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BY: KJM  
FEB 11 PM 4:47  
YIKLYNN TINNELL  
SUPERIOR COURT CLERK

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MOHAVE

IN THE MATTER OF: )  
 )  
ADOPTION OF A JURY SERVICE )  
POLICY FOR MOHAVE COUNTY )  
SUPERIOR COURT )  
\_\_\_\_\_ )

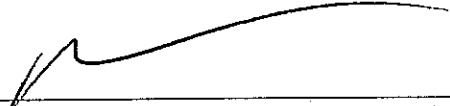
ADMINISTRATIVE ORDER  
2004-09

The Arizona Code of Judicial Administration requires that the presiding judge of each county adopt specific uniform guidelines regarding jury service, including guidelines for determining requests to postpone or be excused from jury service. After careful consideration by our judges, Clerk of Superior Court and jury commissioner, a policy has been approved for use in Mohave County Superior Court.

**IT IS ORDERED** adopting the attached document as the Jury Service Policy for Mohave County Superior Court.

**FURTHER ORDERED** directing the judges of the limited jurisdiction courts in this county to utilize this policy or to submit their own individual policy statements for approval within a reasonable period of time from this date.

**DATED** this 11<sup>th</sup> day of February, 2004.

  
\_\_\_\_\_  
Honorable Robert R. Moon, Presiding Judge  
Mohave County Superior Court

Original filed with the Clerk of the Superior Court in Mohave County

## JURY SERVICE POLICY

### Mohave County Superior Court

The Arizona Code of Judicial Administration, adopted by the Arizona Supreme Court, requires that the presiding judge adopt uniform guidelines for determining requests to postpone jury service or to be excused from service. These guidelines will provide the framework by which such requests will be determined in Mohave County Superior Court. No prospective juror shall be automatically excused, without submitting a request, unless by operation of statute. No person or class of persons shall be automatically excluded from the master jury list, or list of prospective jurors for a given trial, except those persons disqualified or excused by statute, without a request in compliance with these guidelines.

#### 1. Grounds for postponement of jury service.

A prospective juror may be granted a postponement of jury service, by the jury commissioner, elected/appointed Clerk of Superior Court, chief deputy Clerk or trial judge, upon request setting forth the following:

- a) Specific grounds for postponement for a defined, reasonable length of time;
- b) Willingness to serve at the end of the requested time period; and
- c) Affirmative statement that either the prospective juror has not submitted a request for postponement within the past 6 months, or, if this is not the first request for postponement in that time, specific extraordinary circumstances justifying postponement again.

The request for postponement, as opposed to excuse, may be made by phone, mail, in person or electronically if accepted by the Clerk in electronic form.

#### 2. Length of postponement of jury service.

Postponement of jury service under section 1 shall not be for longer than reasonably necessary to accommodate the grounds stated in the request for postponement. Requests for unspecified, indefinite postponement should not be granted by anyone except the trial judge, after taking sworn testimony from the prospective juror, in the voir dire examination at the start of trial in a given case. In the event of a request by a prospective juror who is relocating out of Mohave County, the request shall be treated as one to excuse rather than postpone jury service.

A request for postponement from a full-time educator may be for a length of time to permit jury service which will not cause the educator's absence from school, to the next regularly scheduled break, if the request demonstrates some unique features about the educator's position, or the scheduled trial will be of such length, that a substitute teacher would be a less than satisfactory arrangement for the school.

3. Grounds for being excused from jury service.

Prospective jurors seeking to be excused completely from jury service must submit a written request that complies with these guidelines. The request must contain the following information:

- a) Full, legal name of the prospective juror; and
- b) Residence address, and mailing address if different, and daytime telephone number of the prospective juror; and
- c) Concise statement of the reason(s) supporting the request to be excused.

The Clerk, chief deputy Clerk, jury commissioner, jury clerk or trial judge may excuse a prospective juror for legitimate reasons including, but not limited to, the following examples:

- The prospective juror is of such age or health condition that he or she would be unable, without significant hardship to the juror or prejudice to a party to the action, to serve on a jury for the length of time anticipated for the scheduled trial, or, in a request for permanent excuse, for any jury trial.

- The prospective juror lives such a distance from the courthouse(s), or has such limited means of transportation, that jury service for a given trial would impose an extreme hardship on the juror or unreasonable financial burden on the court to reasonably compensate the juror for travel and/or lodging that the distance would require.

- The prospective juror has plans to relocate, or to travel for an extended length of time, out of Mohave County, and that service on the scheduled trial would impose an undue hardship on the juror.

- The prospective juror is a law enforcement officer employed by the same agency as one or more of the prospective witnesses in a scheduled criminal trial; this will be a basis for excuse from a particular trial but not a permanent excuse or indefinite postponement.

- The prospective juror is a peace officer certified by the Arizona Peace Officers Standards and Training Board, employed as a peace officer by this state or any of its political subdivisions, and has filed a timely application with the Clerk or jury commissioner requesting to be excused from the master panel. An application will not be considered timely unless it was submitted within the time permitted for return of the initial questionnaire provided by the Clerk or jury commissioner with the

notice that the peace officer was subject to call for jury service in the near future. If, for some reason, no such questionnaire was provided by the Clerk's office, the application must in any event be submitted prior to notification that the peace officer is summoned for jury duty in a particular case set for trial.