

## **BAILIFF INSTRUCTIONS TO THE JURY**

### **I. COMMUNICATIONS WITH THE COURT**

- A. All communications with the Court must be in writing, signed by the foreperson of the jury, and passed to the Judge through one of the bailiffs.
- B. To contact a bailiff, push the button on the wall for one to two seconds. A buzzer is located in the Judge's chambers and a bailiff will respond as soon as possible. Bailiffs are also the Judge's staff. They have other duties and may not be able to respond immediately. If there is no response within ten to fifteen minutes, you should buzz again.
- C. When a bailiff responds to your call or needs to contact you for any other reason, they will knock loudly three times on the door. Bailiffs are not permitted to hear any of your deliberations, and this is the indication that you should stop deliberations.
- D. If a jury note requires the attendance of the attorneys and parties, it may take some time for everyone to return. Therefore, you should continue your deliberations while waiting for an answer to the note. Please remember that the notes must be dated and signed by the foreperson.
- E. You may not leave the jury room unless a bailiff comes for you.
- F. During breaks and lunch, everyone must leave. No juror is permitted to remain in the jury room alone.

### **II. TIME SCHEDULE**

- A. The jury should convene each day at 9:00 a.m. and will be met by a bailiff in the front of the courtroom. Any change in starting time should be discussed with the Bailiff in advance.
- B. You may have a morning and an afternoon break (fifteen minutes each) at your discretion. During the break, you may go outside.
- C. You may take a one hour lunch break at around noon, at your discretion.
- D. Deliberations will recess for the day at around 4:30 p.m.
- E. When you are ready for a break, for lunch or to leave at the end of the day, please press the buzzer and a bailiff will arrive to escort you out of the courtroom.