JURY SELECTION PLAN
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA

October 13, 2026

This Jury Selection Plan ("Plan") is adopted by the United States District Court for the Northern District of Iowa ("Court") in accordance with the Jury Selection and Service Act of 1968, 28 U.S.C. § 1861, *et seq.*, as amended.

1. Purpose of the Plan

a. It is the purpose of the Plan to satisfy the requirements and to implement the policies declared in 28 U.S.C. § 1861, *et seq*. The Plan is designed to ensure that:

1) all litigants who are entitled to trial by jury shall have the right to grand and petit juries selected at random from a fair cross-section of the community in each jury division where the Court convenes;
2) all citizens who reside within the Northern District of Iowa ("District") shall have the opportunity to be considered for service on grand and petit juries; and
3) all citizens who reside within the District shall have an obligation to serve as jurors when summoned for that purpose.

b. It is further the purpose of the Plan to implement the prohibition against discrimination contained in 28 U.S.C. § 1862, which provides that "[n]o citizen shall be excluded from service as a grand or petit juror in the district courts of the United States . . . on account of race, color, religion, sex, national origin, or economic status."

2. Management of the Jury Selection Process and the Plan

Pursuant to 28 U.S.C. § 1863(b)(1), the Clerk of the Court ("Clerk") or the Clerk's designee will manage the jury selection process and the Plan under the supervision of the Chief District Court Judge ("Chief Judge") or other active district court judge designated by the Chief Judge. In the event the Chief Judge is unable to perform the duties required by the Plan, those duties will be performed by the judge specified in 28 U.S.C. § 136(e).

3. Jury Divisions

a. The District includes fifty-two (52) counties, which are grouped into four (4) statutory divisions. *See* 28 U.S.C. § 95(a) (dividing Iowa into two judicial districts and the northern district into four divisions); *see also* 28 U.S.C. § 1869(e) (defining the term "division" as "one or more statutory divisions of a judicial district"). The rescission of Federal Rule of Criminal Procedure 19 has terminated any foreseeable

need to impanel a federal jury in all four (4) statutory divisions. The Court finds that establishing three (3) jury divisions within the District, which is composed of the Cedar Rapids-Eastern jury division, the Central jury division, and the Western jury division from which grand and petit jurors will be drawn for each place of holding court, will result in impartial trials, will avoid unnecessary expense, and will reduce burdens on persons reporting for jury service. The three (3) jury divisions in the District are as follows:

1) The Cedar Rapids-Eastern jury division includes the counties of Allamakee, Benton, Black Hawk, Bremer, Buchanan, Cedar, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Floyd, Grundy, Hardin, Howard, Iowa, Jackson, Jones, Linn, Mitchell, Tama, and Winneshiek.
2) The Central jury division includes the counties of Butler, Calhoun, Carroll, Cerro Gordo, Emmet, Franklin, Hamilton, Hancock, Humboldt, Kossuth, Palo Alto, Pocahontas, Webster, Winnebago, Worth, and Wright.
3) The Western jury division includes the counties of Buena Vista, Cherokee, Clay, Crawford, Dickinson, Ida, Lyon, Monona, O'Brien, Osceola, Plymouth, Sac, Sioux, and Woodbury.

b. The Plan applies to all jury divisions in the District.

4. Electronic Data Processing and Method for Random Selection

a. Under 28 U.S.C. § 1863(b), the Clerk may direct the use of electronic data processing programs to implement the Plan for the District.
b. A pure random selection of names is made by a properly programmed electronic data processing system that ensures the mathematical odds of any single name being picked are substantially equal.
c. A systematic random selection of names is used to ensure that each county is substantially proportionately represented in the Master Jury Wheel ("Master Wheel"). The total number of prospective jurors on the combined source lists is divided by the number of names needed for the jury division. The result is the interval at which names will be selected from each county. For example, if the total number of names on the source lists in the jury division is 100,000 and the number to be selected for the Master Wheel is 2,000, the computation will be: 100,000/2,000 = 50. Every fiftieth (50th) name will be selected.
d. These random selection processes are used for selecting names from:

1) the source lists for inclusion in the Master Wheel;
2) the Master Wheel for the purpose of determining who is qualified for jury service in the District; and
3) the qualified Master Wheel ("Qualified Wheel") for summoning persons to serve as grand or petit jurors.

e. The Court shall provide detailed instructions to any non-court personnel involved in the random selection of names and require any non-court personnel to certify, under penalty of perjury, that the random selection procedures have been followed.

5. Alternate Random Selection Procedures

Unless otherwise directed by the Court, in the event that the Clerk elects not to use a form of computerized random selection, or in an emergency (for example, if automated systems such as the jury management system were unavailable for a period of time), the following "starting number and interval" selection process should be employed:

a. Identify the local, state, or federal official who has responsibility for, and custody of, the source list for each county in a particular jury division.
b. Communicate with the custodian to determine the total number of names contained on the source lists of the most recent general election; or in the event that a particular county intends to purge its source list information following a general election, then on a date to be specified by the Clerk.
c. After determining the total number of names for each county, segregate the counties into the jury divisions defined in Section 3(a) of the Plan.
d. Calculate the total number of names for all of the counties within a particular jury division.
e. Divide the total number of names contained on all of the source lists in a particular jury division by the total number of names required to be placed in that jury division in accordance with Section 4 of the Plan. The numerical value produced by this calculation shall be referred to as the interval number, which represents the interval between selected names on the county source lists. For example, assume that there are 660,000 names on the combined source lists for the counties comprising a particular jury division and that the total number of names to be placed into that division is 6,000. Given these assumptions, the Clerk would divide 660,000 by 6,000. The result of this calculation would produce an interval number of 110.
f. After calculating the interval number for each jury division, the Clerk should then publicly draw at random for each jury division a starting number, to ensure that every name in each of the intervals has an equal chance of being chosen. This starting number shall be selected from a range of numbers which includes the number one through the interval number for each jury division. The selected starting number represents the first name to be selected from each county's source list.
g. After calculating the interval and starting numbers, the Clerk shall arrange to select the first name from each county's source list which corresponds to the starting number, and thereafter, shall select every subsequent name throughout the remainder of the source list which corresponds to the interval number. For example, assuming that the starting number for a particular jury division was 10 and the interval number for that jury division was 110, the Clerk would arrange that the

tenth 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 (10, 120, 230, 340, *etc.*).

6. Master Wheel

a. **Formation.** For each jury division, names of prospective jurors will be placed on a list known as the Master Wheel.

b. **Duration.** The Master Wheel shall be refilled every three (3) years. No later than July 1, the Clerk shall begin selecting names for filling grand and petit jury panels from the newly filled Master Wheel and will cease selecting names from the prior Master Wheel. Upon order of the Chief Judge, the time to refill the Master Wheel may be extended for good cause.

c. **Source Lists.** Pursuant to 28 U.S.C. § 1863(b)(2), names for the Master Wheel shall be selected at random from the following source lists:

1) the lists of registered voters that are maintained by each county in the District, *see* 28 U.S.C. § 1869(c) (defining the term "voter registration lists");[1] and
2) the list of motor vehicle operators and the list of non-driver identification card holders that are maintained by the Iowa Department of Transportation.

d. **Number of Names Selected and Supplementation.** The Clerk, under supervision of the Chief Judge, shall determine the number of names randomly selected for the Master Wheel based upon historical and projected juror usage in each jury division. Under 28 U.S.C. § 1863(b)(4), the minimum number of names initially placed in the Master Wheel shall be at least one half of one percent of the total number of names on the source lists for each jury division, or one thousand (1,000), whichever is greater. The Chief Judge may order additional names to be added to the Master Wheel from time to time as necessary or desirable to assure an adequate number of names. Such additional names shall be selected at random and in such proportions as provided herein.

7. Qualified Wheel

a. **Formation.** A list of jurors from the Master Wheel will be formed for each jury division by including the names of persons whom the Clerk has not disqualified, exempted, or excused as outlined below. Such jurors will be included in the Qualified Wheel.

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[1] To ensure the greatest number of citizens will be eligible for jury service, the Court elects not to rely on the lists of actual voters that are maintained by each county in the District, *see* 28 U.S.C. § 1869(d) (defining the term "lists of actual voters").

b. **Source and Number of Names.** In accordance with 28 U.S.C. § 1864(a), the Clerk shall draw at random from the Master Wheel for each jury division the names of as many persons as may be required for jury service.

c. **Juror Qualification Forms.** For the purpose of forming a qualified juror list, the Clerk will mail to each person whose name is drawn from the Master Wheel a postcard instructing prospective jurors to complete the required juror qualification form on the Court's website within ten (10) days. Persons failing to do so will be mailed a paper version of the juror qualification form that must be completed and mailed to the Court within ten (10) days. If a person is unable to fill out the juror qualification form, he or she is obligated to have such form filled out by another, who shall indicate by whom the form is filled out and the reason.

d. **Failure to Reply to Juror Qualification Form.** A person who fails to reply timely to a juror qualification form or who submits a reply requiring further investigation may, if necessary, be summoned for a personal interview by the Clerk in accordance with 28 U.S.C. § 1864(a). A person summoned to appear by the Clerk because of failure to return a completed juror qualification form and who personally appears and executes a juror qualification form before the Clerk shall be entitled to receive the same fees and allowances under 28 U.S.C. § 1871, except where the prior failure to properly execute and complete such form was willful in the judgment of the Court. Any person summoned by the Clerk for failure to return a completed juror qualification form and who fails to appear as directed may be ordered by the Chief Judge to appear and show cause for failure to comply with the summons. Any person who fails to appear pursuant to such order, or who fails to show good cause for noncompliance with the summons of the Clerk, shall be subject to penalties provided in 28 U.S.C. § 1864(b).

e. **Supplementation for Undeliverable Juror Qualification Forms.** As an option, when juror qualification forms are returned to the Court as "undeliverable", the Clerk, as soon as practicable, may issue the same number of new juror qualification forms to be mailed to addresses within the same zip code area to which the undeliverable juror qualification forms had been sent. The Clerk must draw these names from the Master Wheel.

f. **Determination of Persons to be Included in the Qualified Wheel.** Pursuant to 28 U.S.C. § 1865(a), the Clerk, while proceeding under the supervision of the Court, is authorized and directed to determine which persons should be included in the Qualified Wheel.

1) **Disqualified.** Pursuant to 28 U.S.C. § 1865(b), any person shall be deemed qualified to serve on a grand or petit jury in the district court unless he or she:

(a) is not a citizen of the United States eighteen (18) years old who has resided for a period of one (1) year within the District;
(b) is unable to read, write, and understand the English language with a degree of proficiency sufficient to fill out satisfactorily the juror qualification form;

(c) is unable to speak the English language;
(d) is incapable, by reason of mental or physical infirmity, to render satisfactory jury service; or
(e) has a charge pending against him or her for the commission of, or has been convicted in a state or federal court of record of, a crime punishable by imprisonment for more than one (1) year and his or her civil rights have not been restored.

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.

2) **Exempt.** Under 28 U.S.C. § 1863(b)(6), the following persons are exempt from jury service on the ground that they are exempt:

(a) members in active service in the Armed Forces of the United States;
(b) members of a fire department or police department of any municipality or political subdivision of the District; or
(c) as defined in 28 U.S.C. § 1869(i), public officers in the executive, legislative, or judicial branch of the United States or the State of Iowa who are actively engaged in the performance of official duties.

3) **Excuses for Special Reasons.** In accordance with 28 U.S.C. § 1863(b)(5)(A), the Court finds that jury service by persons included in this section would entail "undue hardship or extreme inconvenience," as defined in 28 U.S.C. § 1869(j), and an excuse from jury service would not be inconsistent with 28 U.S.C. § 1861 and 28 U.S.C. § 1862. Therefore, upon request, the Clerk must excuse from jury service any member of these groups:

(a) persons over seventy (70) years of age;
(b) persons who have served as a grand or petit juror in any federal or state court within the last three (3) years; and
(c) volunteer safety personnel who serve a public agency in an official capacity, without compensation or minimal compensation, as a firefighter or member of a rescue squad or ambulance crew.

4) **Recording.** After the Court or the Clerk determines solely on the basis of the information provided on the juror qualification form and other competent evidence whether a person is qualified, exempt, or excused from jury service, such determination shall be entered in the space provided on the juror qualification form or in the juror record in the Court's database.

g. **Updating Addresses.** During the 3-year period in which the Qualified Wheel is utilized, the Clerk shall update periodically, but no less than once every twelve (12)

months, the addresses of jurors who are included in the Qualified Wheel by relying on the National Change of Address system.

8. Jury Pool

a. **Formation.** The names of prospective jurors for a designated term of service will be placed in a grand jury pool or petit jury pool ("Pool") for each jury division.
b. **Source and Number of Names.** From time to time, the Clerk shall draw at random from the Qualified Wheel for each jury division the names of as many persons as may be required for jury service in that jury division.
c. **Summons.** The Clerk shall prepare and mail to every person in a Pool a summons for jury service, a juror questionnaire, and an informational letter.
d. **Notification.** Each member of a Pool is instructed to call the automated phone messaging system for specific information about jury service.

9. Jury Service

a. **Jury Panel.** The Clerk shall draw from the respective Pool names of persons as may be required for assignment to a grand jury panel or petit jury panel ("Jury Panel").
b. **Failure to Appear.** Prospective jurors summoned for jury service who fail to appear may be ordered by the Court to show cause for failure to comply with the summons. If cause is not shown in response to such order, the juror or prospective juror shall be subject to penalties provided in 28 U.S.C. § 1866(g).
c. **Temporary Excuse.** Pursuant to 28 U.S.C. § 1866(c), any person summoned for jury service may be excused by the Court or the Clerk, while under the supervision of the Court, upon a showing of "undue hardship or extreme inconvenience" as defined in 28 U.S.C. § 1869(j). The period for which such prospective juror may be excused shall be the period which the Court or the Clerk deems necessary under the circumstances. Upon expiration of the period, such person shall be summoned again or his or her name shall be reinserted into the Qualified Wheel.
d. **Court Exclusions.** In accordance with 28 U.S.C. § 1866(c), any person summoned for jury service may be excluded by the Court on the following grounds:

1) that such person may be unable to render impartial jury service;
2) that the service of such person as a juror would be likely to disrupt the proceedings;
3) that such person be peremptorily challenged as provided by law;
4) upon a challenge by any party for good cause shown, pursuant to the procedure specified by law; or
5) upon determination that the service of such person as a juror would be likely to threaten the secrecy of the proceedings, or otherwise adversely affect the integrity of jury deliberations.

Any person excluded under subparagraph 1, 2, 3, or 4 of this section shall be eligible to serve on other juries if the basis for the initial exclusion would not be relevant to the person's ability to serve on other juries. The period for which such prospective juror may be excused shall be the period which the Court deems necessary under the circumstances. Upon expiration of the period, such person shall be summoned again or his or her name shall be reinserted into the Qualified Wheel.

e. **Fees and Allowances.** Fees and allowances shall be paid as authorized by law under 28 U.S.C. § 1871.

10. Selection of Jurors in Event of Unanticipated Shortage

If there is an unanticipated shortage of available petit jurors drawn from any Qualified Wheel, the judge before whom a pending case requires additional jurors may by order require the Clerk or the Marshal to summon a sufficient number of additional petit jurors who are selected at random from the source lists for the jury division in which proceedings are being held.

11. Records and Information Disclosure

a. **Petit Juror Information Disclosure.** The names of prospective and sitting petit jurors shall not be disclosed to the public outside open court except upon order of the Court. Copies of juror questionnaires are provided to the attorneys of record in each case approximately seven (7) days prior to trial unless otherwise ordered by the Court. The questionnaires shall be viewed only by counsel, and they shall be destroyed within ten (10) days of the trial's conclusion.

b. **Grand Juror Information Disclosure.** The names of grand jurors shall not be disclosed to the public or maintained in a public record, unless the Chief Judge orders disclosure for a demonstrated need based on a showing of exceptional circumstances.

c. **List of Names Drawn.** In accordance with 28 U.S.C. § 1864(a), the Clerk shall, upon order of the Court, prepare an alphabetical list of the names of persons drawn from the Master Wheel. Except by order of the Chief Judge or if required by statute, the list of names drawn will not be disclosed to anyone other than the judges of the Court, the Clerk, and any other person authorized by the Court to assist the Clerk in management of the Plan.

d. **Record Retention.** The Clerk will maintain electronic or paper records related to each Master Wheel, Qualified Wheel, Jury Pool, and Jury Panel, as provided in 28 U.S.C. § 1868, unless otherwise ordered by the Court. Upon order of the Court, the Clerk shall make available for public inspection any records for the purpose of determining the validity of the selection of any jury.

e. **Non-court Process Certification.** The Clerk shall keep for four (4) years:

1) a copy of written instructions for the random selection of names given to any computer service provider, and
2) the computer service provider's sworn declaration of compliance with the instructions.

12. Challenging Compliance with Selection Procedures

The exclusive methods of challenging compliance with the selection procedures in the Plan shall be those provided by any existing statute or rule of criminal or civil procedure, including but not limited to 28 U.S.C. § 1867.

13. Effective Date

The Plan replaces all previous jury selection plans for the United States District Court for the Northern District of Iowa and will become effective upon its approval by the review panel of the Judicial Council of the Eighth Circuit.

DATED this 13th day of October, 2026.

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