Jury Proceeding Addendum to COVID-19 Operating Plan for the Brown County Judiciary

Effective on and after October 1, 2020

Recognizing the need to ensure the health and safety of jurors, litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the courts of **Brown County** will implement, in addition to the procedures and protocols in the previously submitted COVID-19 Operating Plan, the following protective measures for jury proceedings:

General

1. All judges will comply with the Emergency Orders issued by the Supreme Court of Texas and Court of Criminal Appeals, including conducting in-person jury proceedings according to the guidance issued by the Office of Court Administration.
2. The justice courts will not conduct an in-person jury proceeding until the Supreme Court permits such proceedings.
3. Judges of the district courts, constitutional and statutory county courts, and statutory probate courts will conduct in-person jury proceedings in accordance with the previously approved Operating Plan and this addendum only after this jury proceeding addendum is submitted and accepted by the Regional Presiding Judge.
4. Not more than five days before an approved in-person jury proceeding is scheduled to occur, the local administrative district judge or designee will consult with the local public health authority to verify that local health conditions and plan precautions are appropriate for the jury proceeding to proceed.
5. Except for criminal cases where confinement in jail or prison is a potential punishment, judges may conduct remote jury proceedings if the court follows the requirements of the hearings on objections or motions section below and ensures that all potential and selected petit jurors have access to technology to participate remotely. Judges may conduct remote jury proceedings in a criminal case where confinement in jail or prison is a potential punishment only with appropriate waivers and consent obtained on the record from the defendant and the prosecutor.

Jury Proceeding Approval Process

1. Judges wishing to conduct a jury proceeding will follow the procedure detailed below to obtain approval to proceed with the jury proceeding from the local administrative district judge and Regional Presiding Judge:
    a) The trial judge will submit a written request to the local administrative district judge by email at least 30 days in advance of the desired trial date detailing the type of case to be tried, the attorneys and litigants involved, the estimated length of trial time, and details of any defendants or witnesses who are in custody, along with any special needs.

b) The local administrative district judge should consult with the trial judge and then make a decision promptly on the request. If approved for trial, the local administrative district judge should promptly submit the request by email to the Regional Presiding Judge for his consideration.
c) The Regional Presiding Judge will act as soon as possible on the request and advise the local administrative district judge via email of his decision.
d) If approved, the clerk of the court shall issue the summons for the jury panel for prospective jurors no less than 14 days prior to the beginning of trial.

2. The local administrative district judge will, not more than five days before the jury proceeding, consult with the local public health authority to verify that the local health conditions and plan precautions are appropriate for the jury proceeding to proceed with the following procedure:
   a) Any requests for jury trial approved by the local administrative district judge and the Regional Presiding Judge shall be forwarded by email to the Health Administrator of the Brownwood/Brown County Health Department by the local administrative district judge as soon as possible.
   b) In the event the local health department has any objections to the proposed jury trial, the Health Administrator shall contact the local administrative district judge by email as soon as possible.
   c) Upon receipt of any objections or concerns expressed by the local health authority, the local administrative district judge shall consult with the local health authority and the trial judge promptly. If the objections and concerns cannot be satisfactorily resolved, to the agreement of the local health authority, the local administrative district judge, and the trial judge, then the jury trial shall be cancelled.
   d) If no objections are received from the local health authority, then the local administrative district judge shall confirm with the local health authority by email no later than 5 days before the beginning of jury selection that no new concerns have arisen. If there are unresolved concerns or objections by the local health authority to proceeding with the jury trial within 5 days, then the local administrative district judge and the trial judge shall cancel the proceedings.

Hearings on Objections or Motions Related to Proceeding

1. Parties who are scheduled for a jury proceeding are encouraged to make any objections or motions related to proceedings at least 10 days prior to the trial setting.
2. Any objections or motions related to proceeding with a jury proceeding will be heard by the judge presiding over the case at least seven days prior to the jury proceeding or as soon as practicable if the objection or motion is made or filed within seven days of the jury proceeding.

Communication Protocols

1. Each judge with an approved in-person jury proceeding will require the parties to communicate with the court if any participant in the jury proceeding, including attorneys,

parties, attorney support staff, or witnesses, has tested positive for COVID-19 within the previous 30 days prior to any portion of the jury proceeding, currently has symptoms of COVID-19, or has had recent known exposure to COVID-19.

2. If the approved in-person jury proceeding involves an incarcerated participant, the judge will require the sheriff to report any positive COVID-19 test of the incarcerated participant within the previous 30 days prior to any portion of the jury proceeding, any current symptoms of COVID-19, or any recent known exposure to COVID-19.

Scheduling

1. A judge who obtains approval for an in-person jury proceeding will schedule no more than ten cases for that jury trial setting, unless pre-approval for larger dockets is obtained from the Regional Presiding Judge.
2. Judges should attempt to alert parties who will not be proceeding prior to the day of trial to reduce attendance at the court facility.

Summoning Jurors

1. The jury clerk must include with in-person juror summonses information regarding precautions that have been taken to protect the health and safety of prospective jurors (see Attachment A)[1] and COVID questionnaires (see Attachment B)[2] that elicit from prospective jurors information about their exposure or vulnerability to COVID-19.
2. Judges will consider using juror questionnaires for voir dire to assist in shortening the length of voir dire or the number of venirepersons.
3. Excuses or requests to reschedule from in-person prospective jurors who have been potentially exposed, who are symptomatic, and who are vulnerable or live with someone vulnerable to COVID-19 will be liberally granted.

Location for Jury Selection, Trial, and Deliberation

1. The following locations have sufficient space to permit adequate social distancing and will be used for in-person jury proceedings:[3]
    a. Jury Qualification: Howard Payne University Mims Auditorium, 1010 Center Avenue, Brownwood, Brown County, Texas
    b. Voir Dire: Howard Payne University Mims Auditorium, 1010 Center Avenue, Brownwood, Brown County, Texas

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[1] Include as Attachment A the information that the court will include with summonses.

[2] Include as Attachment B the COVID questionnaire that the court will include with summonses. A sample COVID questionnaire is available at https://txcourts.gov/media/1449739/petit-juror-questionnaire-addendum-covid-19-pre-screening.pdf.

[3] Court who may need to hold a proceeding outside of the courthouse should review Chapter 292 of the Local Government Code (related to having an auxiliary facility designated as a courthouse) and Government Code Sections 24.033(b) (district courts), 25.0019(b) (statutory county courts), 25.0032(b) (statutory probate courts), 26.009(b) (constitutional county courts), 27.0515 (justice courts), 29.015 (municipal courts), and 30.000123 (municipal courts of record)—relating to designating alternative locations for proceedings.

c. Trial: District Courtroom, 35th Judicial District Court, Brown County Courthouse, 200 S Broadway, Brownwood, Brown County, Texas
d. Jury Deliberation: Brown County Court at Law Courtroom, Brown County Courthouse, 200 S Broadway, Brownwood, Brown County, Texas
e. Public viewing of trial: Courtroom for the Brown County Court, Brown County Courthouse, 200 S Broadway, Brownwood, Brown County, Texas, where a large screen television will be set up for the closed circuit broadcast via Zoom of the jury trial as it takes place in the District Courtroom.

2. Security protocols at the locations for jury proceedings have been reviewed with the appropriate courthouse security personnel and are adequate for the proceeding.

Screening

1. In addition to the requirements of the previously submitted in-person Operating Plan, all court participants and observers attending an in-person jury proceeding will be screened for elevated temperatures and will be questioned to determine if the individual has recently had symptoms of COVID-19 or been exposed to COVID-19.
2. All participants in a trial who are incarcerated will be screened by the jail/prison prior to transport to the courtroom and any known exposure, symptoms, or COVID-19 positive test results within the past 30 days will be reported to the judge presiding over the jury trial prior to the transport of the participant to the courtroom.

Face Coverings

1. In addition to the requirements of the previously submitted in-person Operating Plan, all persons entering the common areas of a courthouse, including a courtroom or any other location being used to conduct a jury trial, will be required to wear a face covering at all times unless the person is an individual that is not recommended to wear a mask by the Centers for Disease Control or the Texas Department of State Health Services.
2. All court participants will be required to wear face coverings from jury qualification through the end of trial.
3. Court participants who may need to lower their face mask to speak or for a short period of time will be required to wear a face shield. When speaking, judges will permit a court participant to lower his or her mask so long as a face shield is worn, and the person speaking is immobile.

Social Distancing

1. Social distancing of all court participants and observers will be maintained at all times during the jury proceeding, including during the trial and deliberation.
2. Special attention will be paid by courts to ensure adequate social distancing and managed exits of individuals during breaks, especially when dismissing large groups of people for a break.

Alternate Jurors

1. Each judge with an approved in-person jury proceeding will be encouraged to consider selecting alternate jurors to permit the trial to continue in the event of a juror becoming ineligible to serve for a reason unrelated to that person's exposure to or contraction of COVID-19.

Arrangement of Courtroom

1. The following description (or attached drawing) details how each of the courtrooms or facilities will be arranged during the jury proceeding:[4]
    a) Approximately 100 prospective jurors will be summoned to appear at Mims Auditorium, Howard Payne University Campus. There will be a map attached to the back of the jury summons showing location of the Mims Auditorium and the parking facilities. The university has been designated by the Brown County Commissioners as an auxiliary court facility. The building adjoining Mims Auditorium, which includes Grace Chapel, has been designated as an alternative court facility and will be used for any hearings outside of the jury's presence and for private conferences between counsel and their clients and will also have a separate room which has been designated for use by Brown County Sheriff's Deputies for securing any inmate defendants. There is a separate location for security parking near the Grace Chapel which will be used by the security personnel as needed (see Attachment C).
    b) Large sandwich board signage will be placed at various locations on the campus indicating the areas for juror parking and the entrance to Mims Auditorium for the prospective jurors.
    c) The signage directs prospective jurors that masks are required and that they can be furnished.
    d) As prospective jurors approach, they will be met near the entrance by security personnel who will conduct the COVID screening as required by the Brown County Plan for the Judiciary. All the protocols will be taken that are required, including taking the temperature of the individuals and asking the questions required. Prospective jurors will be given face masks if they have not brought their own.
    e) Prospective jurors will then pass through the normal security checking for weapons and then they will be directed to the clerks' desks for the completion of any juror information cards. Once completed, the jurors will be escorted into the main downstairs portion of the auditorium where they will be met by deputy clerks who will direct them to pre-marked seating.
    f) Blue painter's tape has been placed on the chairs six feet apart throughout the auditorium. Prospective jurors will be seated and will be told to remain in their

[4] Include where the judge, parties/counsel, jurors, witnesses, court reporter, and bailiff will be arranged in each courtroom or facility during each phase of the trial.

designated seats unless otherwise given permission to move. Disposable poster board numbers marking the individual spaces of the prospective jurors will be utilized to identify them during the qualification process.

g) Once the panel is seated the proceedings with jury selection shall begin as required by law. Once the judge completes the qualification process and begins hearing excuses, exemptions, and questions regarding qualifications, those prospective jurors who do not believe they are qualified or who are requesting to be excused will remain and the rest of the panel will be excused until a designated time at which they will return to the Mims Auditorium for voir dire.

h) Those who believe they are not qualified or who have a question about qualifications, exemptions or excuses will come up one at a time to the stage. They will be given a face shield by the clerk as they approach the stage and will then be allowed to speak wearing the face shield during the discussion with the judge about their qualification.

i) The voir dire will take place at Mims Auditorium after the clerk has shuffled the qualified juror information cards and prepared the lists of qualified jurors and photocopied the juror information sheets.

j) A cleaning crew from the Brown County Courthouse will be present throughout the proceedings at Mims Auditorium. They will be disinfecting the seating areas where each prospective juror had previously been seated. The first set of disposable poster board numbers marking the individual spaces will be thrown out and a new set will be set out by the clerks at the designated seats.

k) As the prospective jurors arrive at the entrance to Mims Auditorium, the COVID screening and security screening will take place again. At this time, they will be issued face shields to wear throughout the proceedings. All of the attorneys, witnesses and the judge will also utilize face shields throughout the trial.

l) The prospective jurors will be seated in accordance with their number as per the shuffled list and will remain at that designated seat with the disposable numbered card throughout the duration of the voir dire, unless approved to leave as may be appropriate.

m) During the voir dire, any prospective juror that is responding to questions from the attorneys or the court will do so from their seat with a technical assistant using a cordless microphone attached to a boom so they can be heard in the facility. If prospective jurors need to speak more privately to the judge during jury selection, they will be allowed to come up the steps on the right portion of the stage, and standing six feet from the judge, speak to the judge in the presence of the court reporter and the attorneys, without the microphone being utilized.

n) After voir dire is completed, the attorneys will be allowed to strike their lists from one of the private locations in the adjoining building, if needed. They will then submit their

strike list to the court on the stage of Mims and jury then will be identified by the court after all challenges have been ruled upon.

o) Those jurors and any alternates who have been selected will be told to arrive at the Brown County Courthouse the following day at a designated time where they will go through the appropriate screening and assemble in the Brown County Court at Law on the second floor of the courthouse. This courtroom will be used as the jury deliberation room (see Attachment D).

p) The jury will be brought into the District Courtroom for the actual trial. They will be seated six feet apart throughout the gallery seating in the open courtroom, plus there will be three of them seated in the jury box. The drawing which is attached sets out how the courtroom will be arranged for the trial.

q) The trial will be conducted in a hybrid way, in that each of the attorneys and the court will have a laptop with a camera which will be utilized throughout the trial. There will be a tripod with a camera attached to a surface pro for a wide-angle view of the bench, bench witness stand and counsel tables. Another video camera will be mounted for viewing the witness while testifying.

r) The bench, the clerk's desks, the witness stand court reporter area, and the jury box have all been fitted with plexiglass shields.

s) The gallery seating and the jury box have been marked with painter's tape to identify the location for people to sit.

t) There is a large screen Smart TV that has been attached to the courtroom wall above the clerks' station, which will be utilized for presentation of exhibits in the trial.

u) There is not sufficient seating in the courtroom itself for members of the public as well as the trial participants. Any members of the public and others who are not participants in the case will be allowed to view the trial in the County Courtroom located on the first floor of the Brown County Courthouse. There will be a large screen television connected to the trial via Zoom. The trial will not be broadcast via the court's YouTube channel.

Microphone Protection Protocols

1. Judges will limit, to the degree possible, the shared use of microphones during the jury proceeding.
2. If a microphone must be shared, judges will limit the passing of the microphone unless the microphone is cleaned between each user.
3. Disposable microphone covers will be placed on shared microphones and changed between each user.

Exhibit/Evidence Management

1. Judges will limit, to the degree possible, the use of physical or paper exhibits/evidence where feasible or appropriate by converting the exhibit/evidence to a digital form.

2. When physical or paper exhibits/evidence is required, judges will reduce the exchange of that exhibit/evidence to the number of persons necessary and will limit passing the exhibit/evidence to the individual members of the jury.
3. If an exhibit/evidence is required to be transferred from person-to-person, single use gloves will be provided, worn, and discarded immediately after handling the exhibit/evidence.
4. During jury deliberations, judges will make efforts to provide the jury with access to digital exhibits/evidence that would normally be shared with the jury during deliberation. Where digital exhibits/evidence is not feasible, judges will consider limiting the transfer of the exhibits/evidence from juror-to-juror by spreading the exhibits/evidence on a table for inspection from the table in the jury deliberation room.

Witnesses

1. Judges will inquire whether witnesses to the proceedings have COVID-related issues.
2. To the degree constitutionally permissible or with the consent of the parties, judges will permit witnesses to testify remotely via videoconference, especially if that witness has symptoms of or a recent positive test for COVID-19, has been recently exposed, or is vulnerable to contracting COVID-19.

Food Precautions

1. Courts that provide food to jurors or other participants during a jury proceeding will ensure individual food portions, such as individually boxed meals, are provided.

Cleaning

1. In addition to the requirements of the previously submitted in-person Operating Plan, frequent cleaning protocols in the courtrooms and facilities will be maintained throughout the jury proceeding as appropriate.
2. Shared spaces such as witness stands, seating in the gallery, and seating during qualification/voir dire will be cleaned during transitions of those spaces.
3. Seats for members of the jury panel and selected jurors will be assigned to reduce potential transmission and the need for more frequent cleaning.

I have attempted to confer with all judges of courts with courtrooms in the court building regarding the Jury Proceeding Addendum to the Operating Plan. In developing the plan, I consulted with the local health authority and county judge, documentation of which is attached to this plan. I will ensure that the judges of courts with courtrooms in the court building covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 9/24/2020

Stephen Ellis, Local Administrative District Judge

A

OFFICIAL JURY SUMMONS
COUNTY OF UNDER 200,000 RESIDENTS

SUMMONS NO.	

IMPORTANT - PLEASE READ:

Dear Prospective Juror: YOU ARE HEREBY SUMMONED FOR JURY SERVICE AS SET OUT BELOW:

TIME:

DATE:

PLACE:

FORWARDING SERVICE REQUESTED
POSTMASTER
DELIVER TO:

THE FOLLOWING "JUROR QUESTIONNAIRE" IS MANDATED BY GOVERNMENT CODE, SECTION 62.0132.
Your answers are CONFIDENTIAL and may be disclosed only to the judge, court personnel, the litigant, and the litigant's attorney, and other than juror qualification information related to the legal accusation of, indictment for, or conviction of misdemeanor theft or a felony, to the county voter registrar.

PLEASE TYPE OR PRINT WITH INK ONLY — JUROR QUESTIONNAIRE

☐ Male ☐ Female | Race (required by State Law): | Age: | Date of Birth: | Are you a U.S. Citizen? ☐ Y ☐ N

Your Name:

Home Address:

Mailing Address (if different from home):

Primary Phone: | Alternate Phone: | County of Residence:

Your Occupation: | Work Phone:

Your Employer: | How Long?

Spouse's Name: | Spouse's Occupation:

Spouse's Employer: | How Long?

Have you ever served on a civil jury? ☐ Y ☐ N | Have you ever served on a criminal jury? ☐ Y ☐ N

I CERTIFY THAT ALL ANSWERS ARE TRUE AND CORRECT.
Please sign here: _____

NOTE: If you state that you are not a U.S. citizen, you will no longer be eligible to vote if you fail to provide proof of U.S. citizenship to your county voter registrar.

Please check highest level of education completed:
- ☐ Did not receive H.S. Diploma
- ☐ H.S. Diploma
- ☐ GED
- ☐ 2yr College
- ☐ 4yr College University
- ☐ Post-Graduate
- ☐ Other: _____

Current Marital Status:
☐ Single ☐ Married
☐ Widowed ☐ Divorced

Number of children: _____
Ranges of Age:
from _____ years to _____ years

Cheryl Jones, District Clerk
200 S. Broadway, Suite 216
Brownwood, TX 76801-3192

JUROR'S RIGHTS AND RESPONSIBILITIES

ight to Reemployment: An employer may not discharge, threaten to discharge, intimidate, or coerce any permanent employee because the employee serves as a juror, or for the employee's attendance or scheduled attendance in connection with the service, in any ourt in the United States. An employee who is discharged, threatened with discharge, intimidated, or coerced in violation of this section is entitled to return to the same employment that the employee held when summoned for jury service if the employee, as soon as ractical after release from jury service, gives the employer actual notice that the employee intends to return. (Civil Practice and Remedies Code Section 122.001)

ailure to Answer Summons and Provision of False Information: A person who fails to comply with this summons, or who knowingly provides false information in a request for an exemption or to be excused from jury service, is subject to a contempt action unishable by a fine of not less than $100 nor more than $1,000 (Government Code, Section 62.0141). Additionally, a person shall be fined not less than $100 nor more than $500 if the person: (1) fails to attend court in obedience to this summons without reasonable xcuse; or (2) files a false claim of exemption from jury service. (Government Code, Section 62.111; see also Code of Criminal Procedure, Article 35.01).

roper Clothing Required: All persons entering the courtroom should be dressed in clothing reasonably befitting the dignity and solemnity of the court proceedings.

xempt or Disqualified: You do not need to appear in person if you are exempt or not qualified for jury service. To claim an exemption or report your disqualification you must complete the form on the front, sign it and mail or personally bring it immediately to the ddress printed on the front of this summons.

irections: You must report for jury service unless you: (1) claim an **exemption**; (2) are **disqualified**; or (3) choose to **postpone** your service.

o claim an Exemption: Circle the exemption(s) that you claim. Sign the form. Mail or take the form to the District Clerk's office. NOTE: You do not have to claim an exemption and may instead choose to serve.

you are Disqualified: Circle the qualification(s) that you do not meet. Sign the form. Mail or take the form to the District Clerk. NOTE: If you claim to be disqualified because you are not a resident of this county, you may become ineligible to vote in this county. If you ate that you are not a U.S. citizen, you will no longer be eligible to vote if you fail to provide proof of U.S. citizenship to your county voter registrar.

o Postpone your Service: Contact the District Clerk's office before your scheduled date of service.

efore Reporting for Jury Service: Please complete the juror questionnaire and the Jury Service COVID-19 Pre-Screening Questionnaire. Bring questionnaires with you when you report.

uestions or Special Accommodations: Please contact the District Clerk's office at 325-646-5514.

Cheryl Jones, District Clerk
325-646-5514

EXEMPTIONS FROM JURY SERVICE (Texas Government Code, Section 62.106)	QUALIFICATIONS FOR JURY SERVICE (Texas Government Code, Section 62.102)
You may be excused from jury service if: 1. You are over 70 years of age. 2. You have legal custody of a child or children younger than 12 years of age and service on the jury would require leaving the child or children without adequate supervision. 3. You are a student at a public or private high school. 4. You are enrolled and in actual attendance at an institution of higher education. 5. You are an officer or an employee of the senate, the house of representatives, or any department, commission, board, office, or other agency in the legislative branch of state government. 6. You are the primary caretaker of a person who is unable to care for himself or herself. (This exemption does not apply to you if you are a primary caretaker only in your capacity as a health care worker.) 7. You are a member of the United States military forces serving on active duty and deployed to a location away from your home station and out of your county of residence. 8. You have served as a juror in this county during the 24-month perior prior to the date you are required to appear by this summons. 9. You have been summoned for jury service in this county and you have served as a petit juror in this county during the three-year period prior to the date you are required to appear by this summons.	To be qualified to server as a juror you *must:* 1. be at least 18 years of age; 2. be a citizen of the United States; 3. be a resident of this state and a resident of the county in which you are to serve as a juror; 4. be qualified under the Constitution and laws to vote in the county in which you are to serve as a juror *(Note: You do not have to be registered to vote to be qualified to vote);* 5. be of sound mind and good moral character; 6. be able to read and write; 7. not have served as a juror for six days during the preceding three months in the county court or during the preceding six months in the district court; and 8. not have been convicted of, or be under indictment or other legal accusation for, misdemeanor theft or any felony.

SUMMONS NO. _____

DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I AM

☐ EXEMPT because of the reason circled above.
☐ DISQUALIFIED because of the reason circled above.

ate: _____ Please sign here: _____

IF YOU CLAIM ANY EXEMPTION OR DISQUALIFICATION, PLEASE RETURN SIGNED FORM TO THE ADDRESS PRINTED ABOVE.
FOLD FORM SO THAT RETURN ADDRESS IS ON THE OUTSIDE, USE TAPE TO SEAL. DO NOT STAPLE.

B

JURY SERVICE COVID-19 PRE-SCREENING QUESTIONNAIRE

Dear Prospective Juror:

As part of the court's ongoing measures to protect against the spread of the COVID-19 disease, we ask that you complete the following before reporting for Jury Service on **October 5, 2020**. **Bring this completed questionnaire with you for jury service:**

1. **SYMPTOMS NOW OR BETWEEN September 22, 2020 AND October 5, 2020:** check any that apply to YOU or A MEMBER OF YOUR HOUSEHOLD

_____ Fever (above 100.0) _____ Change in taste, smell or appetite _____ Cough

_____ Headache _____ Shortness of Breath _____ Diarrhea _____ Chills or repeated shaking with chills

_____ Muscle pain or body aches _____ Sore throat

_____ I certify that NONE of the symptoms above have been experienced by me or a member of my household between **September 22, 2020** and **October 5, 2020.**

IF YOU ARE EXPERIENCING ANY OF THE ABOVE SYMPTOMS, CALL THE DISTRICT CLERK'S OFFICE at (325) 646-5514 BEFORE REPORTING ON October 5, 2020.

2. **CONTACT HISTORY** - check any that apply to YOU or A MEMBER OF YOUR HOUSEHOLD:

_____I or a member of my household has been diagnosed with COVID-19 within the past 4 months;

_____I or a member of my household has been in close contact with someone exposed to or infected with COVID-19 in the last 14 days;

_____ I or a member of my household are currently on a watch list or self-quarantining because of possible COVID-19 exposure;

_____ NONE of the above apply.

IF ANY OF THE ABOVE APPLY, CALL THE DISTRICT CLERK'S OFFICE at (325) 646-5514 BEFORE REPORTING ON October 5, 2020.

3. **COVID-19 RELATED EXCUSE OR POSTPONEMENT** - Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised, such as by chemotherapy for cancer or other conditions requiring such therapy, are considered to be vulnerable populations and may request to postpone or be excused from jury service at this time. If you wish to be excused or request that your jury service be postponed, check the box below.

□ ***I certify that I meet the above-described conditions and I am requesting to be excused from jury service or desire to have my service date postponed because of those conditions.***

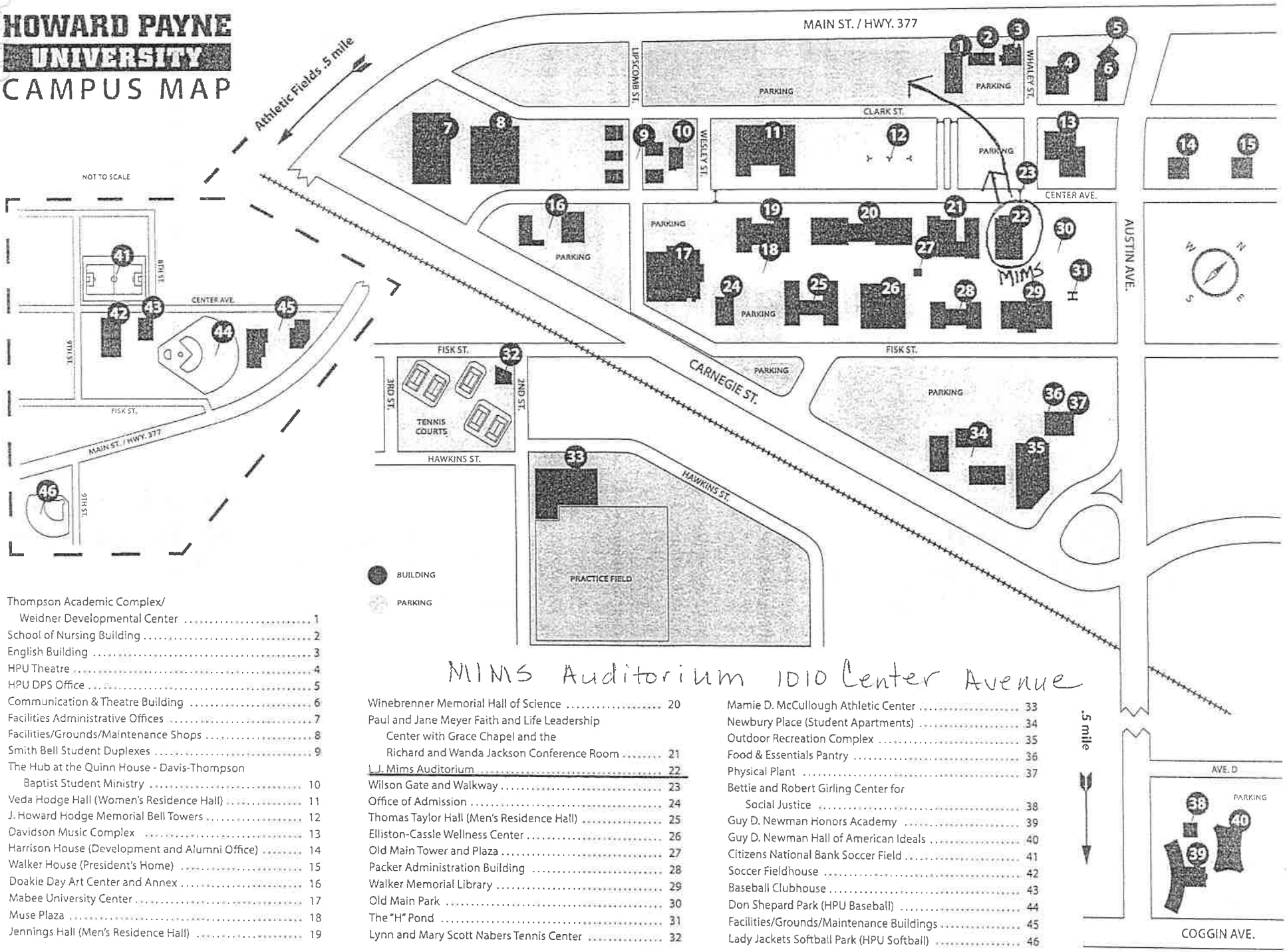
IF YOU ARE REQUESTING TO BE EXCUSED OR YOUR SERVICE DATE BE POSTPONED DUE TO A COVID-19 RELATED REASON, CALL THE DISTRICT CLERK'S OFFICE at (325) 646-5514 BEFORE REPORTING ON October 5, 2020.

4. **FACE COVERINGS** - Prospective jurors are required to wear a face covering while they are in the courthouse and/or MIMS Auditorium at Howard Payne University. Individuals are encouraged to bring a cloth face covering with them. If an individual does not have a cloth face covering, a disposable face mask will be provided.

I certify the above is true and correct: _____ _____

Signature Printed Name

HOWARD PAYNE UNIVERSITY
CAMPUS MAP

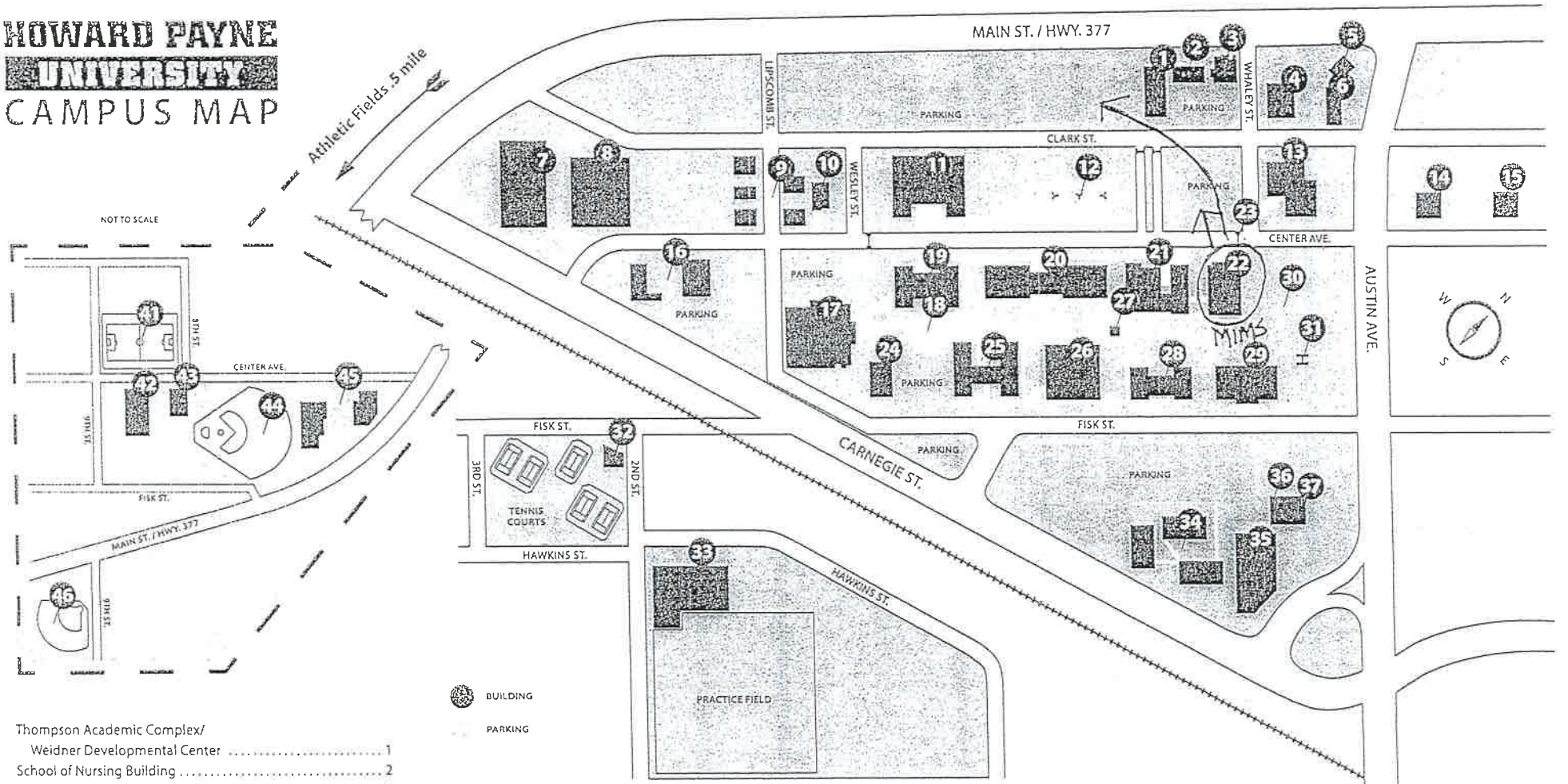


MIMS Auditorium 1010 Center Avenue

Thompson Academic Complex/
Weidner Developmental Center 1
School of Nursing Building 2
English Building 3
HPU Theatre 4
HPU DPS Office 5
Communication & Theatre Building 6
Facilities Administrative Offices 7
Facilities/Grounds/Maintenance Shops 8
Smith Bell Student Duplexes 9
The Hub at the Quinn House - Davis-Thompson
Baptist Student Ministry 10
Veda Hodge Hall (Women's Residence Hall) 11
J. Howard Hodge Memorial Bell Towers 12
Davidson Music Complex 13
Harrison House (Development and Alumni Office) 14
Walker House (President's Home) 15
Doakie Day Art Center and Annex 16
Mabee University Center 17
Muse Plaza 18
Jennings Hall (Men's Residence Hall) 19
Winebrenner Memorial Hall of Science 20
Paul and Jane Meyer Faith and Life Leadership
Center with Grace Chapel and the
Richard and Wanda Jackson Conference Room 21
L.J. Mims Auditorium 22
Wilson Gate and Walkway 23
Office of Admission 24
Thomas Taylor Hall (Men's Residence Hall) 25
Elliston-Cassle Wellness Center 26
Old Main Tower and Plaza 27
Packer Administration Building 28
Walker Memorial Library 29
Old Main Park 30
The "H" Pond 31
Lynn and Mary Scott Nabers Tennis Center 32
Mamie D. McCullough Athletic Center 33
Newbury Place (Student Apartments) 34
Outdoor Recreation Complex 35
Food & Essentials Pantry 36
Physical Plant 37
Bettie and Robert Girling Center for
Social Justice 38
Guy D. Newman Honors Academy 39
Guy D. Newman Hall of American Ideals 40
Citizens National Bank Soccer Field 41
Soccer Fieldhouse 42
Baseball Clubhouse 43
Don Shepard Park (HPU Baseball) 44
Facilities/Grounds/Maintenance Buildings 45
Lady Jackets Softball Park (HPU Softball) 46

08/2015

HOWARD PAYNE UNIVERSITY
CAMPUS MAP



MIMS Auditorium 1010 Center Avenue

Thompson Academic Complex/ Weidner Developmental Center 1
School of Nursing Building 2
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HPU DPS Office 5
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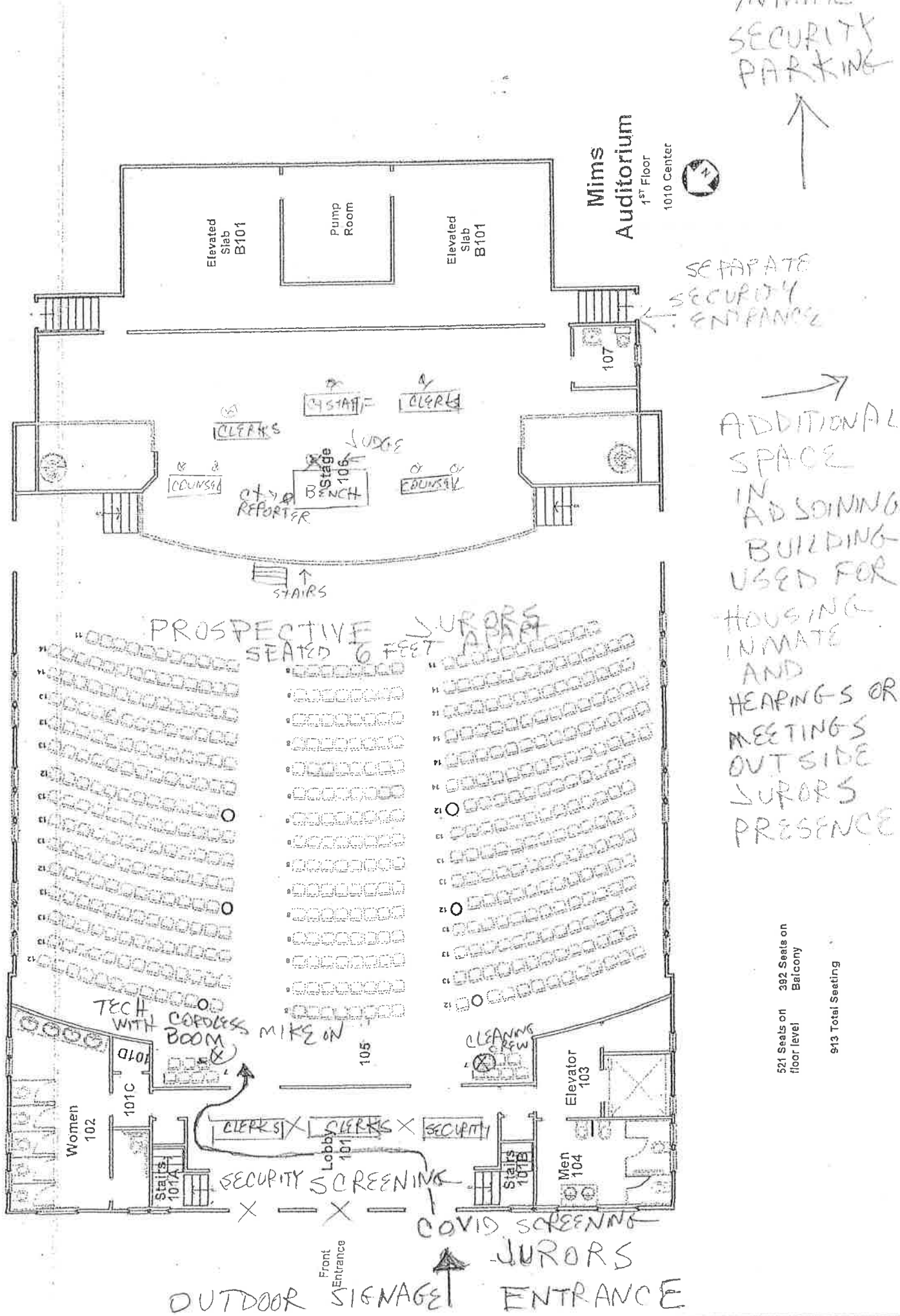
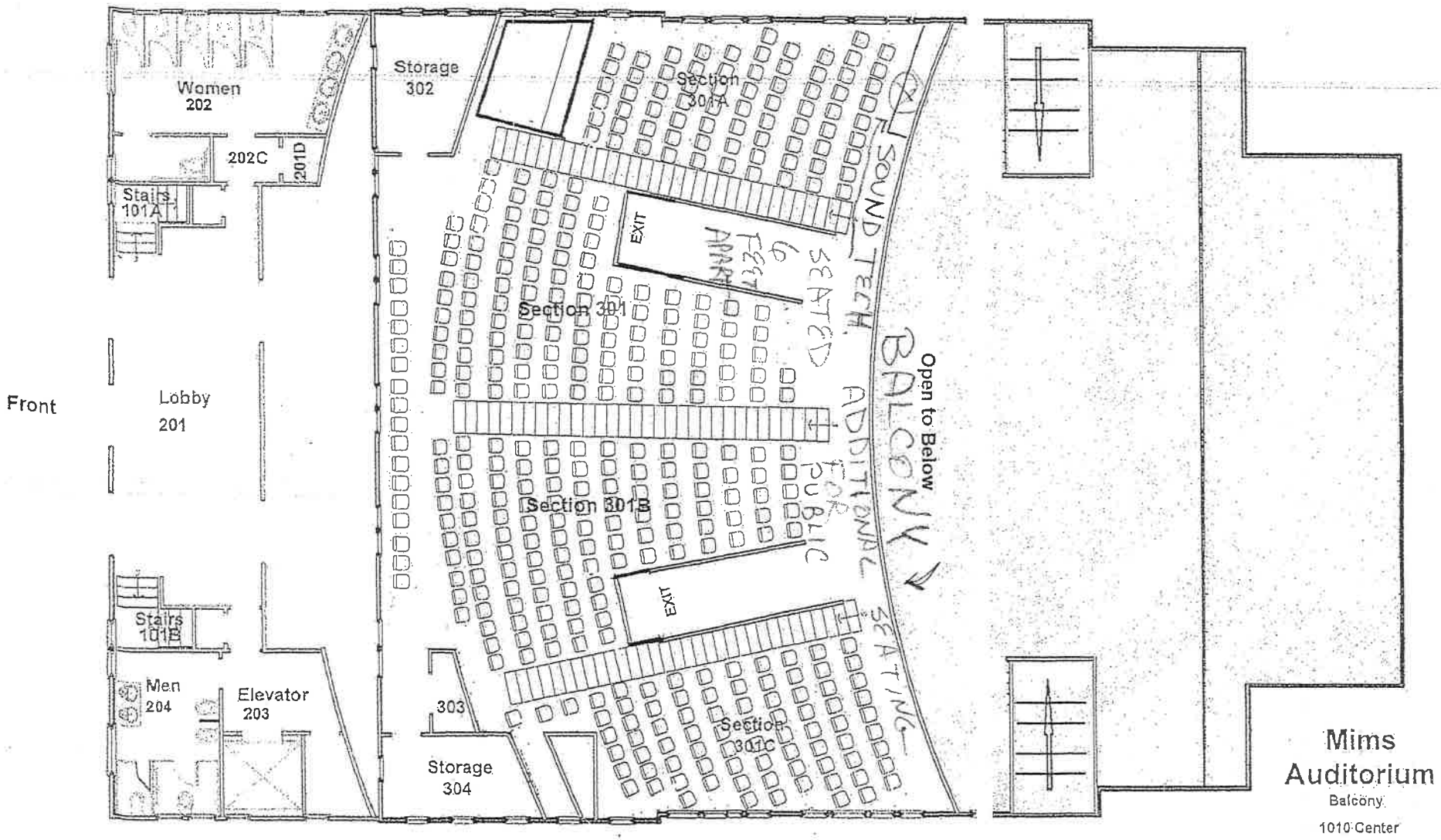
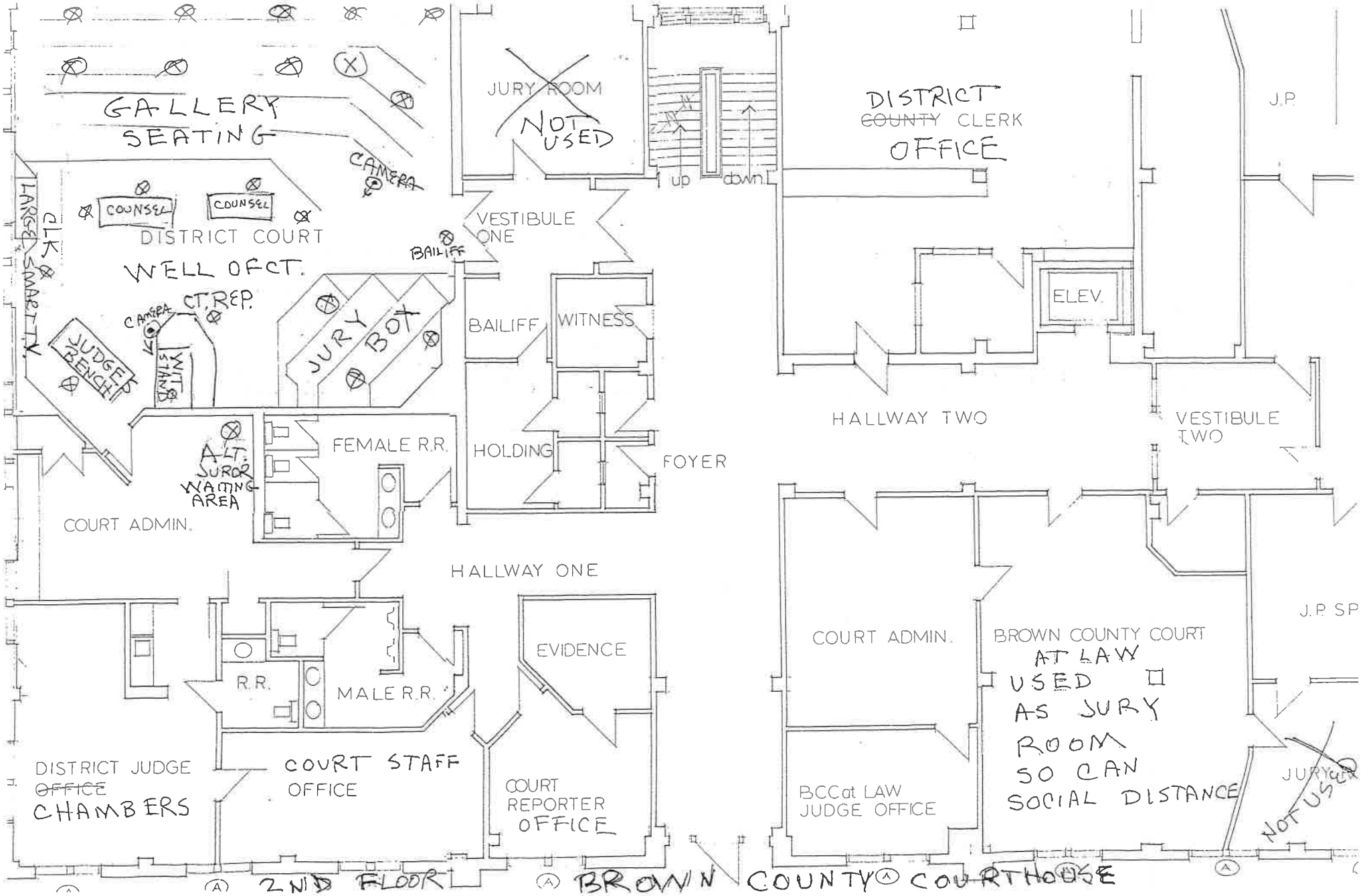
Doakie Day Art Center and Annex 16
Mabee University Center 17
Muse Plaza 18
Jennings Hall (Men's Residence Hall) 19
Winebrenner Memorial Hall of Science 20
Paul and Jane Meyer Faith and Life Leadership Center with Grace Chapel and the Richard and Wanda Jackson Conference Room 21
L.J. Mims Auditorium 22
Wilson Gate and Walkway 23
Office of Admission 24
Thomas Taylor Hall (Men's Residence Hall) 25
Elliston-Cassle Wellness Center 26
Old Main Tower and Plaza 27
Packer Administration Building 28
Walker Memorial Library 29
Old Main Park 30
The "H" Pond 31
Lynn and Mary Scott Nabers Tennis Center 32
Mamie D. McCullough Athletic Center 33
Newbury Place (Student Apartments) 34
Outdoor Recreation Complex 35
Food & Essentials Pantry 36
Physical Plant 37
Bettie and Robert Girling Center for Social Justice 38
Guy D. Newman Honors Academy 39
Guy D. Newman Hall of American Ideals 40
Citizens National Bank Soccer Field 41
Soccer Fieldhouse 42
Baseball Clubhouse 43
Don Shepard Park (HPU Baseball) 44
Facilities/Grounds/Maintenance Buildings 45
Lady Jackets Softball Park (HPU Softball) 46

08/2015


INMATE SECURITY PARKING
Mims Auditorium
1ST Floor
1010 Center
Elevated Slab B101
Pump Room
Elevated Slab B101
SEPARATE SECURITY ENTRANCE
107
STAFF
CLERKS
CLERKS
JUDGE
Stage 106
BENCH
COUNSEL
COUNSEL
CT REPORTER
ADDITIONAL SPACE IN ADJOINING BUILDING USED FOR HOUSING INMATE AND HEARINGS OR MEETINGS OUTSIDE JURORS PRESENCE
STAIRS
PROSPECTIVE JURORS SEATED 6 FEET APART
TECH WITH CORDLESS BOOM MIKE ON
105
CLEANING CREW
1010
101C
Women 102
Elevator 103
CLERKS
CLERKS
SECURITY
Lobby 101
Stairs 101A
Stairs 101B
Men 104
SECURITY SCREENING
COVID SCREENING
Front Entrance
OUTDOOR SIGNAGE
JURORS ENTRANCE
521 Seats on floor level
392 Seats on Balcony
913 Total Seating



392 Seats in
Balcony


GALLERY SEATING
CAMERA
COUNSEL
COUNSEL
DISTRICT COURT
WELL OFCT.
CLK
LARGE SMART TV
CAMERA
CT. REP.
JUDGES BENCH
WITNESS
JURY BOX
BAILIFF
JURY ROOM
NOT USED
VESTIBULE ONE
BAILIFF
WITNESS
HOLDING
FOYER
up
down
DISTRICT
~~COUNTY~~ CLERK
OFFICE
J.P.
ELEV.
HALLWAY TWO
VESTIBULE TWO
ALT. JUROR WAITING AREA
FEMALE R.R.
COURT ADMIN.
HALLWAY ONE
R.R.
MALE R.R.
EVIDENCE
DISTRICT JUDGE
~~OFFICE~~
CHAMBERS
COURT STAFF
OFFICE
COURT
REPORTER
OFFICE
COURT ADMIN.
BCC at LAW
JUDGE OFFICE
BROWN COUNTY COURT
AT LAW
USED
AS JURY
ROOM
SO CAN
SOCIAL DISTANCE
J.P. SP
JURY
NOT USED
2ND FLOOR
BROWN COUNTY COURTHOUSE

BROWNWOOD/BROWN COUNTY HEALTH DEPARTMENT

September 28, 2020

Dear Sir or Madam,

This letter confirms that I have been consulted by District Judge Stephen Ellis about the COVID-19 Operating Plan for the Brown County Judiciary. We have discussed safety within the court on several occasions. I have received a draft of the proposed plan and I was given an opportunity to make objections and suggestions. I now have received the Addendum dated September 24, 2020 and I agree with its implementation once approved.

Sincerely,

Lisa Dick, RDN/LD

Lisa Dick, RDN/LD
Health Administrator,
Brownwood/Brown County Health Department

510 East Lee · Brownwood, Texas · 76801
Phone: (325) 646-0554
Fax: (325) 643-3591

DR. PAUL D. LILLY
COUNTY JUDGE
BROWN COUNTY

September 28, 2020

To Whom It May Concern:

I am presently in the hospital recovering from Heart Surgery and I cannot personally sign a letter concerning the Jury Proceeding Addendum to COVID-19 Operating Plan for the Brown County Judiciary. Judge Ellis has attempted to confer with me about this Addendum, but due to my circumstances I cannot do so.

My office has received a written copy of the proposed Addendum. I have no objection to it. My Court Coordinator has been given authority to sign for me indicating my agreement with the Addendum.

Regards:

Paul D. Lilly

Dr. Paul D. Lilly

County Judge Presiding

O: 325-643-2828 • F: 325-646-7013 • paul.lilly@browncountytx.org • 200 S. Broadway • Suite III • Brownwood, Texas 76801