

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MARYLAND**



**PLAN FOR THE RANDOM SELECTION  
OF GRAND AND PETIT JURORS**

**July 2026**

## TABLE OF CONTENTS

I.	Applicability of Plan .....	1
II.	Policy .....	1
III.	Discrimination Prohibited .....	1
IV.	Management And Supervision of Jury Selection Process .....	1
V.	Method and Manner of Random Selection .....	2
VI.	Drawing From Master Jury Wheels .....	3
VII.	Failure to Return Forms .....	3
VIII.	Excuse on Individual Request.....	3
A.	Categorical Findings of Grounds For Excuse.....	3
B.	Categorical Finding of Grounds For Temporary Excuse.....	4
C.	Individual Excuses.....	4
IX.	Exemption From Jury Service.....	5
X.	Determination of Qualifications, Excuses, and Exemptions.....	5
XI.	Grand Juries .....	6
XII.	Drawing of Jurors for Service .....	6
XIII.	Temporary Excuses.....	6
XIV.	Maximum Requirement of Service .....	6
XV.	Confidentiality .....	7
XVI.	Effective Date .....	7

**PLAN OF THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MARYLAND  
FOR THE RANDOM SELECTION OF GRAND AND PETIT JURORS**

Pursuant to the Jury Selection and Service Act of 1968 (Public Law 90-274), (hereinafter “the Act”), the following Plan is hereby adopted by the United States District Court for the District of Maryland, subject to approval by a reviewing panel constituted in accordance with § 1863(a) of the Act, and to such rules and regulations as may be adopted from time to time by the Judicial Conference of the United States.

**I.      Applicability of Plan**

Title 28 U.S.C. § 100 provides that Maryland constitutes one judicial district comprising two divisions.

The Northern Division is comprised of Allegany, Anne Arundel, Baltimore, Caroline, Carroll, Cecil, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Queen Anne’s, Somerset, Talbot, Washington, Wicomico, and Worcester Counties and Baltimore City. Regular sessions of Court for the Northern Division shall be held at Baltimore.

The Southern Division is comprised of Calvert, Charles, Montgomery, Prince George’s, and St. Mary’s Counties. Regular sessions of Court for the Southern Division shall be held at Greenbelt.

Special sessions of the Court for the Northern and Southern Divisions may be held at such places as the nature of the Court's business requires. 28 U.S.C. § 141.

**II.     Policy**

It is the policy of this Court that all litigants entitled to trial by jury shall have the right to juries selected at random from a fair cross-section of the community in each division where the Court convenes. It is also the policy of this Court that grand juries shall be selected at random from a fair cross-section of the community in each division. All citizens resident within the district shall have the opportunity to be considered for service on grand and petit juries and shall have an obligation to serve as jurors when summoned for that purpose.

**III.    Discrimination Prohibited**

No citizen shall be excluded from service as a grand or petit juror on account of race, color, religion, sex, national origin, or economic status.

**IV.    Management And Supervision of Jury Selection Process**

The Clerk of the Court shall manage the jury selection process under the supervision

and control of the Chief Judge or any judge or judges that the Chief Judge may designate. The judges who perform such duties are hereinafter referred to as the “Jury Plan Judges.” In the absence of a designated Jury Plan Judge, the senior judge in active service in each division, who is available, shall act as the Jury Plan Judge.

## **V. Method and Manner of Random Selection**

This Court utilizes the one-step summoning and qualification procedure, as authorized by 28 U.S.C. § 1878.

Voter registration lists represent a fair cross-section of the community in each division of the District of Maryland. Accordingly, the voter registration lists of the political subdivisions making up each division shall serve as the sole source list from which names of prospective grand and petit jurors shall be selected at random. The voter registration lists shall be those used in the most recent statewide general election prior to such selection.

The Master Jury Wheels consist of names of persons who may be sent a qualification questionnaire and summons for jury service as a grand or petit juror. The Clerk shall maintain separate Master Jury Wheels for each of the divisions within the District and shall place in each Master Jury Wheel the names of all persons randomly selected from the voter registration lists for that division.

The number of names to be placed initially in each Master Jury Wheel shall be at least one-half of one percent of the total number of voters registered in each division, and each Master Jury Wheel shall contain no less than 1,000 names. The Court, by separate orders, shall determine the number of names to be selected at random for placement in the Master Jury Wheel for each division. The Chief Judge or Jury Plan Judges shall order additional names to be selected at random and placed in the Master Jury Wheels as necessary. The Master Jury Wheels shall be emptied and refilled by June 30 of every even-numbered year. These wheels may be maintained on electronic media.

The Clerk shall make the random selections as follows:

The selection of names from the complete source list databases in electronic media for the Master Jury Wheels may be accomplished by a randomized process through a properly programmed electronic data processing system. A properly programmed electronic data processing system for randomized selection may also be used to select names from the Master Jury Wheels for the purpose of determining qualification and issuing summons for grand or petit jury service. Such random selections of names from the source list for inclusion in the Master Jury Wheels must ensure that each county (treating Baltimore City as a county for this purpose) within the jury division is substantially proportionally represented in the Master Jury Wheel in accordance with 28 U.S.C. § 1863(b)(3). The selections of names from the source list and the Master Jury Wheels must also ensure that each name on the list from which random selection is being made has a substantially equal chance of being selected.

In the event that circumstances prevent or render impracticable the foregoing method of random selection from being followed, the Court may utilize an alternate method of random selection on a temporary basis. Any such alternate method shall be adopted only after the Court gives reasonable public notice and opportunity for public comments.

## **VI. Drawing From Master Jury Wheels**

From time-to-time, the Clerk shall draw at random from the Master Jury Wheels the names of as many persons as may be required for jury service in each division. The selection of names from the Master Jury Wheels may be accomplished by a randomized process through a properly programmed electronic data processing system.

The Clerk will mail to every person whose name is drawn a juror summons and juror qualification questionnaire, as approved by the Judicial Conference of the United States, accompanied by instructions to complete the questionnaire online through the Court's eJuror system within ten days in accordance with 28 U.S.C. § 1864(a). The instructions will explain that a paper copy of the questionnaire can be mailed upon request. At least twenty-one days after the mailing of a juror summons and qualification questionnaire, the Clerk is directed to send a paper questionnaire to any person who failed to complete questionnaire through eJuror.

## **VII. Failure to Return Forms**

Any person who fails to complete a juror qualification questionnaire as instructed may be summoned by the Clerk to appear and fill out such forms. Any such person who fails to appear as directed, or who appears to have willfully misrepresented a material fact on any such form for the purpose of securing or avoiding service as a juror, may be ordered by the Court to appear and explain his/her failure to appear or his/her alleged misrepresentation.

## **VIII. Excuse on Individual Request**

### **A. Categorical Findings of Grounds for Excuse. 28 U.S.C. § 1863(b)(5)(A).**

This Court hereby finds that jury service by members of the following occupational classes or groups or persons would entail undue hardship or extreme inconvenience to the members thereof, and the permanent excuse of such members will not be inconsistent with the Act, and shall be granted by the Court or Clerk upon individual request:

- E-1 Persons over 70 years of age.
- E-2 Persons who have served as grand or petit jurors for more than five days in a Federal Court within two years of the date they are summoned to serve as jurors in this Court.
- E-3 Volunteer Safety Personnel. Individuals serving a public agency in an official capacity, without compensation, as firefighters or members of a rescue squad

or ambulance crew. 28 U.S.C. § 1863(b)(5)(B). “Public Agency” for this purpose means the United States, any state of the United States, the District of Columbia, or any unit of local government, department, or instrumentality of the foregoing.

- E-4 Persons who in their household are solely responsible for the care of one or more persons who cannot safely be left alone during periods of jury service by reason of either (a) being under 13 years of age, (b) mental or physical disability, or (c) advanced age or infirmity.
- E-5 Persons who are principals of a small business operation. That is, persons who alone, or with one other person, own and operate their own business having less than 15 employees and in whose absence for jury duty the business must close or cease to function effectively.
- E-6 Persons who are healthcare providers actively treating patients and whose absence for jury duty would impact the provision of necessary medical services and interrupt patient care.

**B. Categorical Finding of Grounds for Temporary Excuse.**

This Court hereby finds that jury service by members of the following occupational classes or groups or persons would entail undue hardship or extreme inconvenience to the members thereof, and the temporary excuse of such members will not be inconsistent with the Act, and shall be granted by the Court or Clerk upon individual request:

- T-1 Persons who are schoolteachers in any public, parochial, or private primary or secondary school while actively engaged in teaching during the school year or summer.
- T-2 Persons who are enrolled in classes full-time in any public, parochial, or private secondary, post-secondary, graduate, or vocational/technical school.

Temporarily excused jurors shall be summonsed again for jury service at a later date.

**C. Individual Excuses.**

In addition to the foregoing categories of persons, a Judge may determine that a prospective juror shall be excused from jury service, either permanently or temporarily, upon a request and showing that jury service would entail undue hardship or extreme inconvenience to the juror and that the excuse will not be inconsistent with the Act.

## **IX. Exemption From Jury Service**

As required by 28 U.S.C. § 1863(b)(6) the following persons are barred from jury service on the ground that they are exempt:

- X-1 Members in active service in the Armed Forces of the United States.
- X-2 Members of police or fire departments of any State, the District of Columbia, any territory or possession of the United States, or any subdivision of a State, the District of Columbia, or such territory or possession.
- X-3 Public officers in the executive, legislative, or judicial branches of the government of the United States, or of any State, the District of Columbia, any territory or possession of a State, the District of Columbia, or such territory or possession who are actively engaged in the performance of official duties.

“Public Officer” shall mean a person who is either elected to public office or who is directly appointed by a person elected to public office.

## **X. Determination of Qualifications, Excuses, and Exemptions**

The Jury Judge, a Jury Plan Judge, the Chambers Judge for each Division, or the Clerk may determine, on the basis of information provided on the juror qualification questionnaire and/or other competent evidence, whether a person is unqualified for, exempt from, or permanently excused from jury service. The Clerk shall enter such determination in the Master Jury Wheel database. If a person did not appear in response to a summons, such fact shall be noted among the records of this Court.

In making such determination the Judge or the Clerk shall deem any person qualified to serve on grand and petit juries in this District unless he/she--

- D-1 is not a citizen of the United States 18 years old who has resided for a period of one year within the State of Maryland;
- D-2 is unable to read, write and understand the English language with a degree of proficiency sufficient to fill out satisfactorily the juror qualification questionnaire form;
- D-3 is unable to speak the English language;
- D-4 is incapable, by reason of mental or physical infirmity, to render satisfactory jury service;
- D-5 has a charge pending against him/her for the commission of, or has been convicted of, a crime punishable by imprisonment for more than one year, in

a State or Federal Court of record, and his/her civil rights have not been restored;

D-6 is unable to render impartial jury service or that his/her service as a juror would be likely to disrupt the proceedings.

## **XI. Grand Juries**

All grand juries shall be composed of qualified jurors who were selected from the Master Jury Wheel for the division in which they sit. The term Regular Grand Jury means a grand jury selected for a specified length of service to hear a variety of matters. Regular grand juries are generally selected for an 18-month period but may be extended for no more than six months if the Court determines an extension is in the public interest. The term Special Grand Jury means a grand jury selected for a specific area of inquiry. Special grand juries may be selected for terms of as long as 18 months unless an order for its discharge or an extension of its term is entered by the Court in accordance with 18 U.S.C. § 3331 or § 3333.

## **XII. Drawing of Jurors for Service**

The Clerk shall, after giving public notice, make the random drawing of such numbers of names of persons from the Master Jury Wheel for each division who are not deemed unqualified, exempt, or who are not excused under the provisions of this Plan as may be required for assignment to grand or petit jury panels within that division. The Clerk shall prepare a separate list of names of persons assigned to each grand and petit jury panel. These names may be disclosed by the Clerk to parties and the public after said list is prepared and the jurors have been summoned; provided, however, the Court may at any time or from time-to-time order generally, that these names shall be kept confidential in any case where the interest of justice so requires. 28 U.S.C. § 1863(b)(7)-(8).

## **XIII. Temporary Excuses**

Notwithstanding any of the other provisions of this Plan, the Clerk may, in his/her discretion, temporarily excuse a summoned juror upon a showing of undue hardship or extreme inconvenience.

## **XIV. Maximum Requirement of Service**

Once a juror has completed grand or petit jury service of more than five days in a Federal Court, he/she will not be required to serve as a grand or petit juror for a period of two years. A juror will not be required to serve as a petit juror for more than 30 days, except when necessary to complete service in a particular case. A juror will not be required to serve on more than one grand jury. A grand juror will not be required to serve beyond the established term of a regular or special grand jury except when the term of that grand jury is extended, by Order of the Court, for a limited, specified period that will enable the grand jury to complete its consideration of matters that the grand jury has already begun to consider. A juror will not be

selected to serve as both a grand and as a petit juror at the same time.

#### **XV. Confidentiality**

Identifying information, including but not limited to, names, addresses, and employment of prospective and sitting grand and petit jurors shall be maintained as confidential and shall be disclosed only to the extent permitted by Order of the Court. Any request for access to the said information shall be made to the Chief Judge who shall refer the request to the judge presiding over the pertinent proceeding or, if necessary, to another judge of the Court.

The Chief Judge may, upon being advised that any potential juror identified him/herself, or has been determined to be a non-citizen of the United States, notify appropriate state election officials.

#### **XVI. Effective Date**

The effective date of this Plan will be established be separate Order of this Court after this Plan has been approved by the Judicial Council of the Fourth Circuit.

FOR THE COURT:



---

GEORGE L. RUSSELL, III  
CHIEF JUDGE