEE COVER SHEET FOR MORE DETAILS

19. ARE YOU ABLE TO SERVE AS A GRAND JUROR? GRAND JURY SERVICE IS A 4 MONTH TERM, MON.-FRI. YES NO

WHAT YEAR DID YOU LAST SERVE AS A PETIT JUROR? _____

GRAND JUROR? _____ NOTE: YOU MAY NOT BE REQUIRED TO SERVE MORE THAN ONE TERM IN 1 YEAR(S).

UNDER PENALTY OF LAW, I DECLARE THAT THE INFORMATION GIVEN IS TRUE.

YOUR SIGNATURE _____ DATE _____

MAKE ADDRESS CORRECTIONS IF REQUIRED

JUROR QUALIFICATION QUESTIONNAIRE

INSTRUCTIONS:
 SIGN AND DATE FORM AFTER COMPLETING QUESTIONNAIRE

REMOVE TAPE, FOLD AND SEAL

DETACH AND DISCARD THIS PORTION BEFORE MAILING

Appendix B

Jury Summons

Appendix B

FRANK M. CONAWAY, CLERK OF COURT
 CIRCUIT COURT FOR BALTIMORE CITY
 ROOM 239 - CLARENCE M. MITCHELL, JR. COURTHOUSE
 BALTIMORE, MARYLAND 21202-1779 (410)333-3775
 MD. RELAY SERVICE VOICE TDD 1-800-735-2258
 www.baltocts.state.md.us

SUMMONS NUMBER

PLEASE BRING THIS SUMMONS WITH YOU WHEN YOU APPEAR FOR JURY DUTY

YOU ARE HEREBY SUMMONED TO APPEAR IN ROOM
 COURTHOUSE WEST, ST. PAUL AND LEXINGTON STS. ON

TO SERVE AS A PETIT JUROR.

IF YOU HAVE SERVED WITHIN THE PAST YEAR, OR IF YOU HAVE SERVED FOR FIVE DAYS OR LONGER WITHIN THE PAST THREE YEARS, YOU MAY REQUEST TO BE EXCUSED.
 YOUR FAILURE TO APPEAR WHEN SUMMONED COULD SUBJECT YOU TO A FINE OR IMPRISONMENT, OR BOTH.
 (§ 8-401 ANNOTATED CODE OF MD., COURTS AND JUDICIAL PROCEEDINGS.)

IN ORDER TO MINIMIZE YOUR INCONVENIENCE, BALTIMORE CITY IS NOW USING A **ONE TRIAL OR ONE DAY JURY SYSTEM**. THIS MEANS THAT THE LENGTH OF YOUR JURY SERVICE WILL BE FOR THE DURATION OF ONE TRIAL OR FOR ONE DAY **THOSE WHO ARE CHOSEN FOR A TRIAL MUST REPORT DAILY UNTIL THE TRIAL ENDS.** THOSE WHO ARE NOT CHOSEN FOR A TRIAL WILL COMPLETE THEIR SERVICE AT THE END OF THE DAY ON WHICH THEY REPORT.

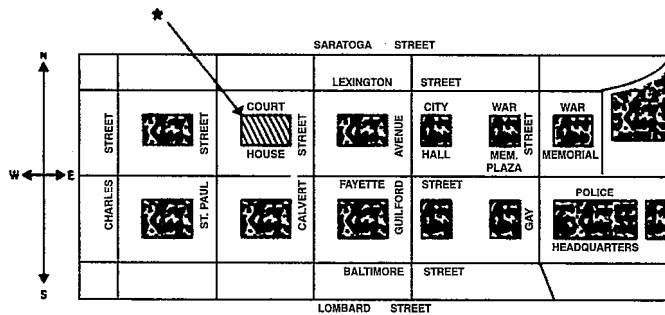
IF A POSTPONEMENT IS REQUESTED, PLEASE INDICATE REASON AND DETAILS BELOW AND RETURN WITHIN 5 DAYS. IF YOU REQUEST TO BE POSTPONED OR EXCUSED FOR MEDICAL OR PHYSICAL REASONS, YOU MUST PROVIDE A DOCTOR'S LETTER. IF YOU CLAIM OTHER HARDSHIP, DOCUMENTATION MUST ALSO BE INCLUDED WHEN YOU RETURN THIS SUMMONS.

I REQUEST AN EXEMPTION BECAUSE: CHECK (✓) BOX

- AGE - 70 OR OVER:
- NON-CITY RESIDENT: IF SO, NOTE YOUR NEW ADDRESS AND RETURN THIS FORM

UNDER PENALTY OF LAW, I DECLARE THAT THE INFORMATION GIVEN IS TRUE.

YOUR SIGNATURE _____ DATE _____



MAKE NAME AND ADDRESS CORRECTIONS IF REQUIRED

18212004 473
SUMMONS NUMBER

FRANK M. CONAWAY, CLERK OF COURT
CIRCUIT COURT FOR BALTIMORE CITY
ROOM 239 - CLARENCE M. MITCHELL, JR. COURTHOUSE
BALTIMORE, MARYLAND 21202-1779 (410)333-3775
MD. RELAY SERVICE VOICE TDD 1-800-735-2258
www.baltocts.state.md.us

**PLEASE BRING THIS
SUMMONS WITH YOU
WHEN YOU APPEAR
FOR JURY DUTY**

WHEN YOU APPEAR FOR SERVICE PROPER DRESS IS REQUIRED

YOU ARE HEREBY SUMMONED TO APPEAR IN ROOM 240
COURTHOUSE WEST, ST. PAUL AND LEXINGTON STS. ON
TUES. DECEMBER 21, 2004 AT
8:15 AM TO SERVE AS A PETIT JUROR.

IF YOU HAVE SERVED WITHIN THE PAST YEAR, OR IF YOU HAVE SERVED FOR FIVE DAYS OR LONGER WITHIN THE PAST THREE YEARS, YOU MAY REQUEST TO BE EXCUSED.
YOUR FAILURE TO APPEAR WHEN SUMMONED COULD SUBJECT YOU TO A FINE OR IMPRISONMENT, OR BOTH.
(\$ 8-401 ANNOTATED CODE OF MD., COURTS AND JUDICIAL PROCEEDINGS.)

IN ORDER TO MINIMIZE YOUR INCONVENIENCE, BALTIMORE CITY IS NOW USING A **ONE TRIAL OR ONE DAY JURY SYSTEM**. THIS MEANS THAT THE LENGTH OF YOUR JURY SERVICE WILL BE FOR THE DURATION OF ONE TRIAL OR FOR ONE DAY. **THOSE WHO ARE CHOSEN FOR A TRIAL MUST REPORT DAILY UNTIL THE TRIAL ENDS.** THOSE WHO ARE NOT CHOSEN FOR A TRIAL WILL COMPLETE THEIR SERVICE AT THE END OF THE DAY ON WHICH THEY REPORT. **YOU MUST DO THE FOLLOWING: 1) LOOK AT YOUR SUMMONS NO. IN THE UPPER LEFT CORNER. 2) PHONE 433-1555 AFTER 5:00 PM THE BEFORE YOUR SCHEDULED JURY DUTY (IF BUSY, TRY AFTER 7:00 PM). LISTEN FOR YOUR SUMMONS NO. A RECORDED MESSAGE WILL TELL YOU IF YOU MUST REPORT FOR OR, LOG ON TO WWW.BALTOCTS.STATE.MD. AND CLICK ON 'JURY DUTY'.**

IF A POSTPONEMENT IS REQUESTED, PLEASE INDICATE REASON AND DETAILS BELOW AND RETURN WITHIN 5 DAYS.
IF YOU REQUEST TO BE POSTPONED OR EXCUSED FOR MEDICAL OR PHYSICAL REASONS, YOU MUST PROVIDE A DOCTOR'S LETTER. IF YOU CLAIM OTHER HARDSHIP, DOCUMENTATION MUST ALSO BE INCLUDED WHEN YOU RETURN THIS SUMMONS.

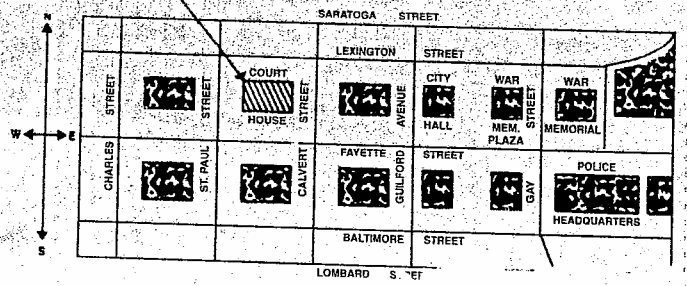
I REQUEST AN EXEMPTION BECAUSE: CHECK (✓) BOX

AGE - 70 OR OVER:

NON-CITY RESIDENT. IF SO, NOTE YOUR NEW ADDRESS AND RETURN THIS FORM

UNDER PENALTY OF LAW, I DECLARE THAT THE INFORMATION GIVEN IS TRUE.

YOUR SIGNATURE _____ DATE _____



MAKE NAME AND ADDRESS CORRECTIONS IF REQUIRED

Name, ID, Summons #

O
F
F
I
C
I
A
L

J
U
R
Y

S
U
M
M
O
N
S

Appendix C

A Method to Determine the Level of Duplicates on the Master List

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An estimate of the level of duplicates was performed. Five groups of 100 names each were selected from the master list. These were sorted alphabetically by last name in consecutive groups of 100. The five groups were randomly selected by randomly selecting 15 letters from the alphabet and grouping them in three letter sets. For instance the first three letters chosen were “ETJ”.

The Court was requested to select the first person whose last name begins with ETJ or the next person following ETJ, and list the next 100 consecutive alphabetic names. The name Etkin was the first name selected and the data from that person and the next 99 names was listed. The data consisted of:

- 1) First name, initial, last name
- 2) Address with zip code
- 3) Date of birth
- 4) Social security number
- 5) Status as to undeliverable

This was done for 5 groups of 100 names each. The lists were manually reviewed to recognize duplicates.

¹⁰ This appendix is an edited version of a section from Improving Juror Response Rates in the District of Columbia, March 2006. This study was undertaken by the NCSC under a contract from the Council for Court Excellence. The report is available at www.courtexcellence.org under Publications and Policy Reform Reports.

The results are given in below.

Estimation of Duplicates on Master Juror List

<u>Requested Starting Point</u>	<u>First Name Starting Point</u>	<u>Duplicates Found</u>	<u>No DOB</u>	<u>No SSN</u>	<u>No DOB and No SSN</u>
ETJ	ETK	4	11	15	8
HIR	HIR	2	13	9	3
CLA	CLA	5	11	10	2
WFO	WHA	3	10	13	5
MQN	MRA	5	21	8	8
Totals		19	66	55	26
Estimated Percent of Master List		3.8%	13.2%	11%	5.2%

Based on the duplicates found, it is estimated that about 3.8% of the names are duplicated. Stated another way, the master list would be reduced by about 4% if the duplicate matching program could find the duplicates which were found manually. This percentage is very low considering that the master list is the product of merging five lists. The availability of the social security number for 89% of the records, and 87% for the date of birth records is the reason for this low duplicate level. The estimate is that 5.2% of the records have neither a date of birth or a social security number. The duplicates were a “mixed lot” therefore improved duplicate recognition rules are not obvious. Several had the same name or close abbreviations, the same birthday but different address and lacked a social security number. Typographical errors were obvious in several cases, such as the reversal of digits or one digit not matching in the social security number. In one case the digits not matching were a 3 and an 8. No change in the duplicate matching rules is recommended.

The technique used could not find misspellings of the last name which extended beyond the 100 names. The groups did contain some variations. For instance, the CLA group continued Claggett, Claggett and Clagget. Thankfully none of the groups were

segments of larger groups, for example, Jones, Smith, etc. Name changes or hyphenations beyond the 100 name group could not be found. These could be found by comparing all social security numbers or dates of birth. This was not pursued due to the low level of duplicates found. Of the 500 names studied 37% were in an undeliverable status. Duplicates do not appear to be a problem and as more names with a social security number are obtained, the duplicate levels will be reduced.