

**IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF IOWA**

IN THE MATTER OF

REFILLING MASTER
JURY WHEEL

**PUBLIC
ADMINISTRATIVE ORDER**

No. 25-AO-0001-P

It has been brought to the court's attention that under the Jury Selection Plan for the United States District Court for the Northern District of Iowa, the Master Jury Wheel is due to be refilled.

IT IS HEREBY ORDERED

1. That the Master Jury Wheel for the Cedar Rapids-Eastern Division, Central Division and Western Division of this district shall be refilled by July 1, 2025.

2. Pursuant to Sections 4 and 5 of the Jury Selection Plan, the Secretary of State for the State of Iowa is authorized to carry out by automated methods the instructions and orders of this court, relating to the selection and recording of prospective juror names to be extracted from the "Source Lists" as defined in Section 5(c) of the Jury Selection Plan.

3. For the Cedar Rapids-Eastern Division, the selection must commence with the selection and recording of the 11th name on the Cedar Rapids-Eastern Division Source List, and, thereafter, every 58th name must be selected until the end of the Cedar Rapids-Eastern Division Source List is reached.

For the Central Division, the selection must commence with the selection and recording of the 60th name on the Central Division Source List, and, thereafter, every 61st name must be selected until the end of the Central Division Source List is reached.

For the Western Division, the selection must commence with the selection and recording of the 15th name on the Western Division Source List, and, thereafter, every 22nd name must be selected until the end of the Western Division Source List is reached.

4. The names of the persons selected and recorded are to be treated as confidential and are neither to be furnished to any other person or organization nor used for any purpose other than for use in refilling this court's Master Jury Wheel under the Jury Selection Plan.

5. After drawing the names as set forth above, the Secretary of State for the State of Iowa must promptly provide to the Clerk of this court the lists of names in the form previously agreed to with the Clerk of this court.

6. The Clerk must then cause mailings to be sent to each person whose name appears on the lists so that he or she can complete a juror questionnaire. The Clerk is authorized to subcontract the mailings only if appropriate measures are made to protect the confidentiality of the names listed.

7. Prior to refilling the Master Jury Wheel, the Clerk must draw, at random, sufficient names from the existing Qualified Jury Wheel to satisfy the need for jurors in this district while the Master Jury Wheel is being refilled. After the new Master Jury Wheel is filled, the old Master Jury Wheel will be replaced. Upon refilling the new Qualified Jury Wheel, the old Qualified Jury Wheel will be replaced.

IT IS SO ORDERED.

DATED this 11th day of February 2025.



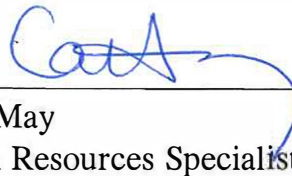
C.J. WILLIAMS, CHIEF JUDGE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA

Certified original placed in Public Administrative Order Book.

Copies disbursed this 11th day of February 2025 via email to:

Chambers of Chief Judge C.J. Williams (Sali Van Weelden)
Senior Judge Linda R. Reade
Chambers of Judge Leonard T. Strand (Donaline Schmith)
Chambers of Chief Magistrate Judge Kelly K.E. Mahoney (Jami Lesko)
Chambers of Magistrate Judge Mark A. Roberts (Amy Steele)
Paul De Young, Clerk of District Court
Misti Michel, Chief Deputy
Kristen Sanchez, Case Administration Supervisor
Brent Culbertson, IT Director
Jill Hawkins, Jury Administrator
Meghan Carrell, Jury Administrator
helpdesk@iand.uscourts.gov for posting on the external NDIA website




Cathy May
Human Resources Specialist