

**ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS**

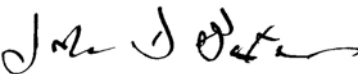
WASHINGTON, D. C. 20544

Date: 9/6/13

GUIDE TO JUDICIARY POLICY

TRANSMITTAL 04-006 VOLUME/PART 4 CHAPTER(S) 3

TO: All United States Judges
Clerks, United States Courts
Circuit Librarians

FROM: Judge John D. Bates 

RE: **COURT AND CASE ADMINISTRATION**

This transmittal provides notice of changes to the *Guide to Judiciary Policy*, Vol. 4 (Court and Case Administration):

[Chapter 3 – Jury](#)

As shown in the Redline Comparison below, the method for district court submission of jury plans to the Administrative Office has changed from paper-based to electronic, while the Department of Justice continues to require submission in paper.

Questions regarding this transmittal may be directed to the Office of Court Administration, District Court Administration Division, at 202-502-1570.

REDLINE COMPARISON REFLECTING CHANGES

§ 320 Jury Plans

[. . .]

§ 320.30 Implementing and Modifying the Plan

[. . .]

§ 320.30.40 Submitting the Approved Plan and Modifications

A copy of the approved plan and amendments must be sent to the Administrative Office (AO) and the Attorney General of the United States. [28 U.S.C. § 1863\(a\)](#).

- (a) For the Attorney General, a paper copy ~~should~~must be sent to the following address:

United States Attorney General
U. S. Department of Justice
950 Pennsylvania Avenue, NW
Washington, DC ~~20530-0004~~20530-0001

- (b) For the AO, a copy ~~should be sent to the Office of the General Counsel.~~must be submitted electronically to the following email address:

juryplans@ao.uscourts.gov