



**UNITED STATES DISTRICT COURT**

**NORTHERN DISTRICT OF OHIO**

**JUROR SELECTION PLAN**

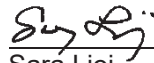
Adopted: November 15, 2024

IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF OHIO

JUROR SELECTION PLAN

Pursuant to the Jury Selection and Service Act of 1968, as amended, (28 U.S.C. § 1861 et seq.), the following plan is hereby adopted by this Court subject to approval by the reviewing panel for the Sixth Circuit and to such rules and regulations as may be adopted from time to time by the Judicial Conference of the United States.

IT IS SO ORDERED,

A handwritten signature in black ink, appearing to read "Sara Lioi", is written over a horizontal line.

Sara Lioi  
Chief Judge

UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF OHIO

**JUROR SELECTION PLAN**

Table of Contents

A.	Definitions .....	2
B.	Applicability of the Plan .....	2
C.	Declaration of Policy .....	3
D.	Discrimination Prohibited .....	3
E.	Management and Supervision of the Jury Selection Process.....	3
F.	Jury Selection Sources .....	3
G.	Initial Selection of Names for the Master Jury Wheel .....	4
H.	Method and Manner of Random Selection .....	4
I.	Master Jury Wheels .....	4
J.	Drawing of Names from the Master Jury Wheels: Completion of Juror Qualification Forms .....	5
K.	Qualifications for Jury Service .....	6
L.	Excuses on Individual Request.....	6
M.	Exemption from Jury Service .....	7
N.	Frequency and Term of Service.....	7
O.	Temporary Excuses .....	7
P.	Assignment to Panels .....	7
Q.	Public Release of Juror Information .....	8

A. DEFINITIONS

1. As used in this plan, the word "divisions" shall mean the division established in the section herein captioned "Applicability of Plan".
2. The words used in this plan which are defined in 28 U.S.C. § 1869, as amended, shall have the meaning therein specified.
3. Whenever the phrase "source list(s)" is used in this Plan, it shall be intended to mean names obtained from the official registration lists as provided in Ohio Revised Code Section 2313.06.

B. APPLICABILITY OF THE PLAN

The Northern District of Ohio is hereby divided, for jury selection purposes, pursuant to 28 U.S.C. § 1869(e), as follows:

Eastern Division, at Akron, consisting of the counties of:

Carroll	Summit
Holmes	Tuscarawas
Portage	Wayne
Stark	

Eastern Division, at Cleveland, consisting of the counties of:

Ashland	Lake
Ashtabula	Lorain
Crawford	Medina
Cuyahoga	Richland
Geauga	

Eastern Division, at Youngstown, consisting of the counties of:

Columbiana  
Mahoning  
Trumbull

Western Division, at Toledo, consisting of the counties of:

Allen	Mercer
Auglaize	Ottawa
Defiance	Paulding
Erie	Putnam
Fulton	Sandusky
Hancock	Seneca
Hardin	Van Wert
Henry	Williams
Huron	Wood
Lucas	Wyandot
Marion	

The provisions of this plan apply to all divisions in the Northern District of Ohio, unless specifically indicated to the contrary, by written order of the Court.

C. DECLARATION OF POLICY

It is the policy of the Court that all litigants in this Court, entitled to trial by jury, shall have the right to grand and petit juries selected at random from a fair cross section of the community in each division wherein the Court convenes and that all citizens resident within the District shall have the opportunity to be considered for service on grand and petit juries and shall have an obligation to serve as jurors when summoned for that purpose.

D. DISCRIMINATION PROHIBITED

No citizen shall be excluded from service as a grand or petit juror in this Court on account of race, color, religion, sex, national origin or economic status.

E. MANAGEMENT AND SUPERVISION OF THE JURY SELECTION PROCESS

1. The Clerk of Court shall manage the jury selection process under the supervision and control of the Chief Judge.
2. In this plan, "Clerk" and "Clerk of Court" shall mean not only the Clerk of the District Court of the United States, any authorized deputy clerk, but also any other person authorized by the court to assist the clerk in the performance of functions under this chapter. (28 U.S.C. § 1869(a), as amended.)

F. JURY SELECTION SOURCES

The Judges of this Court find that the sources from which the names of grand and petit jurors shall be selected at random shall be from:

- (a) The general election voter registration lists;
- (b) The State of Ohio Bureau of Motor Vehicles driver's list; and
- (c) The State of Ohio I.D. list.

It is the opinion of the Court that the names on these source lists from this District, when combined, represent a fair cross section of the community in the Northern District of Ohio. Accordingly, the names of grand and petit jurors selected for service in this Court in the refilling of the master jury wheels following each presidential election shall be selected at random from the official voter registration lists provided by the Secretary of State and the official driver's list and identification card list provided by the State of Ohio Bureau of Motor Vehicles.

G. INITIAL SELECTION OF NAMES FOR THE MASTER JURY WHEEL

1. The Judges of the Court find that the initial selection of persons to be considered for service as grand and petit jurors from the Court approved source selection lists shall be made at random in such a total number as may be deemed sufficient for a four (4) year period.
2. The number of names drawn from each county shall be substantially in the same proportion to the total number drawn from all counties within the Division as the number of names on that county's source lists bear to the total number of names on the source lists for all counties within the Division. For example, if there are exactly 240,000 names on the source list of all counties within the Division, and there are 48,000 names on County "A's" list (twenty percent of the total), then the number of County "A's" names initially selected should be substantially twenty percent of the total number selected from all counties within the Division.
3. For the purpose of calculating from the source lists the total number of voters in the respective divisions within the District, the Clerk will add together the totals obtained for each county. The number taken as the total for each county shall be based upon the total number furnished by the Secretary of the State of Ohio.
4. After first determining the total number of names needed for the master jury wheel, and then the proportionate share of names to be drawn from the source lists for each particular county, the Clerk shall proceed through the use of a properly programmed electronic data processing system to make the initial selection of names from the source lists of each county.

H. METHOD AND MANNER OF RANDOM SELECTION

1. The selection of names from the source lists for the master jury wheels may be accomplished by a purely randomized process through a properly programmed electronic data processing system. Similarly, a properly programmed electronic data processing system for pure randomized selection may be used to select names from the master wheel for the purpose of determining qualification for jury service, and from the qualified wheel for the purpose of summoning persons to serve as grand or petit jurors. Such random selections of names from the source lists for inclusion in the master wheel by data computer personnel must insure that each county within the jury division is substantially proportionally represented in the master jury wheel in accordance with 28 U.S.C. § 1863(b)(3). The selections of names from the source lists, the master wheel, and the qualified wheel must also insure that the mathematical odds of any single name being picked are substantially equal.
2. The Jury Management System (JMS), provided and supported by the Administrative Office of the U.S. Courts, shall be used to select names from the master and qualified wheels of persons to be summoned to serve as grand or petit jurors.

I. MASTER JURY WHEELS

1. The names and addresses of all persons randomly selected from the source lists shall be placed in the master jury wheel for that division. The Clerk shall maintain jury wheels in

electronic format for each of the divisions within the District, with backup media stored off-site. Pursuant to 28 U.S.C. § 1863(b)(4), the minimum number of names to be placed in the master jury wheel(s) shall be at least one-half of one percent of the total number of names on all county source lists.

2. The minimum number of names to be placed in the master jury wheels will be as follows:

Eastern Division at Akron	18,000
Eastern Division at Cleveland	32,000
Eastern Division at Youngstown	12,000
Western Division at Toledo	18,000

The Court finds that the number of names prescribed above, in each division, exceeds one-half of one percent of the number of electors voting in the last general election.

3. The Chief Judge may order additional names to be placed in the master jury wheels from time to time, as necessary and in accordance with the formula herein above described. The master jury wheels currently in full force and effect shall be emptied and refilled every four years, or more frequently to maintain a current database of potential jurors, but not later than September 1st of the year following a general presidential election, pursuant to 28 U.S.C. § 1863(b)(4).

J. DRAWING OF NAMES FROM THE MASTER JURY WHEELS: COMPLETION OF JUROR QUALIFICATION FORMS

1. The Clerk shall determine the number of prospective jurors required for qualification to fill the qualified jury wheels at each seat of the Court and shall utilize JMS to select at random that number of names from among all the names in the master jury wheels. The Clerk shall post a public notice explaining the automated selection process. The number of names to be drawn shall be determined by the Clerk based upon anticipated juror demands by the Court plus a margin of extra names sufficient to compensate for the estimated number that will turn out to be unavailable or ineligible. The qualified jury wheels shall be emptied and refilled every four years, or more frequently to maintain a current database of potential jurors, but not later than December 1st of the year following the year of a general presidential election.
2. The Clerk shall have prepared alphabetized lists of names drawn. These lists shall not be exhibited to any person except as provided herein and in 28 U.S.C. §§ 1867 and 1868, as amended. The Clerk shall prepare and have delivered to every person whose name is so drawn, a juror qualification questionnaire form as prescribed by the Director of the Administrative Office of the U.S. Courts, accompanied by instructions to execute and return the questionnaire duly signed and sworn, to the Clerk by mail or through the court's Internet website within ten (10) days, in accordance with 28 U.S.C. § 1864(a), as amended.
3. Any person who fails to return a completed juror qualification form as instructed may be summoned forthwith to appear to fill out a juror qualification form.
4. Pursuant to 28 U.S.C. § 1878, at the option of the district court, jurors may be qualified and summoned in a single procedure, in lieu of two separate procedures otherwise provided for by the Jury Selection and Service Act and this Plan.

K. QUALIFICATIONS FOR JURY SERVICE

1. The Clerk of Court, under the supervision of the Court, shall determine solely on the basis of the information provided on the juror qualification questionnaire, and other competent evidence, whether a person is unqualified, exempt, or is to be excused from jury service. The Clerk shall enter such determination in the space provided on the juror qualification questionnaire, or on the juror record in the JMS database, and the alphabetical list of names drawn from the master jury wheel. If a person fails to return a completed questionnaire as instructed and the person did not appear in response to a summons to fill out a questionnaire, the Clerk shall thereupon pursue the matters each and all in accordance with the provision of 28 U.S.C. § 1864, as amended.
2. A person is not qualified to serve on grand and petit juries in this District if the person:
  - (a) is not a citizen of the United States at least eighteen (18) years old who has resided for a period of one year within the judicial district;
  - (b) is unable to read, write, and understand the English language with a degree of proficiency necessary to fill out a juror qualification form;
  - (c) is unable to speak the English language;
  - (d) is incapable, by reason of mental or physical infirmity, to render satisfactory jury service; or
  - (e) has a charge pending against him/her for the commission of, or has been convicted in a State or Federal Court of record of a crime punishable by imprisonment for more than one year and his/her civil rights have not been restored.

L. EXCUSES ON INDIVIDUAL REQUEST

The Judges of this Court hereby find that jury service by members of the following occupational classes or groups of persons would entail undue hardship or extreme inconvenience to the members thereof, and the excuse of such members will not be inconsistent with the Act and shall be granted upon individual request:

1. Persons over 70 years of age.
2. Persons who have, within the past two years, served on a federal grand or petit jury.
3. Persons having active care and custody of a child or children under 10 years of age whose health and/or safety would be jeopardized by their absence for jury service; or a person who is essential to the care of aged or infirm persons.
4. Any person whose services are so essential to the operation of a business, commercial, or agricultural enterprise that said enterprise must close if such person were required to perform jury duty.



5. Persons who serve without compensation as volunteer safety personnel, such as firefighters or members of a rescue squad or ambulance crew for a public agency.

M. EXEMPTION FROM JURY SERVICE

1. Pursuant to 28 U.S.C. § 1863(b)(6), the following persons are exempt from jury service:
  - (a) Members in active service in the Armed Forces of the United States.
  - (b) Members of the fire or police departments of any state, district, territory, possession or subdivision thereof. This category does not include members of volunteer fire departments or part-time policemen or constables who have other employment - see Section L.5. above.
  - (c) Public officers in the executive, legislative or judicial branches of the government of the United States, or any state, district, territory or possession or subdivision thereof who are actively engaged in the performance of official duties. Public officer shall mean a person who is either elected to public office or who is directly appointed by a person elected to public office.

N. FREQUENCY AND TERM OF SERVICE

In any two-year period, no person shall be required (1) to serve or attend court for prospective service as a petit juror for a total of more than thirty (30) days, except when necessary to complete service in a particular case, or (2) serve on more than one grand jury, or (3) serve as both a grand and petit juror. A record shall be kept of the service of each juror.

O. TEMPORARY EXCUSES

Pursuant to 28 U.S.C. § 1866(c), as amended by Section 801 of Title VIII of H.R. 4807, temporary excuses on the grounds of undue hardship or extreme inconvenience may be granted by the court, and under the court's supervision, by the clerk of court. The names of individuals temporarily excused shall be reinserted into the qualified jury wheel.

P. ASSIGNMENT TO PANELS

1. Petit Jury

From time to time, the Clerk shall draw, at random from the qualified jury wheel for the court location the names of as many persons as may be required to be summoned for jury service. The Clerk shall post a public notice explaining the automated selection process. Names of persons summoned and appearing for petit jury service shall be placed in separate trial panels. Ordinarily, all jurors will be summoned from the jury wheel of the court location in which the assigned Judge is sitting. As is needed, an individual judicial officer may issue a written order requesting the selection of a panel from another wheel(s). The Clerk shall prepare for the use of the Court and counsel a separate list of names of persons assigned to each petit jury panel.

## 2. Grand Jury

From time to time, as a grand jury is required, the Clerk shall draw, at random, a pro rata number of names from the qualified jury wheels in the eastern and western divisions. The Clerk shall post a public notice explaining the selection process. In the Eastern Division, for grand jurors to appear in Cleveland, the ratio used from each qualified jury wheel shall be eight (8) names from the Cleveland wheel to one (1) name from the Youngstown wheel to one (1) name from the Akron wheel. In the Western Division, for grand jurors to appear in Toledo, the names shall be drawn from the Toledo wheel. In all cases, the persons so chosen would be summoned and would constitute the grand jury array from which the grand jury would be selected to serve at Cleveland or Toledo.


## Q. PUBLIC RELEASE OF JUROR INFORMATION

1. Information on jurors drawn from the qualified jury wheels and impaneled for criminal and civil trials shall be made public only upon approval of the presiding judge and only upon formal request. The presiding judge may keep juror information confidential in any case where the interests of justice so require. In cases in which the court has authorized the release of juror information, only the names will be released without further identifying information.
2. Any request for juror information related to challenging compliance with selection procedures shall be in accordance with 28 U.S.C. §§ 1867 and 1868.
3. Information on jurors drawn from the qualified jury wheels and impaneled from grand jury service shall not be made public.
4. The Clerk of Court shall provide public access to this Juror Selection Plan, including the Plan's verbatim description of the method used in determining the manner of random selection.

### **CERTIFICATE OF APPROVAL**

This is to certify that, in accordance with 28 U.S.C. § 1863(a), the foregoing Juror Selection Plan for the Northern District of Ohio has been duly received and approved as complying with the law by a reviewing panel consisting of the members of the Judicial Council for the Sixth Circuit of the United States and the Chief Judge of the District to which the plan is applicable.

This 15th day of November 2024.



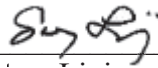
---

Jeffrey S. Sutton  
Chief Judge  
United States Court of Appeals  
for the Sixth Circuit

### **CERTIFICATE OF FILING**

This is to certify that, in accordance with 28 U.S.C. § 1863(a), a true copy of the foregoing Juror Selection Plan for the Northern District of Ohio was filed with the Administrative Office of the United States Courts, Washington, D.C., and the Attorney General for the United States.

This 15th day of November 2024.



---

Sara L. O'Neil  
Chief Judge  
United States District Court for the  
Northern District of Ohio