

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2.402-12.21\*

IN RE: JURY PANELS

\_\_\_\_\_ :

Effective jury management is a responsibility of the courts of Florida. **The Supreme Court**, has mandated standard size **jury panels** for **typical** cases. **Fla. Admin. Order No. AOSC06-13 (June 9, 2006)**.

**NOW, THEREFORE**, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

**IMPLEMENTATION OF ORDER**

1. The chief judge or designee shall be responsible for implementing the provisions of this order.

**STANDARD PANEL SIZES**

2. Pursuant to **AOSC06-13**, panel size **guidelines** are as follows:

|    |  |    |
|----|--|----|
| a. | Death Penalty Cases                      | 50 |
| b. | Other 12 person juries and life felonies | 40 |
| c. | Sexual battery with child                | 30 |
| d. | Sexual battery cases no child            | 25 |
| e. | Other Circuit Criminal cases             | 22 |
| f. | Other Circuit Civil cases                | 22 |
| g. | Domestic Violence cases                  | 16 |
| h. | Driving Under the Influence cases        | 16 |
| i. | Other County cases                       | 14 |

3. **The presiding judge may deviate from the guidelines and request an enlarged panel as follows:**

- a. **The panel size may be increased by up to 20 jurors without approval from the Chief Judge. Deviation of up to 20 additional jurors shall be based on: i) the presence of multiple parties/defendants; ii) length of trial exceeding 5 days; iii), high profile nature of the case; or iv) extraordinary circumstances.**

- b. **Any deviation from the guidelines exceeding 20 jurors must be approved, in advance, by the Chief Judge before the Jury Office can honor the request.**

## REQUESTS FOR JURY PANELS

4. To ensure that a sufficient number of jurors will be on hand and available for jury duty, each division shall notify the jury office no later than **4:00 p.m.** the day before a trial is scheduled to start. Likewise, the Jury Office must be placed on notice immediately when a jury trial is canceled. When requesting jurors, the following information must be provided to the Jury Office **via the Jury Office Website <https://jurv.mypalmbeachclerk.com/#/login>: (a) event date, (b) the event type, (c) the case number, (d) the case description, (e) the Judge you are reserving the panel for, (f) the court room, and (g) the number of jurors requested.**
5. The Jury Office shall not hold a requested panel for longer than one hour beyond the original requested time. If the panel is not taken within this period, the jurors shall be returned to the general pool.
6. Judicial assistants, courtroom clerks, and **deputies** shall not order jury panels without the express authorization of the trial judge. When requesting, staff shall provide the correct case number and judge's name when ordering jurors.

## POSTPONEMENTS

7. Only the chief judge or the jury judge may excuse a person from jury service.
8. The jury manager shall have the discretion to grant no more than two postponements prior to the first day of jury service. The two postponements together shall not exceed a term of six months. All requested postponements which exceed six months shall be submitted to the chief judge or designee for consideration.
9. On the day of jury service, the jury manager shall have the discretion in emergency situations to reset jury service for up to 21 calendar days. Emergency situations include illness, family emergencies, and unforeseen circumstances which would have a negative impact on the juror's ability to serve on the day in question. Jurors excused on an emergency basis would sign for their next service date before being released.

## SPECIAL PROVISIONS

10. The jury office must be placed on notice if jurors will have a break in their scheduled jury service.
11. Hours of operation for the Jury Office are 8:00 a.m. through 5:00 p.m.
12. Lunch hours for jurors are scheduled 12:00 p.m. to 1:00 p.m.
13. Early release of jurors is permitted, however, the Jury Office shall maintain a pool of not less

than 50 prospective jurors at all times. All jurors in the jury pool may be released after 2:30 p.m. daily unless a judge or judicial assistant has made a request to keep the jury pool until 4:45 p.m.

**DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 7<sup>th</sup> day of December 2021.



Glenn D. Kelley, Chief Judge

\*supersedes admin. order 2.402 – 7/13