

**AMENDED ADMINISTRATIVE ORDER
DESIGNATING THE RAMSEY COUNTY JURY COMMISSIONER AND
DELEGATING CERTAIN AUTHORITY REGARDING DECISIONS
OTHERWISE SUBJECT TO JUDICIAL REVIEW**

WHEREAS, on June 14, 1990, the Chief Justice of the Minnesota Supreme Court issued Order No. C5-85-837, promulgating a uniform set of jury management rules;

WHEREAS, on September 5, 1991, those jury management rules were adopted and incorporated as Title IX of the Minnesota General Rules of Practice for the District Courts (the “Jury Management Rules”);

WHEREAS, Minnesota Rule of General Practice 803 establishes that a jury commissioner be designated in each county for the purpose of administering the jury system under the supervision and control of the chief judge of the judicial district;

WHEREAS, the Jury Management Rules specifically vest in the jury commissioner certain responsibilities and authority, including determinations regarding juror qualifications and excusals and deferrals;

WHEREAS, pursuant to Minn. Stat. § 484.60, subd. 3, the chief judge of the district has general administrative authority over the courts in the judicial district; and

WHEREAS, this Court finds that delegating certain authority to the Jury Commissioner is necessary to ensure the effective administration of the Second Judicial District and the efficient use of judicial resources.

IT IS HEREBY ORDERED:

1. Lisa Linn is designated the Ramsey County Jury Commissioner and delegated all authority provided for under the Jury Management Rules, subject to any limitations or further delegation of authority set forth herein.

2. **Requesting Additional Information.** The Jury Commissioner and their designees are hereby authorized to request additional information in the form of a sworn written statement of the prospective juror or caregiver regarding a prospective juror’s physical or mental ability to render satisfactory jury service. The Jury Commissioner shall limit such requests to those circumstances where the information provided is insufficient to evaluate a prospective juror’s qualifications and/or request for excusal or deferral.

3. **Requests for Medical Provider Statements.** The authority to request a medical provider statement regarding a prospective juror’s physical or mental ability to perform jury service shall at all times remain vested in the Chief Judge or their designee. The Jury Commissioner is authorized to request follow-up information or clarification from the prospective

juror regarding any previously submitted medical provider statement without seeking further judicial approval.

4. **Excusal and Deferral Authority.** The Jury Commissioner is hereby delegated discretionary authority with respect to deciding all routine requests for excusal, to be exercised in harmony with established guidelines set forth in the Second Judicial District's Jury Administration Plan.

5. **Juror Accommodation Requests.** The Jury Commissioner is hereby delegated the authority to respond to and approve all reasonable juror accommodation requests. Any case involving a question as to the reasonableness of a request or the court's ability to accommodate a request must be submitted to the Chief Judge. The authority to deny any request for juror accommodation rests solely with the Chief Judge or their designee.

6. This Administrative Order is effective as of the date of signing and remains in effect until otherwise amended or rescinded by further order of the Chief Judge.

Dated: March 30, 2024

BY THE COURT:

Leonardo Castro
Chief Judge
Second Judicial District