

Before Court Appearance Subcommittee (BCAS) of the Jury Committee  
AGENDA

Teleconference  
Friday, February 6, 2009, 8:30 a.m.  
225 Spring Street, Wethersfield, CT 06119  
1<sup>st</sup> Floor, Conference Room 133

1. Review and approval of minutes from January 8, 2009
2. Project Updates
  - A. Permanent Master File, Summoning by Zip Code: Kay Berris
  - B. Juror Cancellations: Kay Berris and Bill Sadek
  - C. The Reminder Notice and Summons: Judge Dewey
  - D. The Juror Handbook: (JDP-JA-5) Attorney Sandak
  - E. Military Brochure: Kay Berris
3. Comments regarding project status
4. Recommendations and template
5. Next meeting date
6. Adjourn