**GRAND JURY – WORKSHEET**

**L.R.D. 05/01/2012**

The Grand Jury clerk submits a worksheet to Exhibits Grand Jury Services (Ex/GJS) each day which identifies the cases heard on the grand jury returns.

Grand Jury Clerk:

* prepares the worksheet which may include:
  + panel number
  + date of return
  + processing grand jury clerk
  + court reporter
  + judge presiding over the returns
  + county attorney present for the returns
  + foreperson and acting foreperson present
  + date impanelled
  + listing of cases returned; includes identification as to whether a warrant, summons, notice of supervening indictment or no true bill was issued
* submits original documents filed which may include:
  + Indictment
  + minute entry
  + court information sheet
  + Grand Jury Minutes
  + No True Bills
  + Miscellaneous documents
* initiates party in the case as defendant grand jury and defendant identifier
* enters the grand jury panel number for warrants and summons; not direct complaints

Exhibits/Grand Jury Clerk (Ex/GJS):

* verifies the original documents received to what is listed on the worksheet
* verifies the case number, panel number and defendant’s identifier is entered in iCIS
* creates the Indictment Packet; storing the original documents and copies received
* enters the warrant, summons and notice of supervening indictment information into the Indictment Log
* retains the worksheet; disposes after one year