



U.S. DISTRICT COURT SOUTHERN DISTRICT OF OHIO

JURY PLAN

Effective: July 16, 2026

Issued By: Clerk of Court

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A. APPLICABILITY OF THE PLAN

1. The Southern District of Ohio is hereby divided, for jury selection purposes, pursuant to 28 U.S.C. §1869(e), as follows:

- a. Western Division, at Cincinnati, consisting of the counties

of: Adams	Hamilton
Brown	Highland
Butler	Lawrence
Clermont	Scioto
Clinton	Warren

- b. Western Division, at Dayton, consisting of the counties

of: Champaign	Miami
Clark	Montgomery
Darke	Preble
Greene	Shelby

- c. Eastern Division, at Columbus, consisting of the counties of:

Athens	Hocking	Morrow
Belmont	Jackson	Muskingum
Coshocton	Jefferson	Noble
Delaware	Knox	Perry
Fairfield	Licking	Pickaway
Fayette	Logan	Pike
Franklin	Madison	Ross
Gallia	Meigs	Union
Guernsey	Monroe	Vinton
Harrison	Morgan	Washington

- d. If a District Judge determines, pursuant to Local Rule 82.1(b) that a case in the Eastern Division should be tried in Steubenville, or any other locations in the counties of Belmont, Guernsey, Jefferson, Harrison,

Monroe, Morgan, Noble, or Washington, then jurors shall be randomly selected from such enumerated counties. If a District Judge determines that a case should be tried in the afore-described eight (8) counties, the Clerk of Court shall draw potential jurors from a list of residents of such eight counties selected randomly and proportionately from the office lists referred to in Section D. hereof.

2. The provisions of this Plan shall apply to all divisions in the district, unless specifically indicated to the contrary.

B. POLICY

1. All litigants in this Court, entitled to a trial by jury, shall have the right to grand and petit juries selected at random from among a fair cross-section of the division wherein the Court convenes.
2. All citizens residing within the Southern District of Ohio shall have the opportunity to be considered for service on grand and petit juries.
3. All citizens shall be obligated to serve as jurors when summoned for that purpose.
4. No citizen shall be excluded from service as a grand or petit juror in this Court because of race, color, religion, sex, national origin or economic status.

C. MANAGEMENT AND SUPERVISION OF THE JURY SELECTION PROCESS

The Clerk of Court or designee shall manage the jury selection process under the supervision and control of the Chief United States District Judge.

D. RANDOM SELECTION FROM OFFICIAL REGISTRATION LISTS

1. Section 3503.06 of the Ohio Revised Code provides in part that "no person shall be entitled to vote... unless the person is registered as an elector..." It is the opinion of the Court that electors registered to vote in this District represent a fair cross-section of citizens residing within the Southern District of Ohio.
2. **Primary Source List** – Section 3503.15 of the Ohio Revised Code provides in part that "... the secretary of state shall establish and maintain a statewide voter registration database..." The names of grand and petit jurors selected for service in this Court in accordance with this order shall be selected at random first from the master file of registered voters provided by the Secretary of State of Ohio.

3. **Secondary Source List** – The Court found that it is “necessary to foster the policy and protect the rights secured” by 28 U.S.C. §1861 and 1862 of the Jury Act and accordingly, as a supplement to the voter registration list, the Chief Judge has approved the use of the Ohio Bureau of Motor Vehicle's driver's license/state ID list (including only those who are 18 years of age or older).
4. Names from the two source lists will be merged and edited so that licensed drivers and holders of state ID cards who are also registered voters will appear only once on the merged source list. This final merged list will be used to create the master jury wheel (see also Section G. below).
5. The names of grand and petit jurors selected for service in this Court shall be drawn, after refilling of the master jury wheel every two years, from *both* the Secretary of State of Ohio and the Ohio Bureau of Motor Vehicle's source lists, as a measure to further guarantee a fair cross-section representation of citizens residing within the District.

E. MAINTENANCE OF RECORDS

The Clerk must maintain all records and papers compiled and used in the jury selection process. The Clerk will preserve these records as required by 28 U.S.C. §1868 and then destroy them unless otherwise ordered by the Court.

F. SELECTION OF NAMES BY ELECTRONIC METHODS

1. The Court finds that electronic data processing methods are advantageously used for selecting and copying names from the master files of registered voters of the Secretary of State of Ohio and from the Ohio Bureau of Motor Vehicles for driver's license and state ID holders information.
2. The Clerk will ensure that each county within a division is proportionally represented in the master jury wheel for that division. For the purpose of determining proportional representation in the master jury wheel, the number of registered voters, licensed drivers, and state identification holders in each county in each division shall be used. See 28 U.S.C. §1863(b)(3).

G. NUMBER OF NAMES TO BE PLACED IN MASTER JURY WHEEL

1. **Master Jury Wheel Defined** – In accordance with 28 U.S.C. §1869(g) a “master jury wheel” shall mean any device or automated data processing system into which shall be placed the names of all the individuals randomly selected from the various source lists in accordance with this Jury Plan.

- 2. Establishment of Divisions** – The Clerk shall maintain a master jury wheel for the District, with juror names from each of the three divisions as subsets of the wheel, thereby creating divisional master jury wheels. The minimum number of names to be placed in the divisional master jury wheels shall be as follows:

Western Division, at Cincinnati	30,000
Western Division, at Dayton	30,000
Eastern Division, at Columbus	40,000

The Court finds that the number of names prescribed above, in each division, exceeds $\frac{1}{2}$ of 1% of the number of electors registered to vote.

The minimum number of names to be placed in the master jury wheel shall be a total number deemed sufficient for at least a two (2) year period but in no event less than $\frac{1}{2}$ of 1% of the total number of names on all Southern District of Ohio county voter registration lists. However, in future refill years the Clerk, in order to provide a representative and sufficient number of jurors and with the approval of the Chief Judge, may revise the minimum number of names for any master jury wheel without need for further amendment to this Plan, but in no event will the number of names be less than 1,000. Furthermore, the Chief Judge may order additional names to be placed in any master jury wheel from time to time as necessary.

- 3. Emptying and Refilling the Master Jury Wheel** – Unless otherwise ordered by the Court, the Clerk is directed to empty and then refill the master jury wheel between January 1, and October 31, of each odd-numbered year.

H. METHOD AND MANNER OF RANDOM SELECTION

- 1. Method for Master Jury Wheel** - At the Clerk's option and with the approval of the Chief Judge, and after the Chief Judge consults with the Court, the selection of names from complete source list databases in electronic media for the master jury wheel may be accomplished by a purely randomized process through a properly programmed electronic data processing system.
- 2. Qualified Jury Wheel Defined** – The qualified jury wheel shall include any device or system similar in purpose or function, such as a properly programmed electronic data processing system or device and shall contain the names of all persons drawn from the master jury wheel who are determined to be qualified as jurors and not exempt or excused pursuant to the Jury Plan (See also Section Q. below).

3. **Method for Qualified Jury Wheel** - At the option of the Clerk with approval of the Chief Judge, and after the Chief Judge consults with the Court, a properly programmed electronic data processing system for pure randomized selection may be used to select names from the master jury wheel for the purpose of determining qualification for jury service, in order to populate the qualified jury wheel, which will be used for summoning persons to serve as grand or petit jurors.
4. **Random Selection** - Random selections of names from the source list for inclusion in the master jury wheel by data computer personnel must ensure that each county 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 lists, the master jury wheel, and the qualified jury wheel must also ensure that the mathematical odds of any single name being picked are substantially equal. To accomplish this, either the algorithm in the Jury Management System (JMS) or any other random method shall be employed. (See Appendix A).
5. **Direction of non-court personnel** - The Court may find that it will be necessary or otherwise advantageous for the Clerk to secure the services of non-court personnel to assist in the creation of the master jury wheel, the qualified jury wheel, and/or the juror qualification and selection process. If the Clerk determines that it is necessary to secure the services of such non-court personnel, the Clerk shall, at a minimum:
 - (a) Issue written instructions to the individual(s) describing the operations or activities to be conducted.
 - (b) Require non-court personnel to execute an affidavit, under penalty of perjury, certifying compliance with the written instructions as well as complete confidentiality of the data, information, and process.
 - (c) Receive the written instructions and affidavit into the jury records of the Court.

I. CREATION OF MASTER JURY WHEEL

1. The Clerk shall, with approval of the Chief Judge, employ the JMS to house the divisional master jury wheel for the Eastern Division at Columbus, the Western Division at Cincinnati, and the Western Division at Dayton.
2. The Clerk shall cause the lists obtained set forth in Section G to be placed in the master jury wheel. Thereafter, a list will be prepared for each master jury wheel of the participant number, name, and post office address of each person in each master jury wheel. These lists will be maintained in JMS.

3. Thereafter, the Clerk shall determine the number of prospective jurors required for qualification to fill the qualified jury wheel at each seat of Court and shall direct the random selection of the number of names from among all the names in the appropriate master jury wheel, with all accompanying materials to allow for processing, as prescribed by the Director of the Administrative Office of the United States Courts. Each prospective juror so drawn shall be mailed a questionnaire or notice to complete the questionnaire online.
4. When additional names are required to refill the appropriate divisional master jury wheels of this Court, the Clerk shall cause names to be randomly selected by JMS from the master jury wheel and questionnaires to be mailed, as provided above.

J. JUROR QUALIFICATION QUESTIONNAIRES AND DETERMINATION OF EXCUSES AND EXEMPTIONS

1. The list of the names drawn shall not be disclosed to any person, except pursuant to this Plan and to Sections 1867 and 1868 of the Jury Act.
2. **Qualification Form** - The jury qualification form prescribed by the Director of the Administrative Office of the United States Courts shall be completed by the prospective juror who will return the form, duly signed, by mail, or through the Court's internet website, within a prescribed time. If the prospective juror is unable to fill out the form, another may do it for them and shall indicate they have done so and the reason therefore. In any case in which it appears that there is a material omission, ambiguity, or error in a form, it shall be returned with instructions to the prospective juror to make such additions or corrections as may be necessary and to return the form promptly.
3. **Failure to Complete Form** - Any person who fails to return a completed juror qualification form as instructed may be summoned forthwith to appear before the Clerk of this Court and directed to fill out such form.
4. **Additional Information** - At the time of his or her appearance for jury service, any prospective juror may be required to fill out an additional juror qualification form in the presence of the Court or the Clerk.
5. Pursuant to 28 U.S.C. §1865(a), the jury clerk, under the supervision of the court, shall determine, solely on the basis of information provided on the questionnaire and other competent evidence, whether a person is qualified for, unqualified for, exempt from, or to be excused from jury service.

- 6. Qualification of Jurors** - The Chief Judge or the supervising judge shall be responsible for a final ruling upon the qualification for each prospective juror.

K. RELIEF FROM JURY SERVICE BY INDIVIDUAL REQUEST

The Court hereby finds that jury service by members of the following occupational classes or groups of persons might entail undue hardship or extreme inconvenience to members thereof.

Relief from jury service will be granted upon individual request to:

1. Persons over 70 years of age.
2. Persons who have, within the past two years, served on a federal, grand or petit jury panel.
3. Persons having active care and custody of an incapacitated adult or child, or child or children under 10 years of age whose health and/or safety would be jeopardized by their absence for jury service, or a person who is essential to the care of an aged or infirm persons.
4. Any person whose services are so essential to the operations of a business, commercial, or agricultural enterprise that their enterprise must close if such person were required to perform jury duty.
5. Persons engaged in voluntary safety, i.e., those personnel who serve without compensation as firefighters or members of a reserve squad or ambulance crew for a public agency. For purposes of this section, public agency means any unit of local government, department, or instrumentality.

L. EXEMPTION FROM JURY SERVICE

The Court hereby finds that exemption of the following groups of persons or occupational classes is in the public interest and would not be inconsistent with the Act, and accordingly, members of such groups are hereby exempted from jury service.

1. Members in active service in the Armed Forces of the United States, defined in 10 U.S.C. §101(a)(4) as including only the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.
2. Members of the fire or police 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. (Note: Members of federal fire and law enforcement agencies are not exempt from federal jury service under this provision.)

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 the United States, or any subdivision 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.

M. TEMPORARY DEFERRAL and TEMPORARY EXCUSAL REQUESTS

Temporary deferrals and temporary excuses may be granted on the basis of "undue hardship or extreme inconvenience" to one who, after being summoned to appear for jury service, requests such excuse under 28 U.S.C. §1866(c)(1).

Under 28 U.S.C. §1869(j), "undue hardship or extreme inconvenience" is defined as "great distance, either in miles or travel time, from the place of holding court, grave illness in the family or any other emergency which outweighs in immediacy and urgency the obligation to serve as a juror when summoned, or any other factor which the court determines to constitute an undue hardship or to create an extreme inconvenience to the juror; and in addition, in situations where it is anticipated that a trial or grand jury proceeding may require more than thirty days of service, the court may consider, as a further basis for temporary excuse, severe economic hardship to an employer which would result from the absence of a key employee during the period of such service."

1. Other than requests for relief under Sections K and L, prospective jurors must submit temporary deferral and temporary excusal requests in writing.
2. The Clerk and deputy clerks are authorized by the Court to evaluate and grant temporary deferral and temporary excusal requests prior to jury selection for such period as the Court deems necessary. At the conclusion of the period, the prospective juror may either be resummoned or put back in the qualified jury wheel.

N. IMPANELED GRAND JURY EXCUSAL

At any time, for good cause, the Court may excuse a juror either temporarily or permanently, and if permanently, the Court may impanel an alternate juror in place of the excused juror.

O. FAILURE TO APPEAR

1. Any person summoned for jury duty who fails to appear as directed may be ordered by the Court to appear forthwith to show cause for failure to comply with the summons.
2. A juror who fails to show good cause for noncompliance may be subject to:
 - a. a fine or not more than \$1,000;
 - b. imprisonment not more than three days;
 - c. an order to perform community service;
 - d. any combination of the above.

P. DETERMINATION OF QUALIFICATION

A person is not qualified to serve on a grand or petit jury in this district if, s/he:

1. Is not a citizen of the United States, eighteen years old, who has resided for a period of one year within the District;
2. Is unable to read, write, and understand the English language with a degree of proficiency sufficient to fill out satisfactorily the juror qualification form;
3. Is unable to speak the English language;
4. Is incapable, by reason of mental or physical infirmity, of rendering satisfactory jury service; or
5. Has a charge pending against him or her for the commission of, or has been convicted in a State or a Federal court of record of a crime punishable by imprisonment for more than one year and his or her civil rights have not been restored.

Q. QUALIFIED JURY WHEEL

1. The Clerk shall maintain separate qualified jury wheel for each division in the district and shall place in such wheel the names of all persons drawn from the master jury wheel and not disqualified, exempt, or excused pursuant to this Plan. From time to time, as required, the Clerk or a deputy clerk shall draw, at random, from the qualified jury wheel, the names of as many persons as may be required for grand or petit jury service.

2. Names drawn for the qualified jury wheel shall not be made public until the jurors have been summoned and have appeared at the courthouse, provided that any District Judge may order the names to be kept confidential in any case or cases when the interests of justice so require. Grand Jury names shall not be disclosed.

R. ASSIGNMENT TO PANELS

1. Insofar as is feasible, jurors shall be called for grand or petit jury service in the order in which their names were randomly drawn from the qualified jury wheel.
2. A record shall be kept of the service of each juror. After all the jurors drawn for service have been called for petit jury service for the first time, those jurors who were called once and did not serve on a jury shall be recalled. Every effort shall be made to employ the services of all jurors equally. In order to avoid an undue burden on jurors during the period of their service, the Clerk may grant reasonable requests from jurors for temporary excuses from service during the session to accommodate for vacations, necessary absences from the district, or other urgent matters. Insofar as practical, the period of availability for jury service on any petit jury panel shall be for a period of time not to exceed one month. An impaneled juror's services are complete once the jury has been discharged.
3. The period of jury service on any grand jury panel shall be for a period of time not to exceed eighteen (18) months unless extended by the Court, and in such case, by no more than an additional six (6) months.

S. DISCLOSURE OF JUROR INFORMATION

1. Information on jurors drawn from the qualified jury wheel and impaneled for criminal and civil trials shall be made public only upon approval of the presiding judge and only upon formal request. The presiding judge may keep juror information confidential in any case where the interests of justice so require. In cases in which the Court has authorized the release of juror information, only the names will be released without further identifying information.
2. **Challenge to Selection Procedures** – Any request for juror information related to challenging compliance with selection procedures shall be in accordance with 28 U.S.C. §1867 and §1868.
3. **Qualified Jury Wheel and Grand Jury** – Information on jurors drawn from the qualified jury wheel and impaneled in grand jury service shall not be made public.
4. **Disclosure of Information Regarding Citizenship Designation** – Notice of persons who identify themselves as non-citizens through the juror qualification process will be provided to appropriate election officials for

verifying voter registration eligibility, if requested, pursuant to 28 U.S.C. §1867(f).

5. **Jury Plan** – The Clerk of Court shall provide public access to this Jury Plan, including the Plan's verbatim description of the method used in determining the manner of random selection.

T. COUNSELING SERVICES FOR JURORS

1. The court may provide counseling services to petit jurors through the Employee Assistance Program (EAP) during a jurors' term of service.
2. EAP services must be authorized by the presiding judicial officer after the evidence is complete and before jurors have been discharged.
3. A juror's term of service may be extended "for administrative purposes" for a period sufficient to allow individual jurors to obtain counseling.
4. The judicial officer may provide additional information during opening remarks, at their discretion, about the availability of the EAP.
5. Counseling services for grand jurors are not allowable under Fed. R. Crim. P 6(e).

U. DEFINITIONS

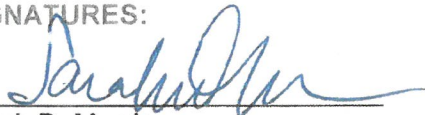
1. As used in this Plan the word "divisions" shall mean the divisions established in 28 U.S.C. §115 (b) and further defined in Section A.1.(a), (b), and (c) hereof.
2. As used in this Plan, the word "Clerk" shall mean the Clerk of this Court and his or her Deputy Clerks.

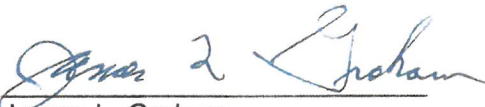
V. Effective Date of Plan

This Plan will be effective when approved by the Judicial Council for the Sixth Circuit of the United States (see attached Certificate of Approval).

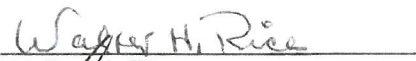
Pursuant to the Jury Selection and Service Act of 1968, as amended, (28 U.S.C. §1861, et seq.), the foregoing Plan is hereby adopted by this Court, subject to approval by a reviewing panel and to such rules and regulations as may be adopted from time to time by the Judicial Conference of the United States.

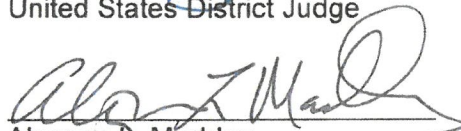
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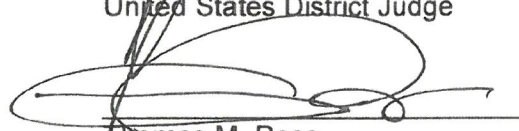

Sarah D. Morrison
Chief United States District Judge


James L. Graham
United States District Judge

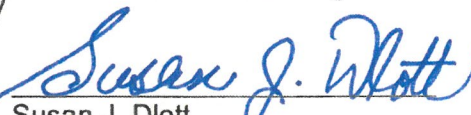

Edmund A. Sargus, Jr.
United States District Judge


Walter H. Rice
United States District Judge


Algenon D. Marbley
United States District Judge


Thomas M. Rose
United States District Judge

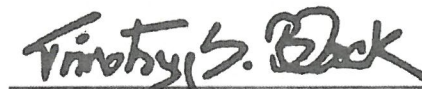

Douglas R. Cole
United States District Judge

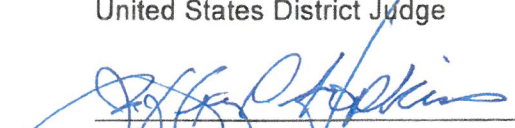

Susan J. Dlott
United States District Judge

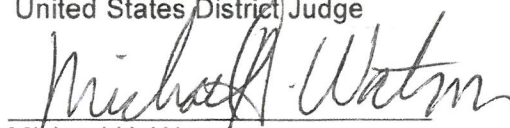

Matthew W. McFarland
United States District Judge


Michael R. Barrett
United States District Judge


Michael J. Newman
United States District Judge


Timothy S. Black
United States District Judge


Jeffery P. Hopkins
United States District Judge


Michael H. Watson
United States District Judge

APPENDIX A

Method for Filling the Master Jury Wheel for the U.S. District Court for the Southern District of Ohio

Pursuant to [28 U.S.C. §1861](#), all "...litigants have the right to grand and petit jurors selected at random from a fair cross section of the community." The U.S. District Court for the Southern District of Ohio is committed to providing a fair trial environment to all litigants who come before it. To that end, jurors are selected at random to populate the Court's master jury wheel, through a complex, automated process, which is described below.

The U.S. District Court for the Southern District of Ohio provides the vendor (see Section H(4) of the Jury Plan) with the potential juror data source lists from the Ohio Secretary of State's Office and the Ohio Bureau of Motor Vehicles. This data set is created from a list of registered voters, licensed drivers, and state ID holders (who are 18 years of age or older) from the counties that are within the Southern District of Ohio.

The vendor performs the required data cleanup to remove incomplete or duplicate data. Then the following steps are implemented to ensure randomization of selection and creation of the jury wheel:

- 1) The required quantities for each division are provided by Court.
- 2) An interval number is determined by dividing the total division quantity by the quantity needed for each division.
- 3) After the interval is determined, a random number generator is used to select the starting number for each division.

EXAMPLE:

- Using 2025 data, the Western Division at Cincinnati's total was 1,665,884 and the quantity needed was 50,400.
 - $1,665,884 / 50,400 = 33$ when rounding down to the nearest integer.
 - The starting number selected was 28.
 - The same process was similarly completed for the Western Division at Dayton and the Eastern Division at Columbus.
- 4) The process for the Eastern Division at Steubenville is slightly different. Those counties are already included in other divisions. As such, the county totals are reduced by the number of individuals who were already selected.

EXAMPLE:

- Belmont County is in the Eastern Division at Columbus, and 1,499 records were selected to be included in the Eastern Division at Columbus.
 - Therefore, the starting total for Belmont County was reduced by 1,499 which represents those individuals from Belmont County who were already included in the Eastern Division at Columbus selection $55,446 - 1,499 = 53,947$.
 - A similar calculation was done for the other 7 counties in the Eastern Division at Columbus, subdivision Steubenville area.
 - After those calculations were completed, the process was the same for determining the interval and the starting number as mentioned in Steps 2 and 3 above.
- 5) In the last step, by way of an example, assume that the starting number for a particular jury division is 10, and the interval number for that jury division is 110, the vendor would arrange that the 10th name from each county's source list be selected, and thereafter every 110th name throughout the remainder of the source lists for each county be selected, e.g. 10, 120, 230, 340, etc. and placed into the jury wheel for the appropriate division.
- 6) After the selection of the wheel, all selected records are processed thru NCOA (National Change Of Address) and Deceased Suppression to yield the final data set. The data is updated as follows:
- Individuals who had moved out of the district are removed from the data set.
 - Individuals who had moved from one division to another within the District are revised.
 - Individuals who had moved but a new address is not known are removed from the data set.
 - Individuals who had passed away are removed from the data set.

CERTIFICATE OF APPROVAL

This is to certify that, in accordance with 28 U.S.C. §1863(a), the foregoing Jury Plan of the United States District Court for the Southern District of Ohio has been duly received and approved as complying with the law by a reviewing panel consisting of the members of the Judicial Council for the Sixth Circuit of the United States and the Chief Judge of the District to which the plan is applicable.

This 16th day of July, 2026.

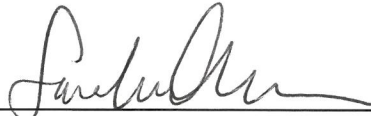


Jeffrey S. Sutton
Chief Judge
United States Court of Appeals
for the Sixth Circuit

CERTIFICATE OF FILING

This is to certify that, in accordance with 28 U.S.C. §1863(a), a true copy of the foregoing Jury Plan for the United States District Court for the Southern District of Ohio was filed with the Administrative Office of the United States Courts, Washington, D.C., and the Attorney General for the United States.

This 27th day of July, 2026.



Sarah D. Morrison
Chief Judge
United States District Court for the
Southern District of Ohio