

**Attachment A**  
**Guidelines for Submission**

1. Juror pool selection plans should be submitted directly to **Court Services, Office of the State Courts Administrator, Supreme Court Building, 500 South Duval Street, Tallahassee, Florida 32399.**
2. Section 40.225, F.S. provides that the chief judge of the circuit in which the court is located must certify that the majority of the judges authorized to conduct trials in the county consent to the alternative method. In the past, some counties have chosen to provide the actual signatures of those judges approving the process. The chief judge is now permitted to certify that a majority of judges within his or her circuit have voted to approve the proposed process.
3. The plan should contain a "...description of the equipment, methods, and mode of operation to be used." (Section 40.225(2) F. S.). To comply with the statute, enough detail must be provided in the plan to ensure that the selection process satisfies the necessary statutory, mathematical and statistical conditions imposed by the conditions of "by lot and at random" and of due process. The checklist in Attachment B provides an expanded delineation of those factors that typically should be addressed in the proposed jury pool selection plan.
4. Plans may be submitted to the OSCA at any time throughout the year rather than once per year as required by the rule process.
5. The plan should be submitted by the clerk of court and be accompanied by a signed statement from the chief judge of the circuit indicating that he/she has reviewed the plan and process and that a majority of the trial court judges have approved pursuant to section 40.225(2) Florida Statutes. See attachments D and E respectively.