3-08/020.30 - Recording Room Assignments

The bailiff in charge of the jury shall prepare one copy of the reverse side of Form #G094/R9-94, Overnight Jury Information, and shall enter onto it the names of all jurors and the rooms to which they are assigned, together with the date, case number, and the name of the defendant(s). The completed form shall be forwarded to the bailiff's supervisor as soon as possible. A new form shall be completed for each night spent at a hotel.