



**BLUE RIDGE JUDICIAL CIRCUIT  
CHEROKEE COUNTY  
GUIDE FOR REOPENING JURY TRIALS**

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Judge Alan Jordan, Chief Judge, State Court of Cherokee County  
Patty Baker, Clerk of Superior and State Courts  
Todd Hayes, Solicitor-General, State Court of Cherokee County  
Sheriff Frank Reynolds, Cherokee County Sheriff's Office  
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Angela C. Trethaway, Attorney at Law, Law Office of Angela C. Trethaway  
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County Captain Chris Sims, Court Security Commander, CCSO  
Matt Williams, Director of Property Management, Cherokee County

## I. INTRODUCTION

Chief Judge Ellen McElyea established a Jury Trial Resumption Committee, based on the Chief Justice's Sixth Order Declaring Extension of Statewide Judicial Emergency. The committee met informally on September 28, 2020. On November 2, 2020, Judge McElyea entered an order formally appointing the committee, which order was amended on November 6, 2020 to include additional appointments. The Committee was asked to assist the courts with conducting in-persons proceedings, in particular jury trials and grand jury proceedings. The Committee was charged with seeking to ensure the health and safety of all persons involved in the court system, while protecting constitutional and statutory rights for defendants, witnesses, and victims.

A new term of the Cherokee County grand jury was empaneled on October 12, 2020, and served through December, 2020. The next term of court would have ordinarily commenced on January 11, 2021; however, the appearance of grand jurors was stayed by local judicial emergency order. It is anticipated that grand jury proceedings will resume on February 22, 2021. The Committee was also asked to review this plan in connection with local procedures for current and future grand juries of this Circuit.

The Committee met on November 16, 2020, December 7, 2020, January 22, 2021, and adopted this plan on February 17, 2021.

## II. GENERAL CONSIDERATIONS

**Health Screenings:** Everyone entering the courthouse is screened for symptoms COVID- 19 exposure.

Any prospective juror prohibited from entering on the date of their service will be instructed to fill out an information form that includes their name, address, phone number, and juror number. The form will be given to Jury Division so that service can be deferred. If any juror reports having been diagnosed with, or had contact with someone who has been diagnosed with COVID-19 in the previous 14 days, or; is concerned he or she may have been exposed to or infected by COVID-19, then he or she will not be permitted to enter the Courthouse. If any juror reports having experienced a persistent cough, difficulty breathing or fever above 100.4 degrees within the previous three days, he or she will not be permitted

to enter the Courthouse.

**Masks:** All persons entering the Courthouse are required to wear a mask. The mask must remain in proper position over the nose and mouth, unless instructed by the judge to remove it. All courthouse deputies, bailiffs, and other staff will remain vigilant and politely ask anybody in the Courthouse seen without a mask to put one on. Any jurors that arrive without a mask will be provided one at screening.

**Hand Sanitization Stations:** Hand sanitizer dispensers are available throughout the Courthouse, including prior to and after security check-in, as well as outside the courtrooms.

**HVAC:** HEPA filters have been installed in the courtrooms.

**Social Distancing:** The Jury Assembly Room (“JAR”) has been set up with a reduced capacity to accommodate CDC Social distancing guidelines. The JAR will accommodate 24 jurors, with chairs placed 6 feet apart.

**Physical Barriers:** Jurors will be checked in by Jury clerks outside the JAR. The Jury clerks will be in the offices outside the JAR, behind glass, for check-in.

**Clear Masks/Face shields:** Court personnel will use transparent face shields or clear masks to accommodate hearing-impaired or language-challenged jurors.

**Nightly Deep Cleaning:** Building Maintenance will sanitize the JAR and other publicly used areas each evening.

**Health and Safety Comments:** Empaneling judges will incorporate information and guidance on health and safety procedures in remarks to jurors.

### **III. Juror Management**

A. **Summons:** When jurors are initially summoned, the Clerk will mail:

1. A **Summons** directing jurors to report to the JAR in the Mills Justice Center. (**Attached as Appendix “A”**);

2. A **COVID-19 Insert** highlighting the steps taken by the courts to ensure their health and safety. (**Attached as Appendix “B”**); and

3. A **COVID-19 Questionnaire** that includes a request for the juror’s contact information (name, address, cell phone number, and email) and a series of questions to determine whether the juror is in a category of persons identified by the CDC as being at an increased risk for severe illness from COVID-19. (**Attached as Appendix “C”**).

The **current jury questionnaire** is available to be completed by jurors by fillable form on the website of the Clerk of Court.

**B. Excusals and/or Deferrals:**

Prior to jurors reporting on the date of their service, the court and Clerk’s office will work cooperatively to determine whether any prospective juror should be excused or have their service deferred due to their responses to the COVID questionnaire. The Clerk of Court shall excuse or defer jurors based on the most recent Order and Guidelines of the Superior Court, except as may be modified on a temporary basis by this plan.

The existing forms for requesting an excusal or deferral will be modified to temporarily waive the requirement that the form be notarized before submission to the Clerk for consideration. (**Attached as Appendix “D”**). In addition to the Clerk’s authority to excuse or defer jurors under existing direction from the Court, the Clerk shall also be authorized to defer jurors who have: 1) answered “yes” to any question on the COVID questionnaire, and; 2) completed a deferral form.

If a juror is re-summoned after a previous COVID-related deferral, and requests a second deferral based on his or her responses to the COVID questionnaire, the juror’s request for deferral shall be submitted to the assigned trial judge for consideration as to whether the request should be granted indefinitely (that is, until after the COVID jury trial guidelines are no longer needed) or denied. The assigned trial judge will decide whether to grant the deferral or excusal and alert the jury clerk of the decision.

The clerk will be available by phone on the day of the reporting as well, so that prospective jurors who wake up feeling ill can receive instructions *before* coming to the courthouse.

**C. Check-In:**

**1. Prior to Jurors Reporting:** Based on the number of jurors who have responded to the summons online, the Friday before the jurors report for State Court service on Monday, and the Wednesday before the jurors report for Superior Court service on Friday, the Clerk will communicate with the jurors via email and text messaging, to the extent possible, with the goal of placing those that are not needed “on call”. Any juror who has not responded with an email address or telephone number for receipt of text shall be expected to appear at the Courthouse as directed on the summons.

**2. Day of Juror Reporting:** As jurors appear for check-in, they will check in as stated

below in Section IV regarding Grand Juries.

#### **IV. GRAND JURIES**

**A. Summons:** When grand jurors are initially summoned, the Clerk will mail:

1. A **Summons** directing jurors to report to the JAR in the Mills Justice Center. (**Attached as Appendix “E”**);
2. A **COVID-19 Insert** highlighting the steps taken by the courts to ensure their health and safety. (**Attached as Appendix “B”**); and
- 3.. A **COVID-19 Questionnaire** that includes their contact information (name, address, cell phone number, and email) and a series of questions to determine whether they are in a category of persons identified by the CDC as being at an increased risk for severe illness from COVID-19. (**Attached as Appendix “C”**).

**B. Check in and Empaneling:**

**1. Prior to Jurors Reporting:** Based on the number of jurors who have responded to the summons online, the Friday before the jurors report for grand jury service on Monday, the Clerk will communicate with the jurors via email and text messaging, to the extent possible, with the goal of placing those that are not needed “on call”. Any juror who has not responded with an email address or telephone number for receipt of text shall be expected to appear at the Courthouse as directed on the summons.

**2. Day of Juror Reporting:** As jurors appear for check-in, they will be in socially distanced lines, as indicated by spacers in the JAR and the main entrance lobby. The first twenty-four (24) jurors summoned will be seated in the JAR upon arrival. All other jurors will be checked in and asked to return their vehicle for further direction. Jurors must be checked in in order for their attendance to be recorded and to receive their payment for service via debit card. This will be done in a staggered manner as much as possible to maintain social distancing.

**C. Grand Jury in Session:** Grand jurors, witnesses, and all court personnel shall abide the health and safety guidance found in Section II, General Considerations.

#### **V. TRIAL JURIES**

**A. Superior Court:** For each trial, there will need to be 60 jurors qualified and available for

voir dire for a one-defendant trial.

**1. Empaneling Process:** In addition to the trial judge, there will be another Superior Court judge assigned to empanel jurors.

Jurors shall be required to wear masks or other face covering throughout the empaneling process.

The first twenty-four jurors will be seated in the JAR and the empaneling judge will discuss general COVID safety issues and empanel the jurors per statute. Thereafter, fifteen (15) jurors (Panel One) will be taken to 1B to begin jury selection with the trial judge. Additional jurors on the first panel shall remain in the JAR until needed.

Any remaining Panel One jurors shall be taken to Courtroom 1D. Additional panels of 24 shall report at 10:30 a.m., 1:30 p.m. and 3:30 p.m., if necessary, and the same protocol shall be followed for each additional panel (i.e. Panel Two will be taken to 1B for jury selection with the trial judge after the Panel One jurors have been moved to 1D).

After the first 48 jurors report, remaining jurors may not be needed. Information should be given to these jurors that they are “on call”. They should be instructed to report on one-hour notice and will receive reporting instructions by telephone, text, and email. They will also be instructed that if they are not contacted by Clerk by 4:30 p.m., they must call the voicemail or check the website at 6:00 p.m. for instructions for the following day. These jurors, even if not called back, will be checked-in for attendance purposes and given verification of attendance for their employers.

The report times may need to be altered in more complex cases, with instructions to jurors by text, phone or email.

Court Administration will assign a bailiff to provide support for the courtroom bailiffs in any of the procedures outlined herein (e.g., elevator rides and waiting for jurors at the temperature check points).

## **2. Voir Dire:**

In pretrial conference or by pretrial order, each judge should discuss voir dire questions with counsel with a view towards eliminating duplicative or improper questions. Although each Judge and each case may necessitate variations to the process, counsel and the trial judge shall take all steps necessary to limit questioning to 45 minutes per panel per side (totaling 1.5 hours per panel).

The first fifteen (15) jurors shall report to courtroom 1B, assisted by bailiffs and maintaining social distancing (as stated above). The trial judge shall give voir dire instructions and ask statutory questions in the presence of defendant and counsel.

Jurors will be required to wear masks during voir dire, unless removal is necessary for understanding the juror's response. Court Administration is in the process of obtaining clear masks for jurors' use during voir dire. Once obtained, same will be made available for potential jurors.

For a one-day jury selection, each panel will be excused for the day after being questioned. Jurors would call in after 7:00 p.m. to see if they were selected for the jury and will report back on Monday at 9:00 a.m. if selected.

Jurors selected should be instructed to communicate with the assigned trial judge via Court Administration if they develop a fever or other concerning symptoms over the weekend, or if they have become aware of any exposure they might have had to COVID-19. They will be instructed not to report the Justice Center on Monday morning, but should remain on call until any deferral or excusal is discussed with the trial judge, counsel and defendant on the record.

Individual voir dire may be heard by excusing the jury panel to another location where they shall remain socially distant. Strikes for cause should be taken up panel-by-panel, before that panel is released. The number of jurors summoned and qualified anticipates 2-3 alternates per case.

**B. State Court:** For each trial, there will need to be thirty (30) jurors qualified and available for voir dire for a one-defendant trial. An additional thirty (30) jurors may be impaneled on Wednesday at 1:00 p.m. should there be sufficient time to begin a second one-defendant trial.

**1. Empaneling Process:** In addition to the trial judge, there will be another State Court judge assigned to empanel jurors.

Jurors shall be required to wear masks or other face covering throughout the empaneling process.

The first twenty-four (24) jurors will be seated in the JAR and the empaneling judge will discuss general COVID safety issues and empanel the jurors per statute. Thereafter, fifteen (15) jurors (Panel One) will be taken to 1B to begin jury selection with the trial judge.

Remaining jurors in the first seating will remain in the JAR until needed.

An additional panel of fifteen (15) shall report at 10:00 a.m. When the first 30 jurors are empaneled, remaining jurors may not be needed. Information should be given to these jurors that they are “on call.” They should be instructed to report on one-hour notice and will receive reporting instructions by telephone, text, and email. They will also be instructed if they are not contacted by the Clerk by 4:30 p.m., they must call the voicemail or check the website at 6:00 p.m. for instructions for the following day. These jurors, even if not called back, will be checked-in for attendance purposes and given verification of attendance for their employers.

Should report times need to be altered jurors will receive instructions by text, phone or email.

Court Administration will assign a bailiff to provide support for the courtroom bailiffs in any of the procedures outlined herein (e.g., elevator rides and waiting for jurors at the temperature check points).

## **2. Voir Dire:**

In pretrial conference or by pretrial order, each judge should discuss voir dire questions with counsel with a view towards eliminating duplicative or improper questions. Although each Judge and each case may necessitate variations to the process, counsel and the trial judge shall take all steps necessary to limit questioning to 45 minutes per panel per side (totaling 1.5 hours per panel).

The first fifteen (15) jurors shall report to courtroom 1B, assisted by bailiffs and maintaining social distancing (as stated above). The trial judge shall give voir dire instructions and ask statutory questions in the presence of defendant and counsel. Jurors will be required to wear masks during voir dire, unless removal is necessary for understanding the juror’s response. Court Administration is in the process of obtaining clear masks for jurors’ use during voir dire. Once obtained, same will be made available for potential jurors.

Individual voir dire may be heard by excusing the jury panel to another location where they shall remain socially distant.

Upon completion of the voir dire process for Panel One, Panel One will be escorted to courtroom 1D and panel Two will be seated in courtroom1B. Upon completion of the voir dire process for Panel Two, they will be returned to the JAR for further instruction.



Strikes for cause should be taken up panel-by-panel, before that panel is moved. The Court and counsel will complete the jury selection process. Jurors selected will be notified by the Clerk of their selection. All jurors not selected on the case will be excused. Those selected will report from courtroom 1D and/or the JAR to courtroom 1B.

Jurors selected should be instructed to communicate with the assigned trial judge via Court Administration if they develop a fever or other concerning symptoms at any point, or if they have become aware of any exposure they might have had to COVID-19. They will be instructed not to report back the Justice Center, but should remain on call until any deferral or excusal is discussed with the trial judge, counsel and defendant on the record. The number of jurors summoned and qualified anticipates up to 2 alternates per case.

## **VI. TRIAL**

### **A. General Procedures:**

1. **Pretrial Conferences:** Judges should require mandatory pretrial conferences with all lawyers participating in the cases called for trial. At a minimum, said conferences should take place the week before trial to make sure both sides are clear on all of the changes that COVID-19 has necessitated. At the conference, the Judge should try to handle as many pretrial issues as possible, so that they do not delay the jurors reporting to the courtroom on the morning of trial. During the pretrial conferences, the lawyers and the Judge will discuss the number of witnesses and timing for their appearance in the courthouse, as well as where each party's witnesses will wait until called to testify. To the extent possible, the lawyers should stagger witness report times, but should only do so after a consultation with the Judge and the other side to ensure that the trial is not delayed and jurors are not left waiting for witnesses to arrive. It is also important to make sure both sides are familiar with the technology, especially the digital presentation of evidence.

2. **Testing of Defendants:** Pretrial testing for Covid-19 shall be at the discretion of the trial judge for any defendant not in custody. A defendant in custody shall be tested by a provider compensated by the Sheriff, and jail staff shall document the test results to the Court prior to the start of the trial. Should a defendant refuse a test or resist wearing a face covering, the Sheriff's Office will bring the issue before the trial judge for consultation with counsel.

3. **Masks** are generally required. Judges, court staff, bailiffs, lawyers, and jurors will all wear masks during the trial unless otherwise instructed by the judge. Judges, attorneys, and jurors

may be permitted to remove their masks while speaking. Witnesses will testify without a mask, from behind a Plexiglas barrier.

4. **Juror Reporting Procedures:** Every morning as trial commences, and after any recess during which the jurors are released from the building, jurors will report to JAR, to be met by bailiffs to escort them to 1B when notified by the judge. Due to limited elevator capacity, it will require the use of two bailiffs to assist the jurors, one on the 1st floor where the jurors getting off the elevator, and one on the ground floor where the jurors wait to board the elevator.

Any juror capable of taking the stairs who desires to do so, will be directed to the stairwell and they may take the stairs to the 1st floor.

Any juror who does not pass the temperature check or COVID screening will be brought to the Judge's attention immediately.

**B. Courtroom Layout:** The courtroom gallery will be converted into the jury box, and jurors will be seated six feet apart in order to comply with social distancing requirements. Jurors will receive a seat assignment, and they will remain in said seat for the duration of the trial unless the juror needs to be moved due to a hearing or vision issue.

The court reporter will be relocated to sit in the traditional witness stand, or appear remotely, at the discretion of the trial judge. The clerk may appear remotely.

Witnesses will be placed in the corner of the jury box. The prosecution will be seated at the table closest to the witness. The defense shall be at the rear table, closest to the deputy and the secured entrance. A camera will be installed and used so that the witnesses will be displayed on monitor. Jurors will be instructed to let the Judge know if they are having any difficulty hearing or seeing.

**C. Evidence Presentation:** Courtroom evidence should be displayed to the jurors in a digital format whenever possible, making use of the large television monitors. The parties are directed to use digital exhibits where feasible to reduce the handling of paper or physical evidence in the Courtroom. During the pre-trial conference, the Court shall instruct the parties on the protocol for the exchange of digital evidence and discuss any stipulated evidence.

A glass barrier has been installed at the witness stand to ensure the witness may testify without a mask. Care should be taken that glare does not obscure any participant's view of the witness.

Attorneys will be asked to connect their laptops at the podium and display digital

exhibits, PDFs, digital photos, PowerPoint presentations, etc. on television monitors mounted in the courtroom.

There will be certain items that cannot be displayed in a digital format. When it is necessary for jurors to handle physical exhibits, gloves shall be provided that are discarded immediately after use to avoid cross-contamination.

Attorneys will present their case from a location directed by the court, and may seek permission from the Court before moving freely about the courtroom. Otherwise, they will remain at counsel table and the podium.

Attorneys will be provided wipes and will be responsible for wiping down the lectern, evidence presentation devices, etc., before returning to counsel table.

**D. Jury Deliberation Room:** Existing jury deliberation rooms will not be utilized due to the space restrictions. Instead, jurors will use Courtroom 1D as a jury deliberation room. Courtroom 1D will be measured and taped for socially distant seating of jurors six feet apart.

Prior to any juror entering 1D, bailiffs will inspect for any books, papers, or other materials that may have been left in the courtroom.

The bailiff will have a supply table with extra disposable masks, hand sanitizer, paper towels, gloves, tissues, juror pads and pencils, bottled water, and disinfecting spray. Jurors are responsible for maintaining their own items, so as to prevent sharing and cross contamination.

Jurors will be assigned a seat by the bailiffs and should use the same assigned seat in the deliberation room during the duration of the trial.

Jurors will be permitted to leave at lunchtime and return the Courthouse, or the judge may decide to bring in a meal for the jurors. Jurors will be permitted to bring in their own food, however there will be no community refrigerator available. If jurors wish to bring their own food, they should do so in a personal size cooler bag which will remain in the jury room near his or her assigned seats.

Bailiffs will be stationed outside of each door to the jury room and shall keep the area secure. Bailiffs will escort jurors to the closest restrooms. Jury rooms will be cleaned and disinfected nightly.

If there are physical exhibits taken to the jury deliberation room during deliberation, the jurors shall take socially distanced turns reviewing physical exhibits placed on a separate table, rather than the jurors handling and passing around exhibits.

**E. Public Access Rooms:** Due to the jury being seated in the traditional gallery, there will not be socially distanced space available in Courtroom 1B for the public to view the proceedings in person. A closed-circuit video stream will be set up by CIS staff to stream the proceedings. The entire trial, beginning with voir dire, shall be video-streamed and displayed in Courtroom 2B, beginning during voir dire, and additionally in JAR after trial commences, where members of the public can sit and view the trial.

Seating in the viewing rooms will be clearly marked 6 feet apart, unless attendees are from the same household. All persons in the room must keep their masks on at all times. A deputy will be stationed in the viewing rooms.

**F. Isolation/Quarantine Guidelines:** During the trial, the trial judge should advise all participants to report to the Court any potential symptoms of COVID-19 that person might have begun to experience, or of any exposure that person may have had to another who has tested positive for COVID-19. Compliance with the current CDC/ Department of Public Health's Quarantine Guidance will be followed. The current version is attached hereto as *Appendix F*, though this may change based upon update guidance and information.

The Plan will be reviewed for any necessary modification due to changing emergency orders and public health guidance. Only one trial at a time will be conducted under this plan; the committee shall review and approved any modification to expand the number of trials.

# APPENDIX A

## TRIAL JURY SUMMONS

## CHEROKEE COUNTY, GEORGIA

Pursuant to Georgia Law (TITLE 15, CHAPTER 12), YOU ARE HEREBY SUMMONED, laying all other business aside, to appear before the Presiding Judge: [CHEROKEE COUNTY JUSTICE CENTER, 90 NORTH STREET, CANTON, GA 30114 - GROUND FLOOR, JURY ASSEMBLY ROOM](#) to serve as a Trial Juror. YOUR ATTENDANCE IS REQUIRED BY LAW; HEREIN FAIL NOT UNDER PENALTY OF LAW.

NAME:  
ADDRESS:

DATE TO APPEAR:  
REPORTING TIME:  
SUMMONS NUMBER:  
JUROR REFERENCE #:

Opt-in to receive reminders by text.  
**Text JUROR to 678-721-8373**  
Standard Text/Message Rates May Apply.  
Expect 1-10 texts. Reply HELP for Help.  
Reply STOP to End.

You must complete your Juror Information Form prior to your date to appear utilizing the juror reference number provided. To complete your Juror Information Form, please go to [clerk.cherokeega.com](#) click on Jury Duty Information, and then click on Ejuror. If you do not have internet access, please fax (770-479-0183) or mail the attached form. You must also complete the COVID-19 juror questionnaire and send it via email, fax or mail.

**LENGTH OF SERVICE:** Traverse Trial Jury Service is usually one week.

If you are requesting a deferral or an excuse that is provided under Georgia Law (full-time student, home school parent, etc.) please go to our website, [clerk.cherokeega.com](#), Jury Duty Information, or contact the Clerk's office.

A one-time deferral request must be received **no less** than 7 business days prior to the starting date of your service.

**IF YOU ARE NOT A CHEROKEE COUNTY RESIDENT**, you must mail, fax, or e-mail proof of your new address, such as a copy of your driver's license, voter's card, or some other legal document as listed on our website.

**E-mail address:** [jury@cherokeega.com](mailto:jury@cherokeega.com)

**Fax Number:** 770-479-0183

**Phone Number:** 678-493-6565  
(Please leave a message to receive a return phone call)

**Mailing Address:** Patty Baker  
Cherokee County Justice Center  
Attn: Jury Department  
90 North Street, Suite G-170  
Canton, GA 30114

**Website:** [clerk.cherokeega.com](#)  
click on **Jury Duty Information**

If you are **NOT a U.S. Citizen**, please go to our website or contact the Clerk's office.

\*\* IN THE EVENT OF INCLEMENT WEATHER PLEASE CALL 770-479-9011 OR CHECK THE CLERK OF COURTS WEBSITE [clerk.cherokeega.com](#) JURY DUTY INFORMATION FOR UPDATES\*\*

Please **Do NOT** bring steel/metal cups or mugs into the courthouse. They are not allowed in the building per County ordinance.

**Patty Baker,**  
**Clerk of Courts**

**Juror Information Form**

Complete this form online by going to [clerk.cherokeega.com](http://clerk.cherokeega.com) (Click on Jury Duty and then click on ejuror). If you do not have internet access, you may **fax** a completed copy to: **770-479-0183** or mail it to: **Patty Baker, Cherokee County Justice Center, Attention: Jury Department, 90 North Street, Suite G-170, Canton, GA 30114.**

Date to appear:  
Reporting Time:  
Summons Number:  
Juror Reference #:

Is the above name and address information correct?  
**If not**, please provide your correct name/address below:

How many years have you lived in Cherokee County? \_\_\_\_\_

Name: \_\_\_\_\_

Last four digits of your social security # \_\_\_\_\_

Address: \_\_\_\_\_

City and State of Birth \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No

**If you answered NO submit proof of your non-citizenship.**  
(i.e. permanent resident alien card)

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Occupation: \_\_\_\_\_ Your Present Employer: \_\_\_\_\_

# of years worked there? \_\_\_\_\_

Marital Status: Please check one.  Married  Widow(er)  Divorced  Single  Separated

Name of Spouse: \_\_\_\_\_ Age of Spouse: \_\_\_\_\_ # of Children: \_\_\_\_\_

Occupation: \_\_\_\_\_ Your Spouse's Employer: \_\_\_\_\_

# of years worked there? \_\_\_\_\_

**No matter how you answer the following questions,  
you must appear for jury duty at the date and time listed on your summons.**

Do you have Allstate Insurance?  Yes  No Do you have State Farm Insurance?  Yes  No

Have you or a member of your immediate family been a party to a lawsuit?  Yes  No

If yes, When? What type of case? \_\_\_\_\_

Has a claim of personal injury ever been made against you?  Yes  No

Are you related by blood or marriage to any person in Law Enforcement?  Yes  No  Self

Have you ever served as a Juror?  Yes  No If yes, what type of case?  Criminal  Civil  Both

Have you ever been a victim of a crime?  Yes  No  
If Yes, When? What crime? \_\_\_\_\_

Have you ever been convicted of a felony?  
 Yes  No If yes, please contact the Clerk's office.

**\*Please submit your Juror Information Form to the Clerk's office within 10 days of receipt of the summons.**

# APPENDIX B



# Justice needs YOU

As we resume jury trials at the Cherokee County Justice Center, we need you. For your safety, courts will follow protocols like these for COVID-19.



## FACE COVERINGS

Everyone will be required to wear a face covering in the Justice Center.



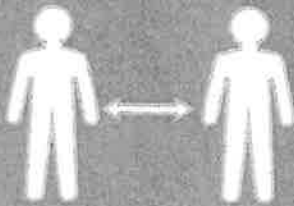
## PRE-SCREENING

We take the temperature of everyone entering the Justice Center.



## FREQUENT SURFACE CLEANING

Court protocols require frequent surface cleaning throughout the day.



## SOCIAL DISTANCING

The Justice Center will be set up to ensure social distancing.



**Stay Safe. Stay Healthy.**

# Your Safety is Our Priority

The judges of the courts of Cherokee County are dedicated to protecting your health, and the health of our employees, visitors, and community. Based on public health guidelines, we have modified operations to keep you safe. For more information, including a video with Chief Judge McElyea, visit [www.cherokeega.com/Court-Administrators-Office](http://www.cherokeega.com/Court-Administrators-Office) and click on "Justice Needs You." Thank you for your commitment to our justice system and our county.

## Don't forget to:

- Read the enclosed information
- Respond by deadlines
- Inform us if you are sick
- Follow all safety protocols

Cherokee County Justice Center  
90 North Street  
Canton, GA 30114  
[www.cherokeega.com](http://www.cherokeega.com)  
(click on Court System)



**Stay Safe. Stay Healthy.**

# APPENDIX C



**BLUE RIDGE JUDICIAL CIRCUIT  
SUPERIOR AND STATE COURTS OF CHEROKEE COUNTY  
COVID-19 JUROR QUESTIONNAIRE**

**Name:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

1. Are you over the age of 65?
2. Do you have any serious underlying medical conditions such as high blood pressure, chronic lung disease, diabetes, severe obesity, severe asthma, severe heart disease, or cancer?
3. Are you or have you recently undergone chemotherapy or another medical treatment that has caused your immune system to be compromised?
4. Do you live with or care for someone considered to be at an increased risk of severe illness from COVID-19? Anyone who would answer "yes" to questions 1-3 above might be at increased risk.
5. Are you requesting to defer your jury service to a later date because of answering "yes" to any of the above questions?

**IF YOU ARE REQUESTING A DEFERRAL BECAUSE OF COVID-19 CONCERNS, YOU MUST REQUEST A JURY DEFERRAL AFFIDAVIT AT LEAST 10 DAYS PRIOR TO SERVICE. PLEASE CONTACT THE CLERK OF COURT BY EMAIL [jury@cherokeega.com](mailto:jury@cherokeega.com) OR BY PHONE AT 678-493-6565 IN ORDER TO RECEIVE THE AFFIDAVIT.**

**DAY OF REPORT:** On the day of service, you will be screened at the courthouse entrance and asked the following questions:

1. Have you been diagnosed with COVID-19, or been in contact over the last 14 days with anyone who has been diagnosed with COVID-19, or been concerned for any reason that you may have been exposed to or infected with COVID-19?
2. Are you currently experiencing any cough, difficulty breathing, or fever above 100.4 degrees, or have you experienced any such symptoms in the last three days?

If your answer is yes to either question *on the day of your service*, **DO NOT PHYSICALLY REPORT TO THE JUSTICE CENTER.** You should call the Clerk of Courts office **immediately** to request a deferral. Failing to appear without justifiable cause may place you in contempt of court. If you have questions please email [jury@cherokeega.com](mailto:jury@cherokeega.com) or call 678-493-6565

*Ellen McElyea, Chief Judge*  
Superior Court of Cherokee County

*Alan Jordan, Chief Judge*  
State Court of Cherokee County

*Patty Baker, Clerk of Courts*

# APPENDIX D

***DEFERRAL REQUEST***

I, \_\_\_\_\_ having been summoned for jury duty for the week of \_\_\_\_\_ summons # \_\_\_\_\_ hereby request to be **excused/deferred** from jury service due to the following:

- I am more than 70 years old with a date of birth of \_\_\_\_\_.
- I am a full-time student at a college, university, vocational school, or other secondary school who is enrolled and taking classes or exams on the dates indicated in my jury summons. *Attach a copy of enrollment or class schedule showing **full-time attendance**.*
- I am the primary care giver having active care and custody of a child 6 years of age or younger and have no reasonably available alternative child care.
- I am a primary teacher in a home school program, as defined by O.C.G.A. § 20-2-690 (c); with no reasonable alternative arrangements for continuing the home school program. *Attach a copy your Annual Declaration of Intent to Utilize a Home School Study Program and the annual schedule identifying those dates when school is in session.*
- (I) or (my spouse) (am/is) on ordered military duty as follows:

\_\_\_\_\_  
*Attach either a copy of the official military orders or a written verification signed by the service member's commanding officer of such duty.*

- I am the primary unpaid caregiver for a person over the age of six who has physical or cognitive limitations and is unable to care for himself or herself and cannot be left unattended and have no reasonable available alternative for such person's care. *Attach a statement from the physician related to the condition of the person with physical or cognitive limitations.*

- I answered "Yes" to any of the questions on the COVID-related questionnaire.
- I have an extreme business hardship, personal hardship or emergency as follows:

\_\_\_\_\_  
*Attach documentation of hardship, travel itinerary, doctor's note, etc.*

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Juror's Signature \_\_\_\_\_

Phone# \_\_\_\_\_

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**ORDER**

Having considered the above deferral request, the Petitioner shall be:

- (1) Excused from jury service
- (2) Deferred from jury service until the next term. Only one deferment shall be granted and Petitioner must report for service on \_\_\_\_\_
- (3) Required to report at the date and time listed in the juror summons.

**SO ORDERED**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge/Clerk Superior/State Court

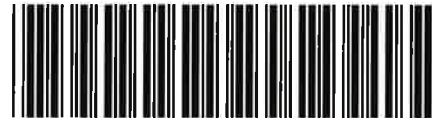
# APPENDIX E

**GRAND JURY SUMMONS**

**CHEROKEE COUNTY, GEORGIA**

Pursuant to Georgia Law (TITLE 15, CHAPTER 12), YOU ARE HEREBY SUMMONED to appear before the Presiding Judge: **CHEROKEE COUNTY JUSTICE CENTER, 90 NORTH STREET, CANTON, GA 30114 - GROUND FLOOR, JURY ASSEMBLY ROOM G-100** to serve as a Grand Juror. YOUR ATTENDANCE IS REQUIRED BY LAW; HEREIN FAIL NOT UNDER PENALTY OF LAW. Receipt of this summons by any person residing in your household is service upon you.

NAME:  
ADDRESS:



DATE TO APPEAR:  
REPORTING TIME:  
SUMMONS NUMBER:  
JUROR REFERENCE #:

**You must complete your Juror Information Form prior to your date to appear utilizing the juror reference number provided. To complete your Juror Information Form, please go to [clerk.cherokeega.com](http://clerk.cherokeega.com) click on Jury Duty, and then click on Ejuror. If you do not have internet access, please fax or mail the attached form. You must also complete the COVID-19 juror questionnaire and send it via email, fax or mail.**

**LENGTH OF SERVICE: Grand jurors meet on the second Monday and Tuesday of each month over a four month term.**

If you are requesting a deferral or an excuse that is provided under Georgia Law, please check the Frequently Asked Questions on our website, [clerk.cherokeega.com](http://clerk.cherokeega.com) or contact the Clerk's office. A one-time deferral request must be received **no less** than 7 business days prior to the starting date of your service.

**IF YOU ARE NOT A CHEROKEE COUNTY RESIDENT**, you must submit proof of your new address, such as a copy of your driver's license, voter's card, or some other legal document as listed on our website.

**E-mail address:** [jury@cherokeega.com](mailto:jury@cherokeega.com)

**Mailing Address:** Patty Baker  
Cherokee County Justice Center  
Attn: Jury Department  
90 North Street, Suite G-170  
Canton, GA 30114

**Fax Number:** 770-479-0183

**Phone Number:** 678-493-6565  
(Please leave a message to receive a return phone call)

**Website:** [clerk.cherokeega.com](http://clerk.cherokeega.com)  
click on Jury Duty  
**Website includes FAQ's**

If you are **NOT a U.S. Citizen** please contact the Clerk's office.

**\*\* IN THE EVENT OF INCLEMENT WEATHER PLEASE CALL 770-479-9011 OR CHECK THE CLERK OF COURTS WEBSITE [clerk.cherokeega.com](http://clerk.cherokeega.com) FOR UPDATES\*\***

Please **Do NOT** bring steel/metal cups or mugs into the courthouse. They are not allowed in the building per County ordinance.

**Patty Baker,  
Clerk of Courts**

**Grand Juror Information Form**

You may fax a completed copy to: 770-479-0183, by email to [jury@cherokeega.com](mailto:jury@cherokeega.com) or by mail to:  
Patty Baker  
Cherokee County Justice Center  
Attention: Jury Department  
90 North Street, Suite G-170  
Canton, GA 30114

\* Please submit your Juror Information Form to the Clerk's office within 10 days of receipt of the summons.

All persons summoned for jury service must report on the date and time stated on the jury summons.

Date to appear:  
Reporting Time:  
Summons Number:  
Juror Reference #:

IF ABOVE NAME OR ADDRESS IS INCORRECT,  
PLEASE MAKE CHANGES BELOW:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Last four digits of your Social Security # \_\_\_\_\_

Are you at least 18 years of age or older?  Yes  No

Are you a U.S. Citizen?  Yes  No **If you answered NO, submit proof of your non-citizenship.**  
(i.e. permanent resident alien card)

Have you ever been convicted of a felony?  Yes  No **If YES, please contact the Clerk's office.**

**Please check the following that apply to you:**

- YES**, I will be reporting on the date and time stated on my jury summons.
- I **no longer** reside in Cherokee County (you must submit proof of your new address to the Clerk's office).
- I am 70 years of age or older and no longer desire to serve on jury duty.

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**I CERTIFY THAT UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_