

**IN THE
CIRCUIT COURT FOR BALTIMORE CITY
Administrative Order No. 2023-03**

WHEREAS, Md. Cts. & Jud. Pro. §§ 8-408 and 8-409 outline the procedure for jury challenges in civil and criminal cases including production of jury related records, and

WHEREAS, Md. Rule 16-913(a)(1) allows for the inspection of administrative records related to the jury selection process through a court order in connection to a challenge under Md. Cts. & Jud. Pro. §§ 8-408 and 8-409, and

WHEREAS, Md. Dep't Gen. Serv., Records Mgmt. Div., *Records Retention and Disposal Schedule, Schedule No. 2330*, § I. 6. (2019) provides that jury, grand jury, and witness records that include listing of names, dates of service, and cases heard are to be retained permanently and jury selection papers are to be retained for four years after their creation and then destroyed,

NOW, THEREFORE, at the request of the Jury Commissioner for Baltimore City it is this 8th day of June 2023, by the Circuit Court for Baltimore City, hereby

ORDERED, that jury panel envelopes dating from 2008 to present shall be unsealed for the purposes of record retention and destruction; and it is further

ORDERED, that juror profile sheets dating from 2008 to present shall be retained permanently; and it is further

ORDERED, that juror strike sheets dating from 2008 to present shall be retained for four years after their creation after which they may be destroyed; and it is further

ORDERED, that disposition cover sheets dating from 2008 to present shall be destroyed.

/s/

Audrey J.S. Carrión
Administrative Judge
Circuit Court for Baltimore City

CC:

The Honorable Jennifer B. Schiffer
Jury Commissioner Scott G. Smith