

**STATE OF NEW HAMPSHIRE
SUPERIOR COURT**

**ADMINISTRATIVE ORDER 2016-006
(SUPERSEDES AND REPLACES ADMIN ORDER 2015-003)**

Procedures Relative to Juror Questionnaire Dissemination

This order replaces Superior Court Administrative Order Number 30 (1998) and supplements New Hampshire Superior Court Civil Rule 38, and New Hampshire Rule of Criminal Procedure, Rule 22.

1. The Clerk's office shall prepare an electronic copy of juror questionnaires from the Jury Management System. These questionnaires are referred to as the Candidate Detail Report.
2. Upon request and payment of \$50, the Clerk's office shall email the Candidate Detail Report to attorneys, non-attorney representatives and self-represented parties who have jury trials scheduled during the term.
3. Due to the frequency of criminal jury cases tried by the County Attorney and the Public Defender, the clerks are authorized to routinely provide a copy of the Candidate Detail Report without cost to each of those agencies on an on-going basis. Similarly, the Office of the Attorney General, contract attorneys and assigned counsel may be provided with copies without cost as the need arises.
4. The clerk's office shall email the Candidate Detail Report to the parties no earlier than 10 days prior to the first reporting date of the jury pool.
5. Juror questionnaires are confidential material. Attorneys or parties representing themselves shall not exhibit the Candidate Detail Report to anyone other than the client or other lawyers and staff employed by the attorney's firm. Attorneys may designate another attorney in their office or a secretary/paralegal to review the Candidate Detail Report for them. Persons reviewing the report may take notes.
6. The Clerk's office may make a paper copy of the Candidate Detail Report available to counsel and the parties upon request. The paper copies must remain in the Clerk's office and shall not be taken into the courtroom for jury selection. No fee will be charged to view these paper copies.
7. At the conclusion of the jury trial term, the attorneys, non-attorney representatives and self-represented parties must destroy, delete or otherwise render the Candidate Detail Report, and any copies of it, unreadable and unusable via a method commonly deemed acceptable according to industry standards. Any notes that include a juror's date of birth, address, or any other contact information must likewise be destroyed, deleted or otherwise rendered unreadable.

8. Should an attorney, non-attorney representative or self-represented party wish to contact jurors when allowed by law, a motion shall be filed requesting juror contact information.

Dated: May 4, 2016



Tina L. Nadeau
Chief Justice, NH Superior Court