**Starter Kits**

*We list here the Sample Documents CGJA believes are essential for grand jurors to review at various stages of the grand jury’s term. We recommend you periodically look through the entire list of sample documents, not just these, and review any that look pertinent.*

All Jurors at Start of Term:

 Timeline of Grand Jury Activities

Grand Juror Employment Recusal Form

Sample Meeting Rules

Example of a Code of Ethical Conduct

Examples of Ground Rules for Juror Conduct During Meetings

Committee and Officer Assignments - Skills and Interests

Choosing Effective Committee Chairs

Forepersons and Pro Tems at Start of Term – All of the above, plus:

Foreperson’s Administrative Checklist

As Investigations Begin:

 Choosing Which Complaints to Investigate

 Grand Juror Recusal Form for Bias or a Perceived Conflict of Interest

 Committee Proposal for Investigation

Score Sheet for Prioritizing Investigation Proposals

Project Management Plan

Report Logic Matrix

Investigation Checklist

Investigating and Reporting on Detention Facilities

Each Committee Before the First Interview:

Phone Script for Scheduling Interviews

Interview Script

As Report Drafting Begins:

 Report Content Checklist

Wording Your Findings

Required and Invited Responses

As Report Editing Begins:

 Checklist for Review of Grand Jury Reports

Report Critique Form