

## JURY WHEEL CREATION

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### 1. SOURCES OF DATA

- 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.
- Data sources: Each year the state court administrator's office obtains:
  - A voter registration list for each county from the Secretary of State
  - Driver's license and non-driver identification records from the Department of Revenue
  - Income Tax records from the Department of Revenue
- This information is compiled into a master juror list.
- 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 TO CREATE WHEEL

- 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, SSN 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:
  - County of residence
  - Last name, first name, middle initial
  - Mailing address
  - Physical address
  - Birth date

It is still possible that duplicate records will appear in the master juror wheel. This can occur when a person uses two different names when obtaining a driver's license and registering to vote (for example, use of middle name, title, nickname instead of formal given name).

A list of deceased persons, supplied by the Department of Health, is then run against the master juror list. Based upon matches of names, birth dates and/or SSN combinations, names of deceased persons are purged.

A random number is assigned to each record. After this is complete, juror records are sorted by county.

➤ Additional cleansing processes:

- NCOA

The United States Postal Service maintains information on parties who have filed an official change of address for mail delivery, called the National Change of Address (or NCOA). This information is compared to the data against our master juror wheel. Party addresses are updated as matches occur. This cleanse is run multiple times throughout the wheel creation and summoning process.

### 3. OTHER FACTORS

➤ Service Rank: The Jury system maintains a service history. A rank is given to a prospective juror based upon nature of jury service associated with the individual. This includes whether the individual had to appear for jury duty, and was impaneled as a juror or alternate, or if they appeared for jury duty but were dismissed.

➤ Calculation of Prior Service Rank:

a. Service rank is completed when the jury wheel is installed into production (approximately October each year) and again in January (for any updates made in November and December)

b. The program compares the new wheel year juror records (including: juror

last name, first name and date of birth) to the previous wheel year

- c. If a matching record is found, the program verifies whether or not a service record exists in the previous wheel year
- d. If a service record(s) *does not* exist, the prior service rank is set to zero
- e. If a service record(s) *does* exist, the program looks at the “service code” to verify if the service record shows that the juror served as a juror or an alternate juror

- 1. If a service code, in the year prior, of juror or alternate juror is found on the service record, the prior service rank is set to 25
- 2. If a service code, in the year prior, of juror or alternate juror is not found on the service record, the prior service rank is set to 24
- 3. If a service code, in the second year prior, of juror or alternate juror is found on the service record, the prior service rank is set to 20
- 4. If a service code, in the second year prior, of juror or alternate juror is not found on the service record, the prior service rank is set to 19

- f. When the program creates a Jury Call, the lowest number will randomly be called first

- 0 – Not called
- 19 – 2 year prior – called but dismissed
- 20 – 2 year prior – called and served
- 24 – 1 year prior – called but dismissed
- 25 – 1 year prior - called and served