

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN MATEO  
HR Department  
400 County Center, 8th Floor  
Redwood City, CA 94063  
www.sanmateocourt.org/grandjury**

**2021-2022 CIVIL GRAND JURY APPLICATION**

**PLEASE COMPLETE THIS APPLICATION ONLINE-THEN PRINT, SIGN, AND MAIL**

***For the 2021-22 term, Civil Grand Jury training, meetings, and investigative interviews will be conducted through videoconferencing until the San Mateo County Health Officer determines that current social distancing and other guidelines will permit in-person meetings for individuals of all ages and vulnerable conditions.***

Name \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip +4 \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Age Range:  18-25  26-34  35-44  45-54  55-64  65-74  75 and over

Gender:  Male  Female

Indicate your ethnic derivation by checking one of the following:

American Indian or Alaska Native

Asian

Black or African American

Other Race or ethnicity; please state: \_\_\_\_\_

Hispanic/Latino

Native Hawaiian or other Pacific Islander

White

Decline to answer

*The following questions are required by California Penal Code §893:*

Are you a United States citizen?  Yes  No

Are you at least 18 years of age?  Yes  No

Have you been a resident of San Mateo County for at least the past year?  Yes  No

Are you in possession of your natural faculties, of ordinary intelligence, of sound judgment, and of fair character?  Yes  No

Do you possess sufficient knowledge of the English language to carry out your duties as a Grand Juror?  Yes  No

Are you currently serving as a trial juror in any court of this state?  Yes  No If Yes, please explain.

Have you been discharged as a Grand Juror in any court of this state within one year?  Yes  No If Yes, please explain.

Are you currently an elected or appointed public official?  Yes  No If Yes, please explain.

Have you ever been convicted of a felony or malfeasance in office?  Yes  No If Yes, please explain.

Superior Court of California, County of San Mateo  
Civil Grand Jury Application, 2021-2022

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Employment Status:     Presently Employed     Not Employed     Retired

If Presently Employed, Current Employer \_\_\_\_\_

Previous Employers (Past 5 Years) \_\_\_\_\_

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Occupation or Former Occupation \_\_\_\_\_

Are you a current employee of, or a former or retired employee last employed within the previous three years by, a governmental agency located within San Mateo County?     Yes     No    If Yes, please explain.

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Name of Spouse/Domestic Partner \_\_\_\_\_

Occupation or Former Occupation of Spouse/Domestic Partner \_\_\_\_\_

Service on the Grand Jury is open to all qualified individuals. If you require an accommodation for a mental or physical condition (including, but not limited to, impaired hearing, eyesight, or mobility) to enable you to participate in the application process or as a Grand Juror, please describe such requested accommodations below.

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Are you willing to investigate the operations of the officers, agencies, departments, special districts, and/or joint powers authorities within San Mateo County?     Yes     No

Are you willing and able to ask direct questions of the subjects of an investigation?     Yes     No

Do you have any ability or experience in writing and editing, such as preparing reports, taking meeting minutes, and generating correspondence?     Yes     No

If yes, please describe: \_\_\_\_\_

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Do you have any ability or experience in interviewing witnesses, gathering facts, and analyzing data?     Yes     No

If yes, please describe: \_\_\_\_\_

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Are you willing and able to review documents that may be complex and lengthy?     Yes     No

Computer and Internet proficiency is necessary to participate in Grand Jury activities. Do you have the computer skills necessary to communicate with other jurors: using Gmail (including attaching documents or files) and file sharing services (such as Dropbox or OneDrive), conducting Internet-based research, setting up and conducting videoconferences (Zoom), and preparing meeting minutes and reports?     Yes     No

Specifically, do you regularly use:

Email	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dropbox	<input type="checkbox"/> Yes <input type="checkbox"/> No
Google Suite and Chrome	<input type="checkbox"/> Yes <input type="checkbox"/> No	Zoom Videoconferencing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Microsoft Word	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Excel	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please describe your current level of proficiency of the above-referenced technology: \_\_\_\_\_

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Have you ever led or chaired an organization or subcommittee of an organization? If so, please describe your experience.

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Are you contemplating any absence from San Mateo County from July 1, 2021 through June 30, 2022 that might interfere with your performance as a Grand Juror?  Yes  No If Yes, for what period of time? Please explain.

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A Grand Juror is expected to attend regular plenary and committee meetings, be an active member of two investigative committees, and participate in the investigative process (research, interviews, report writing). These activities require a minimum commitment of up to 15 to 20 hours per week. If appointed, will you be able to devote the requisite time and effort to the work of the Grand Jury?

Yes  No

What particular experience, training, or expertise would you contribute to the Grand Jury? \_\_\_\_\_

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Why do you wish to serve on the Grand Jury? \_\_\_\_\_

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Why should you be selected to serve on the Grand Jury? \_\_\_\_\_

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**BACKGROUND INFORMATION**

To assist the Grand Jury Judge in the selection of the Foreperson for the Grand Jury, and to provide information valuable to the Foreperson in setting up committees, please summarize your background and employment experience below.

Past Employment History \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Past Experience in Committee, Civic, or Volunteer Organizations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please assist the Court in the evaluation of the Grand Jury recruitment program by indicating from which source you learned about service on the San Mateo County Civil Grand Jury.

Newspaper (which?) \_\_\_\_\_

Community Organization \_\_\_\_\_

TV/Radio (which?) \_\_\_\_\_

Public Gathering \_\_\_\_\_

Referred by \_\_\_\_\_

Social Media \_\_\_\_\_

Other \_\_\_\_\_

**APPLICANT STATEMENT OF AVAILABILITY**

I am aware that service on the San Mateo County Civil Grand Jury is for a twelve-month period commencing July 1, 2021, and ending June 30, 2022, and that such service will require my attendance at a minimum of two general meetings each month of the entire Grand Jury in addition to intervening portions of one or two days a week devoted to committee meetings. The total time requirement can be as much as 15-20 hours per week. Reasonable vacations are permitted. I am also aware that I will be expected to participate in a three-day interactive videoconference training in July 2021.

I hereby state that I am in good health, that I have no plans for vacation, travel, or business (other than those indicated earlier in this application) that would prevent me from serving the required amount of time.

I recognize that my attendance will be expected and may be required by the Foreperson of the Grand Jury.

I fully understand that the Civil Grand Jury staff will conduct a background check through the District Attorney's Office.

I, therefore, request my name be placed on the eligible list as a candidate for the Grand Jury of San Mateo County for the period July 1, 2021 through June 30, 2022.

**I DECLARE, UNDER PENALTY OF PERJURY, THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.**

EXECUTED AT \_\_\_\_\_, CALIFORNIA, DATED: \_\_\_\_\_ 20 \_\_\_\_  
City

NAME \_\_\_\_\_  
Signature

**PLEASE SIGN AND RETURN THIS COMPLETED APPLICATION TO:**

[grandjury@sanmateocourt.org](mailto:grandjury@sanmateocourt.org)

**APPLICATIONS MUST BE RECEIVED BY APRIL 30 , 2021**

**SAN MATEO COUNTY CIVIL GRAND JURY  
Recruitment and Selection Timeline and Events**

The San Mateo County Civil Grand Jury investigates and reports on the operations of local government (which is known as the "watchdog" function; *i.e.*, a civil, rather than criminal function). The primary function of the Civil Grand Jury is to examine all aspects of county and city government (including special districts and joint powers agencies), analyze data and write reports with recommendations for improvement. The Civil Grand Jury may also investigate citizen suggestions regarding local government agencies.

**The Civil Grand Jury Application Period** is open all year. Application and information are available online at [www.sanmateocourt.org/grandjury](http://www.sanmateocourt.org/grandjury) or by calling 650-261-5066.

**OPEN NOW**

**Qualifications:** Any individual who has been a resident of San Mateo County for more than one year who is a citizen of the United States, is 18 years of age or older, and is of ordinary intelligence, sound judgment and good character, with sufficient knowledge of the English language and who is not an elected public official.

**Civil Grand Jury Term:** One year, from July 1 through June 30.

**Time Commitment:** A Grand Juror is expected to attend regular plenary and committee meetings, be an active member of two investigative committees, and participate in the investigative process (research, interviews, report writing). At times during the year, you may find yourself spending 15-20 hours per week on these activities.

**Meeting Times:** Held on the first and third Tuesdays of each month and run from 8:30am to approximately 2:00pm. In July (to facilitate onboarding), and again from April through June (as reports are being finalized), additional meetings may be scheduled.

**Application Deadline for the upcoming Grand Jury term starting July 1:**

**April 30**

**Applications Review Process:** The Grand Jury Judge selects approximately 40-50 applicants for interviews. The judge seeks the most qualified applicants of diverse socio-economic, ethnic, educational backgrounds, as well as individuals representative of the County's geographical areas and age groups.

**May 1 -  
May 29**

Interviews are generally conducted in early May and a background check is conducted regarding applicants who are selected for the random drawing. Individuals selected for the random drawing will be notified by mail no later than May 29. By court policy, and at the discretion of the Grand Jury Judge, up to seven members of the previous year's jury may serve a second term to provide continuity.

**Empanelment/Random Drawing/Oath of Office:** Designate 19 Civil Grand Jury Members and Alternates (eleven alternates may be selected) held in Judge's courtroom, Hall of Justice, 400 County Center, Redwood City.

**June 8 - 19**

**California Grand Jurors' Association Training:** Two-day training workshop

**Early July**

**Orientation/Training for Grand Jurors and Alternates:** Conducted by Grand Jury Legal Advisor

**Mid to Late  
July**

**Committees:**

- Administration & Finance
- Health & Human Services
- Public Works, Environmental Services, and Transportation
- Cities & Special Districts
- Education
- Continuity
- Public Safety

*Please Note: Dates Are Subject to Change. Check Back Often.*