

## **Rule 39-1107. Juror Information Questionnaires**

### **Rule 39-1107.1 General**

Confidential Juror Information Questionnaires ("questionnaires") will be maintained securely in the office of the court-appointed official custodian. The questionnaires shall *not* constitute a public record.

### **Rule 39.1107.2 Copies**

Complete and accurate copies of the original questionnaires ("copies") shall be collated into numbered binders which shall be available only to judges, attorneys for the Commonwealth and defendants' attorneys. Attorneys and judges may examine copies prior to jury selection by making arrangements with the designated custodian. In the Franklin County Branch, the Court Administrator shall be the official custodian; in the Fulton County Branch, the Clerk of Courts shall be the official custodian. Copies shall be made available and shall be signed out from and returned to the office of the official custodian. Copies shall *not* constitute official records.

### **Rule 39.1107.3 Restrictions**

Copies shall not be removed from the designated area except upon prior court order for good cause shown. In the Franklin County Branch, the designated area shall be any floor of the Courthouse or Courthouse Annex on which any courtroom is located; in the Fulton County Branch, the designated area shall be the first and second floors of the Courthouse. Copies shall not be duplicated, distributed or published. Defendants may not be given copies of the questionnaires.

### **Rule 39.1107.4 Disposition of Questionnaires and Copies**

(A) **Impaneled jurors; original questionnaires.** *All original questionnaires* of all impaneled jurors shall be retained by the Court Administrator in a sealed file and shall not be destroyed until the commencement of the trial term one (1) year after the trial term in which they were selected, unless otherwise ordered by the Court.

(B) **Impaneled jurors; copies.** At the completion of selection of all juries for each trial term, *all copies* shall be returned to the trial judge and destroyed, unless otherwise ordered by the trial judge upon timely request of any defendant, any defendant's attorney, or the attorney for the Commonwealth.

(C) **Jurors not impaneled.** *All originals and all copies* of questionnaires of all prospective jurors not impaneled and not selected for any trial service shall be destroyed upon completion of the jurors' service.

**Rule 39.1107.5 Supplemental Questionnaire**

The Court Administrator is hereby authorized to require the completion of a supplemental confidential juror information questionnaire, in addition to the standard confidential juror information questionnaire mandated by Pa.R.Crim.P. 1107

**Rule 39.1107.6 Completion of Questionnaires and Supplemental Questionnaires**

The Court Administrator of the judicial district shall develop appropriate procedures for distributing or mailing, collecting, collating, copying, maintaining, securing, and destroying questionnaires, supplemental questionnaires and all copies, as provided and required by law. In addition, the Court Administrator shall develop an information sheet advising jurors of the procedures for maintaining the confidentiality of the questionnaires.