

## **Civil Jury Selection Procedures**

**Pre-Trial** Counsel should advised the Court whether the case requires an extra-large jury pool and whether the case requires each prospective juror be individually questioned. In all cases, counsel shall submit a list of proposed voir dire questions.

**Trial** The Court assigns jurors random numbers. Those with the lowest numbers are seated in the jury box. The remaining jurors are seated in the audience section in numerical order. The Court will describe the case to all jurors, read the witness lists, and have counsel make introductions. The Court will also screen for hardship, and familiarity with the case and witnesses. The Court normally will allow counsel to question the jurors subject to time limits the Court has set.

The Court generally hears challenges for cause outside the presence of the jury. Each side is normally granted three peremptory challenges. Plaintiff will note the first peremptory challenge on a form provided by the Court. Plaintiff will then pass the form to defendant to note a peremptory challenge. The form will be passed back and forth until all peremptory challenges have been exercised. The form is then signed and given to the clerk. The Court will then excuse the challenged jurors. The jurors in numerical order seated on the benches will fill the vacated seats of the jurors who were excused in the jury box.