

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY**


**In Re: PLAN FOR THE QUALIFICATION AND RANDOM
SELECTION OF GRAND AND PETIT JURORS**

**GENERAL ORDER
NO. 25-04**

*** **

IT IS HEREBY ORDERED that in accordance with Title 28 U.S.C. Sections §1861, et. Seq., the United States District Court for the Western District of Kentucky hereby adopts the foregoing Plan for the Qualification and Random Selection of Grand and Petit Jurors. This Plan is effective immediately and supersedes the Plan previously adopted by way of General Order 21-01.

DATED: March 25, 2025


Greg N. Stivers, Chief Judge
United States District Court


ENTERED
JAMES J. VILT JR., CLERK
3/25/2025

U.S. DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY

TABLE OF CONTENTS

Section One: General Policy and Procedural Matters

Section 1.01. Adoption and Implementation.....	2
Section 1.02. Declaration of Policy	2
Section 1.03. Discrimination Prohibited	2
Section 1.04. Supervision of the Juror Management Process.....	2
Section 1.05. Delegation of the Clerk’s Management Responsibilities.....	3
Section 1.06. Use of Non-Court Personnel	3

Section Two: Establishment of Jury Divisions and Master Jury Wheels

Section 2.01. Jury Divisions	4
Section 2.02. Master Jury Wheels	5
Section 2.03. Source Lists for Random Selection of Grand and Petit Jurors	5
Section 2.04. Method and Manner of Random Selection.....	5
Section 2.05. Filling the Master Jury Wheels.....	6
Section 2.06. Emptying and Refilling the Master Jury Wheels	7
Section 2.07. Addition of Names to the Master Jury Wheels.....	7
Section 2.08. Drawing of Names from the Master Jury Wheels	7
Section 2.09. Mailing of Juror Qualification Questionnaires.....	8

Section Three: Qualifying Grand and Petit Jurors

Section 3.01. Determination of Qualification for Jury Service	8
Section 3.02. Qualifications for Jury Service.....	8
Section 3.03. Persons Exempt from Jury Service	9
Section 3.04. Persons Who Shall Be Excused from Jury Service Upon Request to the Court.....	9
Section 3.05. Persons Who May Be Excused from Jury Service Upon Approval of Court	10
Section 3.06. Deferral of Service Upon Individual Requests	10

Section Four: Qualified Juror Wheel Establishment and Summoning Procedures

Section 4.01. Qualified Juror Wheels.....	11
Section 4.02. Drawing and Summoning of Jury Pools.....	11

Section Five: Disclosure of Jury Records

Section 5.01. Disclosure of Jury Records Generally	12
Section 5.02. Disclosure of Petit Jury Panel Information	13
Section 5.03. Disclosure of Grand Juror Information.....	13

Appendix: Alternate Random Selection Procedures.....	14
Certificate of Approval.....	16
Certificate of Filing.....	16

SECTION ONE
GENERAL POLICY AND PROCEDURAL MATTERS

SECTION 1.01 — ADOPTION AND IMPLEMENTATION

In accordance with 28 U.S.C. § 1863, the Court adopts the following amended Plan for the Qualification and Random Selection of Grand and Petit Jurors (the “Plan”).

This Plan, as amended, shall become effective on the date approved by proper order of a reviewing panel of the Judicial Council for the United States Court of Appeals for the Sixth Circuit, provided, however, that nothing in the amended Plan shall affect the composition of the existing master or qualified jury wheels nor affect the composition or preclude the service of any jury impaneled on or before the scheduled refilling of such wheels after the next general election as hereinbefore provided in this Plan.

SECTION 1.02 - DECLARATION OF POLICY

It is the policy of the United States District Court for the Western District of Kentucky that all litigants within the district, who are entitled to trial by jury, have the right to grand and petit juries selected at random from a fair cross section of the community where the court convenes. Further, all citizens have the opportunity to be considered for jury service and have an obligation to serve when summoned.

SECTION 1.03 - DISCRIMINATION PROHIBITED

No citizen will be excluded from service as a grand or petit juror on account of race, color, religion, sex, national origin, or economic status.

SECTION 1.04 - SUPERVISION OF THE JUROR MANAGEMENT PROCESS

The Clerk shall manage the jury selection process under the supervision and control of the Chief Judge. 28 U.S.C. § 1863(b)(1).

SECTION 1.05 - DELEGATION OF THE CLERK'S MANAGEMENT RESPONSIBILITIES

The Clerk may delegate responsibility for the day-to-day operations of the jury selection process to any authorized deputy clerk or other authorized non-court person or agency. 28 U.S.C. §§ 1863(b)(1) and 1869(a).

SECTION 1.06 - USE OF NON-COURT PERSONNEL

The Court finds that it may be necessary or appropriate for the Clerk to utilize the services of non-court personnel to assist in the juror management process. For purposes of this Plan, the phrase “*non-court personnel*” may include, but is not limited to:

- County or Commonwealth of Kentucky officials and their employees or agents, who are responsible for custody and maintenance of the source lists identified in Section 2.03 of this Plan.
- Owners, employees, operators and/or agents of computer or data processing centers, bar-coding facilities, mail handling centers, and optical scanning facilities.
- Other administrative or clerical persons whose services may be necessary to select, process, and/or mail the various documents and records involved in the juror management process.

In the event that the Clerk elects to utilize the services of non-court personnel, written instructions shall be issued to the individual(s) describing the operations or activities to be conducted and shall require them to execute an affidavit, under penalty of perjury, certifying compliance with the written instructions.

SECTION TWO

ESTABLISHMENT OF JURY DIVISIONS AND MASTER JURY WHEELS

SECTION 2.01 - JURY DIVISIONS

Jury divisions shall bear the name of the places of holding court in the district, and the names and counties assigned to each division. In accordance with 28 U.S.C. § 1863(a) and unless otherwise directed by the court, the Plan shall apply to the following jury divisions defined below:

JURY DIVISION	COUNTIES
Louisville	Breckinridge, Bullitt, Hardin, Jefferson, Larue, Marion, Meade, Nelson, Oldham, Spencer, and Washington
Bowling Green	Adair, Allen, Barren, Butler, Casey, Clinton, Cumberland, Edmonson, Green, Hart, Logan, Metcalfe, Monroe, Russell, Simpson, Taylor, Todd, and Warren
Owensboro	Daviess, Grayson, Hancock, Henderson, Hopkins, McLean, Muhlenberg, Ohio, Union, and Webster
Paducah	Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hickman, Livingston, Lyon, McCracken, Marshall, and Trigg

See 28 U.S. Code § 97; see also Joint Ky. Loc. Civ. Prac. LR. 3.1(b).

SECTION 2.02 - MASTER JURY WHEELS

The Clerk shall establish and maintain a master jury wheel for each jury division established pursuant to Section 2.01 of this Plan. 28 U.S.C. § 1863(b)(4).

SECTION 2.03 - SOURCE LISTS FOR RANDOM SELECTION OF GRAND AND PETIT JURORS

Grand and petit jurors shall be selected at random from the following data sources, after elimination of known duplicates:

- (a) The Kentucky State Board of Elections' voter registration lists;
- (b) The Kentucky Transportation Cabinet's licensed drivers list; and
- (c) The Kentucky Transportation Cabinet's list of persons aged 18 and older who have been issued state identification cards

It is the opinion of the Court that the names on these source lists from this District, when combined, represent a fair cross-section of the community in the Western District of Kentucky. Therefore, the names to be placed into a master jury wheel shall be selected at random from the official voter registration lists provided by the Board of Elections and the official licensed drivers list and identification card list provided by the Kentucky Department of Motor Vehicles. 28 U.S.C. § 1863(b)(2).

SECTION 2.04 - METHOD AND MANNER OF RANDOM SELECTION

In accordance with 28 U.S.C. § 1863(b)(3), unless otherwise approved by the Court, the Clerk may elect to use either of two random selection procedures in order to ensure both proportional representation and random selection of names from the various county source lists identified in Section 2.03 of this Plan:

- (a) **Computerized Random Selection Programs:**

At the Clerk's option, and after consultation with the Court, the selection of names from complete source list databases in electronic media for the master jury wheel may be accomplished by a purely randomized process through routines approved by the National Institute of Standards and Technology (NIST). Similarly, at the option of the Clerk and after consultation with the Court, a properly programmed electronic data processing system for pure randomized selection may be used to select names from the master wheel for the purpose of determining qualification for jury service, and from the qualified wheel for summoning persons to serve as grand or petit jurors. Such random selections of names from the source list for inclusion in the master wheel by data computer personnel must ensure that each county within the jury division is substantially proportionally represented in the master jury wheel in accordance with 28 U.S.C. § 1863(b)(3). The selections of names from the source list, the master wheel, and the qualified wheel must also ensure that the mathematical odds of any single name being picked are substantially equal.

- (b) **Alternate Random Selection Procedures:** In the event that the Clerk elects not to use a computerized random selection program to select names from one or more of the county source lists, or in an emergency situation (for example, if automated systems such as the jury management system were unavailable for a period of time), then the Clerk shall employ the "interval and starting number" selection process set forth in Appendix (1) of this Plan.

SECTION 2.05 - FILLING THE MASTER JURY WHEELS

The Clerk shall initially fill the divisional master jury wheels with at least the minimum number of names indicated below. The number of names placed in the master jury wheels shall be

a minimum of 0.5 percent of the total number of names on the source list. The number of names to be placed in the divisional master jury wheels shall be apportioned among the counties in each of the divisions based upon the approximate ratio that the approximate number of registered voters in each of said counties bears to the approximate total of registered voters in the entire jury division. 28 U.S.C. § 1863(b)(4).

The number of names selected initially for the master jury wheel, to be apportioned among the counties are:

Louisville Division Master Jury Wheel	28,000 names
Bowling Green Division Master Jury Wheel	10,500 names
Owensboro Division Master Jury Wheel	10,500 names
Paducah Division Master Jury Wheel	21,000 names

SECTION 2.06 — EMPTYING AND REFILLING THE MASTER JURY WHEELS

Unless otherwise ordered by the Court, the Clerk is directed to empty and refill the divisional master jury wheels between January 1 and May 1 in years subsequent to presidential elections. 28 U.S.C. § 1863 (b)(4). Upon application to the Chief Judge, the Court may grant additional time to empty and refill the divisional jury wheels as needed.

SECTION 2.07 — ADDITION OF NAMES TO THE MASTER JURY WHEELS

It may be necessary to place additional names into one or more of the master jury wheels. Should such a need arise, the Chief Judge will direct the Clerk to obtain additional names from the source lists identified in Section 2.03 of this Plan. 28 U.S.C. § 1863(b)(4).

SECTION 2.08 — DRAWING OF NAMES FROM THE MASTER JURY WHEELS

Each year, the Clerk or designee shall draw at random from the master jury wheels the names of as many persons as may be required for jury service. The Clerk or designee shall post a general notice for public review in the Clerk’s Office and on the Court’s website explaining the

process by which names are drawn. 28 U.S.C. § 1864(a).

SECTION 2.09 - DELIVERY OF JUROR QUALIFICATION QUESTIONNAIRES

The Clerk or designee shall deliver a juror qualification questionnaire to every person whose name is drawn from a master jury wheel, with instructions to complete and return the questionnaire by mail or through the court internet web site within ten days. Individuals who fail to complete a juror qualification questionnaire may be summoned to appear in person and without compensation to complete one under the supervision of the Clerk of Court. 28 U.S.C. § 1864(a).

SECTION THREE

QUALIFYING GRAND AND PETIT JURORS

SECTION 3.01 - DETERMINATION OF QUALIFICATION FOR JURY SERVICE

The Chief Judge of the court, or any other district judge or magistrate judge of the district, or the Clerk under supervision of the Court, is authorized to determine whether a person is qualified for, or exempt, or to be excused from jury service. Such determination is to be made on the basis of information provided on the juror qualification form as well as other competent evidence. 28 U.S.C. § 1865(a).

SECTION 3.02 - QUALIFICATIONS FOR JURY SERVICE

Every person is qualified for jury service unless that person:

- (a) Is not a citizen of the United States eighteen years old, who has resided for a period of one year within the judicial district;
- (b) Is unable to read, write, and understand the English language with a degree of proficiency sufficient to satisfactorily fill out the juror qualification questionnaire;

- (c) Is unable to speak the English language;
- (d) Is incapable, by reason of mental or physical infirmity, to render satisfactory jury service; or
- (e) Has a charge pending against him or her for the commission of, or has been convicted in a State or Federal Court of record of, a crime punishable by imprisonment for more than one year, and his or her civil rights have not been restored. 28 U.S.C. § 1865(b).

Notice of persons who identify themselves as non-citizens through the juror qualification process will be provided to appropriate election officials for verifying voter registration eligibility.

SECTION 3.03 — PERSONS EXEMPT FROM JURY SERVICE

The following persons are barred from jury service in this Court on the grounds that they are exempt:

- (a) Members in active service of the Armed Forces of the United States;
- (b) Members of the fire or police departments of any State, the District of Columbia, any territory or possession of the United States, or any subdivision of a State, the District of Columbia, or such territory or possession (not including volunteer or non-governmental departments); and
- (c) Public officers of the United States, state, or local government who are elected to public office or directly appointed by one elected to office, who are actively engaged in the performance of official duties. 28 U.S.C. § 1863(b)(6).

SECTION 3.04 - PERSONS WHO SHALL BE EXCUSED FROM JURY SERVICE UPON REQUEST TO THE COURT

In accordance with 28 U.S.C. § 1863(b)(5)(A), the Court finds that jury service by

members of the occupational classes or groups of persons set out below would entail undue hardship or extreme inconvenience to the members thereof, and that excuse of members thereof would not be inconsistent with Sections 1861 and 1862 of Title 28, United States Code.

Accordingly, members of the following classes or groups shall, upon individual request therefore, be excused from jury service at the *qualification* stage:

- (a) All persons over seventy (70) years of age, and
- (b) volunteer safety personnel. 28 U.S.C. § 1863(b)(5)(B).

In addition to these classes, the Court finds that the following classes of persons shall, upon individual request therefore, be excused from jury service at the *summons* stage:

- (a) A person who has served as a grand or petit juror within the past two years, and
- (b) All full-time students.

SECTION 3.05 — PERSONS WHO MAY BE EXCUSED FROM JURY SERVICE UPON APPROVAL OF THE COURT

The following persons may, upon individual request therefore, be excused from jury service at the *summons* stage, upon the Court's approval:

- (a) A person having active care and custody of a person under 10 years of age whose health and/or safety would be jeopardized if required to be absent for jury service, or a person who is essential to the care of aged or infirm persons; and
- (b) A person whose services are so essential to the operation of a business, commercial or agricultural enterprise that it must close or cease to function if they are required to perform jury duty.

SECTION 3.06 - DEFERRAL OF SERVICE UPON INDIVIDUAL REQUESTS

The Court may temporarily excuse any qualified juror from jury service upon application showing undue hardship or extreme inconvenience. Unless otherwise directed by the Court, those individuals temporarily excused from jury service will have their names reinserted into the qualified jury wheel, or deferred until another date for service. 28 U.S.C. § 1866(c)(1).

SECTION FOUR

QUALIFIED JUROR WHEEL ESTABLISHMENT AND SUMMONING PROCEDURES

SECTION 4.01 - QUALIFIED JUROR WHEELS

The Clerk or designee shall establish and maintain a qualified jury wheel. Qualified juror wheels for the respective jury divisions may be maintained, at the discretion of the Clerk, in the Louisville office or in the respective jury divisional offices. The Clerk or designee, after review of the qualification forms, shall place in the qualified jury wheel for each of the jury divisions the names of persons determined to be qualified for jury service. 28 U.S.C. § 1866(a).

The qualified jury wheels shall continue to be used during the master wheel emptying and refilling process. Upon the completion of the master wheel process the qualified wheels will be emptied and refilled with the names of qualified persons from the newly refilled master wheel.

SECTION 4.02 - DRAWING AND SUMMONING OF JURY POOLS

From time to time, the Clerk or designee at any particular jury divisional office, shall draw at random from the respective jury division's qualified jury wheel such number of names of persons as directed by the Court for service as grand or petit jurors for that respective jury division. The Clerk or designee shall post a general notice for public review in the clerk's office

and on the Court's website explaining the process by which names are drawn. 28 U.S.C. § 1866(a).

The Clerk shall issue a jury summons for each person so drawn and issue such summons by first class mail, unless the Court directs otherwise. 28 U.S.C. § 1866(b).

SECTION FIVE

DISCLOSURE OF JURY RECORDS

SECTION 5.01 - DISCLOSURE OF JURY RECORDS GENERALLY

- (a) **Release of Jury Plan Information:** Upon request, the Clerk is authorized to provide a copy of this Plan to any person requesting information about the juror qualification process.
- (b) **Release of Master Jury Wheel Information:** Any list prepared pursuant to 28 U.S.C. § 1864(a) shall not be disclosed to any person except upon written order of the District Court, except pursuant to 28 U.S.C. § 1867.
- (c) **Release of Juror Management Records:** In accordance with 28 U.S.C. § 1867(f), the contents of records and papers used in connection with the juror qualification and selection process shall not be disclosed, except upon written order of the District Court, unless otherwise provided for in Sections 5.02 and 5.03(a) of this Plan. Parties desiring to prepare or present a motion pursuant to 28 U.S.C. § 1867 shall make written application for disclosure to the District Court and tender an appropriate order therewith.
- (d) **Retention of Juror Management Records:** In accordance with 28 U.S.C. § 1868, the Clerk shall keep all records and papers relating to the juror management process

for four years following the emptying and refilling of the master jury wheels, or for such longer period of time as the Court may require. Upon written request to the Chief Judge, the Court may direct that the Clerk make selected juror management records available for public inspection for the purpose of determining the validity of the selection of any jury.

SECTION 5.02 - DISCLOSURE OF PETIT JURY PANEL INFORMATION

In accordance with 28 U.S.C. § 1863(b)(7), upon request to the Clerk or designee, the names of persons assigned to individual petit jury panels may be disclosed to the parties seven days prior to the trial date unless otherwise ordered by the Court. It shall be left to the discretion of the Judge to whom the case is assigned whether the parties may also be provided with juror qualification questionnaires or any other juror information, in addition to juror names.

With regard to all non-parties, including the public and the media, disclosure of the names of persons assigned to individual petit jury panels may be made only upon order of the Court. Notwithstanding this general policy, the District Court may order the Clerk to keep these names confidential in any case where the interests of justice so require.

SECTION 5.03 - DISCLOSURE OF GRAND JUROR INFORMATION

In accordance with 28 U.S. C. § 1863(b)(7), the names and information relating to any summoned or serving grand juror or grand jury panel shall be confidential and not disclosed to any litigant or member of the public except upon written order of the District Court. Furthermore, the impanelment of every regular special grand jury shall not be conducted in open court or within public view. Applications for disclosure of grand juror information must be made by motion to the Chief Judge and must show exceptional and compelling circumstances why disclosure should be allowed.

APPENDIX (1) — ALTERNATE RANDOM SELECTION PROCEDURES

Unless otherwise directed by the Court, in the event that the Clerk elects not to use a form of computerized random selection, or in an emergency circumstance (for example, if automated systems such as the jury management system were unavailable for a period of time), the following “starting number and interval” selection process should be employed:

- STEP (1) Identify the local, state, or federal official who has responsibility for, and custody of, the source list for each county in a particular jury division.
- STEP (2) Communicate with the custodian to determine the total number of names contained on the source lists of the most recent general election; or in the event that a particular county intends to purge its source list information following a general election, then on a date to be specified by the Clerk.
- STEP (3) After determining the total number of names for each county, segregate the counties into the jury divisions defined in Section 2.01 of this Plan.
- STEP (4) Calculate the total number of names for all of the counties within a particular jury division.
- STEP (5) Divide the total number of names contained on all of the source lists in a particular jury division by the total number of names required to be placed in that jury division’s master jury wheel in accordance with Section 2.06 of this Plan. The numerical value produced by this calculation shall be referred to as the **interval number**, which represents the interval between selected names on the county source lists, e.g.:

Assume [1] that there are 660,000 names on the combined source lists for the counties comprising a particular jury division; and [2] that the total number of names to be placed into that division’s master jury wheel is 6,000.

Given these assumptions, the clerk would divide 660,000 by 6,000. The result of this calculation would produce an interval number of 110.

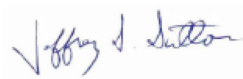
STEP (6) After calculating the interval number for each jury division, the Clerk should then publicly draw at random for each jury division a starting number, to ensure that every name in each of the intervals has an equal chance of being chosen. This starting number shall be selected from a range of numbers which includes the number one through the interval number for each jury division. The selected starting number represents the first name to be selected from each county's source list.

STEP (7) After calculating the interval and starting numbers, the Clerk shall arrange to select the first name from each county's source list which corresponds to the starting number, and thereafter, shall select every subsequent name throughout the remainder of the source list which corresponds to the interval number, e.g.:

Assuming that the starting number for a particular jury division was 10, and the interval number for that jury division was 110, the clerk would arrange that the tenth name from each county's source list be selected, and thereafter every 110th name throughout the remainder of the source lists for each county be selected, e.g. 10, 120, 230, 340, etc.

CERTIFICATE OF APPROVAL

This is to certify that, in accordance with 28 U.S.C. § 1863(a), the foregoing Amended Plan for the Qualification and Random Selection of Grand and Petit Jurors for the Western District of Kentucky has been duly received and approved as complying with the law by a reviewing panel consisting of the members of the Judicial Council for the Sixth Circuit of the United States and the Chief Judge of the District to which the plan is applicable.



JEFFREY S. SUTTON
Chief Judge of the United States
Court of Appeals for the Sixth Circuit

CERTIFICATE OF FILING

This is to certify that, in accordance with 28 U.S.C. § 1863(a), a true copy of the foregoing Amended Plan for the Qualification and Random Selection of Grand and Petit Jurors for the Western District of Kentucky was filed with the Administrative Office of the United States Courts, Washington, D.C., and the Attorney General for the United States.

This 25th day of March, 2025.




Greg N. Stivers, Chief Judge
United States District Court

GREG N. STIVERS
Chief Judge of the United States District Court
For the Western District of Kentucky