

Handwritten notes in the top right corner, including "1-1994" and other illegible scribbles.

1-1994

STATE OF SOUTH CAROLINA)
)
COUNTY OF GREENVILLE)
)
IN RE: Juror Questionnaires)
)
.)

IN THE COURT OF COMMON PLEAS

ADMINISTRATIVE ORDER

FILED
CLERK OF COURT
GREENVILLE COUNTY, S.C.
AUG 23 11 48 AM '94

TO: Clerk of Court for Greenville County
Sheriff of Greenville County
Attorneys requesting Juror Questionnaires

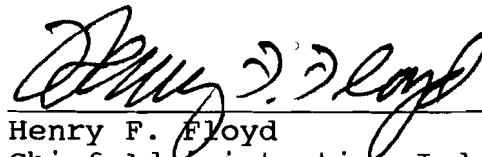
From time to time the need arises for Juror Questionnaires to be sent to prospective jurors in either civil or criminal cases. This Order is designed to set forth the procedure to be followed in those cases.

1. At least forty five (45) days prior to the term of Court in which the questionnaire is to be used the attorneys shall submit the proposed questionnaire to the appropriate Administrative Judge or the previously designated trial judge for approval of the questionnaire including form and content.
2. Once the Court approves the use of a questionnaire, the attorneys involved shall provide the Clerk of Court with sufficient copies of the questionnaire for each potential juror. The copies shall be delivered to the Clerk of Court prior to or on the date the venire is selected along with sufficient stamped postage paid envelopes returnable to the Clerk of Court's address.
3. The Clerk shall forward to the Sheriff the venire list and sufficient copies of the questionnaire and postage paid return envelopes for service.

Handwritten initials "HFF" and a symbol resembling "#1" at the bottom center of the page.

4. The Sheriff shall at the time of service of the jury summons also serve juror questionnaires and return envelopes in the manner prescribed by law.
5. With regard to a questionnaire for criminal cases, there shall be no additional charge for postage to serve the questionnaire assessed by the Sheriff.
6. With regard to a questionnaire for civil cases, the Sheriff shall determine the cost of additional postage and special envelopes if any to serve the questionnaire and forward that cost to the Clerk. The Clerk shall reimburse the Sheriff for the additional postage and any special envelopes required.
7. Any additional postage and envelope costs paid by the Clerk shall be assessed the civil litigants as they agree or as determined by the Court.
8. In a civil case, no juror questionnaire shall be served unless the parties agree to defray the costs either by agreement or as the Court shall determine.

IT IS SO ORDERED.



Henry F. Floyd
Chief Administrative Judge
Court of Common Pleas for the
Thirteenth Judicial Circuit

August 22, 1994

#2