



## Background on the juror selection process

January 24, 2025

### 1. Sources of data for the jury wheel

- a. Master juror wheel: The state court administrator's office is charged by statute to compile and maintain a master juror wheel. The wheel consists of names, addresses, dates of birth, identifying numbers and juror histories for prospective jurors taken from the master juror list.
- b. Data sources: Each year the state court administrator's office obtains:
  - i. A voter registration list for each county from the Secretary of State
  - ii. Driver's license and non-driver identification records from the Department of Revenue
  - iii. Income Tax records from the Department of Revenue
- c. This information is compiled into a master juror list.
- d. Statutory requirements: §13-71-105, C.R.S. (juror service), §13-71-107, C.R.S. (master juror list), §13-71-108, C.R.S. (master juror wheel)

### 2. Process for creating the wheel

- a. A new jury wheel is created for each calendar year. The entire process to create the jury wheel takes several months. The various lists are received between May and July of each year. SCAO programming staff then works to clean up the data via a "merge and purge" process. Merged records from the different lists are matched based upon last name, first name, birth date and, if applicable, social security number combinations in order to eliminate duplicate records. The record with the oldest effective date is purged. The master juror list is then created with the following data elements:
  - i. County of residence
  - ii. Last name, first name, middle initial
  - iii. Mailing address
  - iv. Physical address
  - v. Birth date

Each week jury commissioners look ahead to see what trials may be coming up and do a jury call for the number of jurors they anticipate needing. These calls are sent 4-6 weeks before the reporting date. The call information randomly selects jurors from the county wheel and sends the data to our summons vendor who prints and mails the summonses the next business day. Once prospective jurors receive their summons, they may contact the jury commissioner to request a postponement or disqualification. These reasons are outlined by statute.

**Postponements:**

Everyone is entitled to a postponement of up to 6 months for any reason. Out-of-state students may request up to 12 months. When the juror contacts the jury commissioner requesting a postponement, they do this via phone call, email or a form on the state website. Jury commissioners will then follow up with when a juror who is being postponed until and if they will receive a new summons. Jurors may request multiple postponements, and the jury commissioners do their best to work with the juror to find a time that will work for them.

**Disqualifications**

Statute dictates when a juror may be permanently or temporarily disqualified, based on their request. For a permanent disqualification there are only two reasons currently: death or medical with a letter from a doctor provided. For temporary disqualifications there are several reasons one may request this option: short-term medical issue, not a citizen, language barrier, already served in another court this year, moved to another county or state, participants in the address confidentiality program, and breastfeeding mothers. Documentation is required to prove the reason, and the jury commissioner will enter the temporary disqualification. These temporary disqualifications are good for the remainder of the calendar year, but would not extend into the next wheel year. The reason these are temporary is that all of them can change (you can become a citizen, learn English, move back to the county, leave ACP, etc.). These must be requested each year, when summonsed.

**Showing up for Jury Duty,**

Once a juror appears for jury selection they are checked-in and any postponements or disqualifications are made by the judge. The jury commissioner will use the system to generate a random list of jurors who have checked-in for each courtroom with a jury trial. Jurors will then be taken to that courtroom for selection. During selection, jurors may raise any other concerns they have about serving on a jury (i.e. they are a home school teacher, they have surgery planned for later in the week, they cannot take the time off work, etc.). The judge then makes all determinations on excusals, with input from counsel. District Court trials include 12 jurors. County court trials include 6 jurors.

**Annual Jury Stats – 2022-2024**

Fiscal Year	Number of Trials Held	Number of Jurors summoned	Number of Jurors who served
2022	1074 (district Court) 833 (county Court)	1,020,930	18,647
2023	1140 (district court) 990 (county court)	985,677	20,568
2024	1114 (district court) 1018 (county court)	971,143	19,817