

**ADMINISTRATIVE ORDER 20-5**  
**GRAND JURY PROCEEDINGS DURING THE COVID-19 HEALTH CRISIS**  
**BEGINNING JUNE 1, 2020**

1. The Grand jury shall be scheduled for the first day of any criminal or civil session or upon application of the District Attorney.
2. Grand jurors would be called and requested to convene, however, no grand juror would be required to attend if they object due to health concerns. Should more than 4 object, the session would not be held.
3. If a grand juror fits into any of the following categories, they **shall not** be allowed into the courtroom and shall not participate in any grand jury proceeding:
  - a. Have traveled internationally within the preceding 14 days;
  - b. Are experiencing fever, cough, or shortness of breath;
  - c. Have been directed to quarantine, isolate, or self- monitor;
  - d. Have a known exposure to COVID-19;
  - e. Have been diagnosed with COVID-19;
  - f. Reside with or have been in close contact with any person in any of these categories.

By separate memo all grand jurors shall be notified that If they fall into one of these categories, they will need to contact the Clerks' office and advise as to which category the grand juror is in. They will be instructed to **not** report for grand jury service if they are in one of these categories.

4. All grand jurors shall be required to wear a face mask or a face covering upon arrival at the courthouse and throughout the grand jury proceedings.
5. The grand jury proceedings shall take place in the courtroom not in the grand jury room.
6. Courtroom doors will be marked as entrance and exit doors. Upon arrival at the courtroom entrance door each grand juror will be required to sanitize and enter their name prior to entry into the courtroom. Grand jurors shall maintain 6 foot social distancing while waiting to enter and while entering the courtroom.
7. The bailiff will instruct each grand juror where to sit, with the courtroom seat closest to the witness chair being reserved for the foreperson. Grand jurors will be spaced two rows apart and will sit at least ten feet apart when seated in the same row.
8. Once all grand jurors are present in the courtroom, court will convene. At that time the only persons, other than the grand jurors, present in the courtroom shall be the judge, the clerk, the court reporter and the grand jury officer. The District attorney shall have provided the sworn grand jury officer with the indictments to be considered by the grand jury in advance of the court convening. These individuals shall maintain 6 foot social distancing.

9. Thereafter, all individuals except the grand jury shall exit the courtroom and the grand jury will go into session in the courtroom. All entrances to the courtroom will be locked and grand jury will proceed with the testimony of the witnesses and consideration of the indictments.
10. The Grand Jury officer shall be responsible for escorting witnesses into the courtroom when called by the grand jury and will escort witnesses out of the courtroom when they have completed their testimony. The officer does not, however, remain in the courtroom while the grand jury questions witnesses and while the grand jury deliberates.
11. All oaths shall be by affirmation. The Clerk of Superior Court shall provide the foreperson with the affirmation oath.
12. All officers called to testify shall wear a mask or face covering and sanitize before entering the courtroom to appear before the grand jury. That also shall sanitize while exiting the courtroom.
13. All witnesses shall testify from a position that is at least 10 feet from any grand juror and in location where he/she can be seen and heard by all grand jurors.
14. When the grand jury is in session, all entrances to the courtroom will remain closed and locked and will only be unlocked by the grand jury officer to allow witnesses to enter and exit.
15. The presiding judge will always be available in his chambers to answer questions of the grand jury, should the same arise during their deliberations.
16. Once the grand jury has completed its work, court will reopen. The return of the grand jury report and indictments shall take place in open court, with the clerk and court reporter present. The transfer of documents shall be done by individuals who are gloved.
17. Grand jurors shall sanitize while exiting and shall exit through the exit door maintaining 6 foot social distancing as they do so.
18. All current grand jurors shall continue to serve until their successors are appointed.
19. At the term that new grand jurors are to be selected, a jury pool of sufficient size shall be drawn to allow for 9 new members to be selected while also complying with the courtroom occupancy limits.
20. This administrative order shall remain in full force and effect until amended or revoked.

This the 27<sup>th</sup> day of May, 2020.

*S/ Gary M. Gavenus*

Honorable Gary M. Gavenus

Senior Resident Superior Court Judge

24<sup>th</sup> Judicial District