

## SELECTION AND DUTIES OF THE FOREPERSON

**Juror Number \_\_\_\_\_, *[state name of juror]*, I appoint you to be the foreperson of this jury. As the jury foreperson you will have three jobs: first, you will be the liaison, or link, between the jury and the Court. As you deliberate, if any questions, issues, or problems arise, you should write it down on a piece of paper, and hand it to the court officer. I will handle the question in one of two ways. I will either send you back an answer in writing or, if appropriate, I may have you come back into the courtroom to give you further instructions.**

**Second, as foreperson, it is your job to facilitate the deliberations among your fellow jurors. To that end, the foreperson should see that all jurors have a chance to participate in the discussion and that all points of view are considered. As the foreperson, however, you do not have a greater voice or vote than any of your fellow jurors.**

**Finally, as foreperson, you have an administrative role. It is your job to fill out the verdict slip to reflect the jury's vote. *[Review contents of verdict slip with foreperson on the record.]* After you have (reached a verdict) (answered each applicable question) just fill in the verdict slip, date it**

**and sign it at the bottom, then [give whatever signal is used by the court].**

**When the court officer comes to the door, please just tell the court officer that you have reached a verdict, but do not say what the verdict is. We will then gather the parties into the courtroom and announce the verdict in open court.**

**The process of announcing the verdict in open court is quite simple: when you have returned to the jury box, the clerk will ask you, the Foreperson, whether the jury has reached a verdict. Assuming you say “yes,” the Clerk will ask you to give the verdict slip to the court officer so we can check that it has been completed properly. Then the Clerk will simply read your responses and ask, first you the Foreperson, and then the rest of you whether (he / she / they) read it correctly. Then the Clerk will ask all of you if the verdict reflects the agreement of at least (five) (six) (\_\_\_ majority) of the jurors.**

NOTE:

1. **Time of selection of foreperson.** Although G.L. c. 234A, § 68A states, “[a]fter a jury has been impanelled and sworn, the court shall appoint a foreperson,” common practice in both the District and Superior Courts is to select a foreperson at the close of the instructions, just prior to deliberations. The manner in which the foreperson is chosen lies in the discretion of the judge.