

## JURY FOREPERSON INSTRUCTIONS/NOTES

*MAKE SURE TO TAKE THE VERDICT FORM, A PENCIL AND A BUZZER/BELL with you when you deliberate.*

1. You need to make sure all jurors are wearing their juror badges (on left side over heart).
2. You should read each charge one by one to the other jurors **once** you get to the designated area for deliberations.
3. By a show of hands you should ask them if they think the defendant is guilty, not guilty of each charge.
4. You should promote discussion among the jurors if everyone does not agree (you need a unanimous verdict – you must strive to get everyone to agree on the same verdict). Therefore, after the jurors say why they are voting the way they are, you should take another vote.
5. Check off your verdict on the verdict form but REMEMBER – if everyone does NOT agree on a particular charge, there is NO verdict. (see **NOTE** below).
6. SIGN AND DATE the verdict form and RING A BELL/BUZZER. The bailiff will lead the jurors back in the courtroom.

**NOTE** - When you are back in your original seats in the classroom/courtroom, the Judge will say: “will the foreperson of the jury please stand?” YOU STAND UP. He will then ask: “Have you reached a verdict?”

If so, you will answer, “Yes, your Honor.” If not, you will answer, “No, your Honor.”

**IMPORTANT:** IF YOU REACHED A UNANIMOUS VERDICT FOR SOME CHARGES BUT NOT FOR ALL YOU CAN SAY: “We have reached a partial verdict, Your Honor.”

The Judge will then say, “Will the defendant(s) please stand?” The defense lawyer(s), along with the defendant(s) will stand and then the Judge says to you, “You may read the verdict.”

**YOU WILL READ FROM THE VERDICT FORM! (In some cases, the Judge will want to see the form before it is read so you will hand it to the bailiff who will take care of giving it to the Judge.)**