

Chapter 4 - Juror Selection

CHAPTER FOUR -- JUROR SELECTION MENU ACCESSING JUROR SELECTION SCREENS

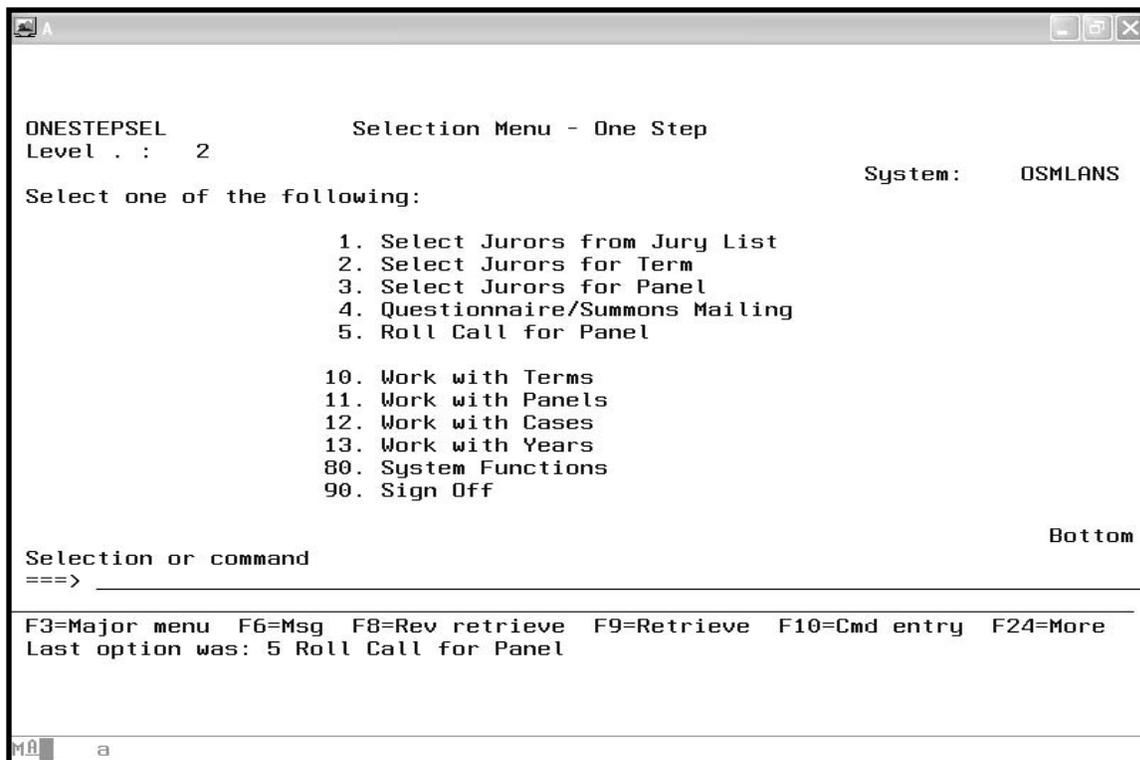
One-Step Process vs Two-Step Process

There are two Juror Selection Process options. Option 5 deals with the One-Step selection process which allows courts to send a summons at the same time the Qualification Questionnaire is sent. Option 10 deals with the traditional Two-Step selection process which allows courts to mail out the Qualification and Personal History Questionnaires and then send out the summons separately once the jurors have been qualified in the system and assigned to terms and panels.

This first section explains the One-Step process. If your court does not use this process, please go onto the two-step process which is found in the next section.

Overview of One-Step Process

The One-Step Selection Process is used to provide an alternate process which would involve mailing the questionnaire and summons at the same time. Counties may consider this option to lower mailing costs. However, the qualification process is shifted to the time the summonses are returned from jurors. The Selection Menu - One Step contains options to assist in the creation of terms, panels, and cases. The definitions of the terms, panels, and cases are set up, as well as the actual selection of jurors. A variety of reports, labels and letters can also be created from this menu.



Selection Menu - One Step screen

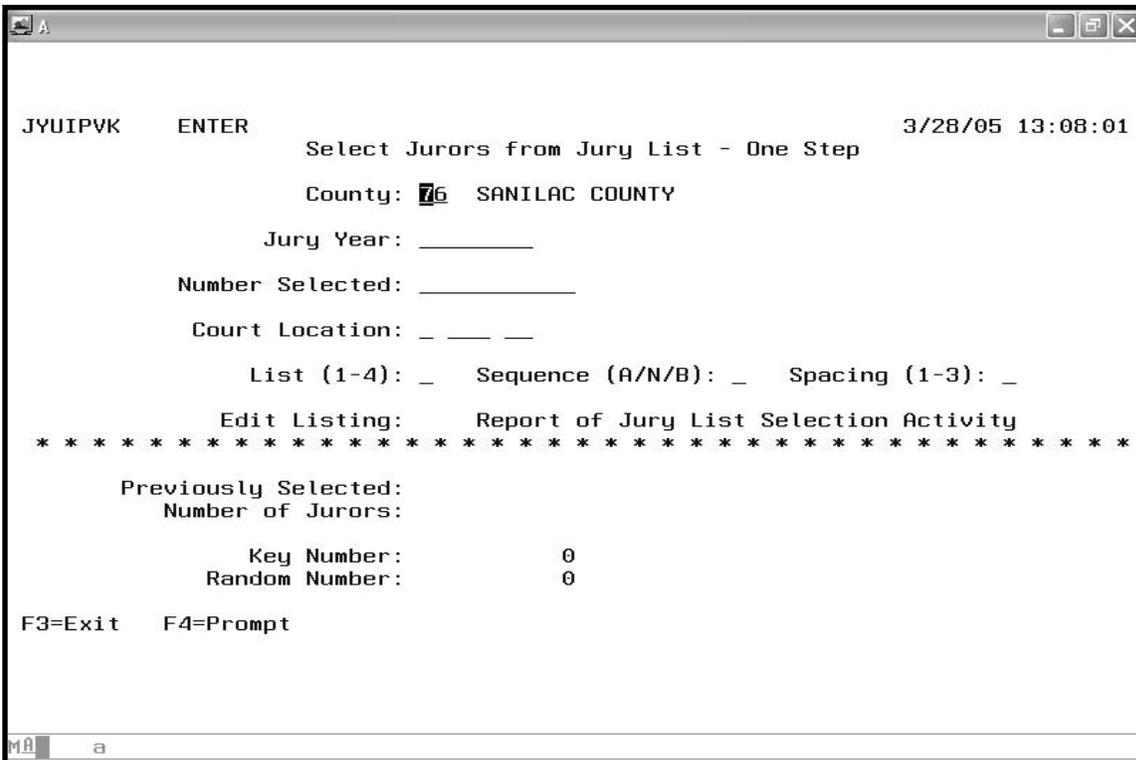
The Selection Menu - One Step

The Selection Menu - One Step displays when option 5 is selected from the JIS Jury System Menu. The options can be accessed by entering the appropriate option number on the "Selection or command" line and pressing [ENTER].

SELECT JURORS FROM JURY LIST -- ONE STEP

The Select Jurors from Jury List option is used to add jurors from the Department of State Jury List to the Jury System and assign them to a Court Location. This needs to be done after the jury list CD is loaded from the File Processing Menu. This option can also be run later if the initial number of jurors requested was not enough and additional jurors are necessary.

The jury list (CD) consists of all county residents 18 years of age and over who possesses a driver's license number or State ID. JIS loads the jury list from the CD.



Select Jurors from Jury List - One Step screen

Field Definitions

- +JURY YEAR
Type the jury year of the jury list from which to select names.
- NUMBER SELECTED
Type the desired number of jurors for your questionnaire and summons mailing. Press [ENTER].
- COURT LOCATION
Type the Court Location for which the selected jurors will be assigned to. Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2). This field defaults to the Court defined in the user's security record.

LIST (1-4)	Enter the number of lists desired.
SEQUENCE (A/N/B)	Enter A for an alphabetical listing, N for a numerical listing or B for one of each.
SPACING (1-3)	Enter the number for the desired spacing on the report. 1=single spaced, 2=double spaced and 3=triple spaced.
EDIT LISTING	Notation to remind the clerk a report of jury list selection activity will automatically print once the Select Jurors from Jury List process is complete.
PREVIOUSLY SELECTED	The number of jurors previously selected with this option for the selected year. It will show zero for the first selection run.
NUMBER OF JURORS	The total number of jurors loaded from the jury list CD for the selected year.
KEY NUMBER	Derived from (number of jurors - previously selected) /number selected.
RANDOM NUMBER	A random number from 1 through the key number. The key number and random number are used to select jurors randomly from the juror list based on Statutes 600.1311 (key number determination) and 600.1312 (key number application).

The court/jury board determines the number of jurors needed for the year based on the number of jury trials. The key number is the number of jurors divided by the number selected. The system picks a random number from 1 through the key number. The jurors are then selected by starting with the random number and choosing every Nth record (key #). The list from Department of State is random and then the list of jurors selected is random.

Press [ENTER] or Y to confirm and continue processing. Press N if you do not want to continue.

Selected jurors will be added to the jury system. A juror record will be created with NW1 status. A name record will be created or the address will be updated. An event will be added indicating when the juror was added to the system.

Exceptions and comments will be noted on the Jury List Edit Report.

SELECT JURORS FOR TERM - ONE STEP

Overview

The Select Jurors for Term - One Step option is used to select jurors assigned to the court into a specific term. Jurors with a status of NW1 will be randomly selected for a defined term. At the time this option is selected, the selected juror records are updated with the term ID.

Requirements to be selected:

- must be 18 years of age at the beginning of the term
- must not be temporarily excused within the requested term
- must not have served within the past 12 months
- if court location venues are established, the juror's venue must be within the requested courts jurisdiction

Accessing the Screen

To access the Select Jurors for Term - One Step screen, type 2 on the Selection or command line and press [ENTER].

```

A
-----
JYUVPVK  ENTER                               5/02/05 15:34:15
                Select Jurors for Term - One Step
County: 76  SANILAC COUNTY
                Year: 2004/05
                Court: ■  _  _
                Term:  _  _
Number of Jurors:  _  _
                List (1-4):  _  Sequence (A/N/B):  _  Spacing (1-3):  _
                Certification:  _  _

F3=Exit  F4=Prompt

MB  a

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Select Jurors for Term - One Step

Field Definitions

	To select jurors to be assigned to a specific term and print a term list, type information in the following fields:
JUROR YEAR	Type the appropriate year from which jurors will be selected. The year will default to the value specified in the user's security record.
COURT	Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2). This field defaults to the Court defined in the user's security record.
+TERM	Type the term to which the jurors will be assigned. [F4] can be used in this field to select a previously defined term or to create a new term.
NUMBER OF JURORS	The number of jurors that will be selected to serve for the term.
LIST	Type a number from one through four in this field to indicate how many copies of the list are required. Leave blank if a list is not needed.
SEQUENCE (A/N/B)	Type A to print the report in alphabetic order. Type N to print the report in numeric order. Type B to print two reports, one in alphabetic the other numeric.
SPACING	Type 1, 2, or 3 to indicate the desired spacing between jurors.
CERTIFICATION	Type a three character letter code in this field to add a certification to the bottom of the list. [F4] can be used in this field to select a predefined letter.

Use the following steps to select jurors for a term:

1. Take Option 5, Juror Selection Menu - One Step Process from the JIS Jury System menu.
2. Take Option 2, Select Jurors For Term from the Juror Selection menu.
3. The Select Jurors For Term prompt screen will display. Enter information in the following fields:
 - A. Juror year: the default year as entered in the user's setting, however, a different year can be typed in this field.
 - B. Court: type the court, court number, court location (C 24 1) from which jurors will be selected. [F4] can be used in this field to prompt for valid court ID's.
 - C. Term: type the term ID for the court to which the selected jurors will be assigned. [F4] can be used in this field to prompt for valid terms. If the term is not yet defined, it can be created using the following steps:
 - 1) When [F4] is pressed from this field the Work With Terms screen will display.
 - 2) Enter the Court ID for the term that is being defined and press [F6]. The Edit Term screen will display. Enter the term ID and dates in the fields on this screen and press [ENTER], the new term will be created.
 - D. Number of Jurors: type the number of jurors to assign to the term.
 - E. List (1-4): type the number of term lists that need to be printed. Indicate which sequence you would like to list printed. Type A to print the list in alphabetic order by juror name. Type N to print the list in numeric order by system number. Type B to print two lists, one in alphabetic order and the other in numeric order. Type 1, 2, or 3 to select the desired spacing between jurors.
 - F. Letter (Certification): if a term certification is to be printed at the bottom of this list, enter the proper letter code. [F4] can be used in this field to prompt for the letter code.
4. Press [ENTER] and the jurors will be selected for the defined term. The juror records will be updated with the term ID they have been assigned to, and the number of lists that were requested will print.

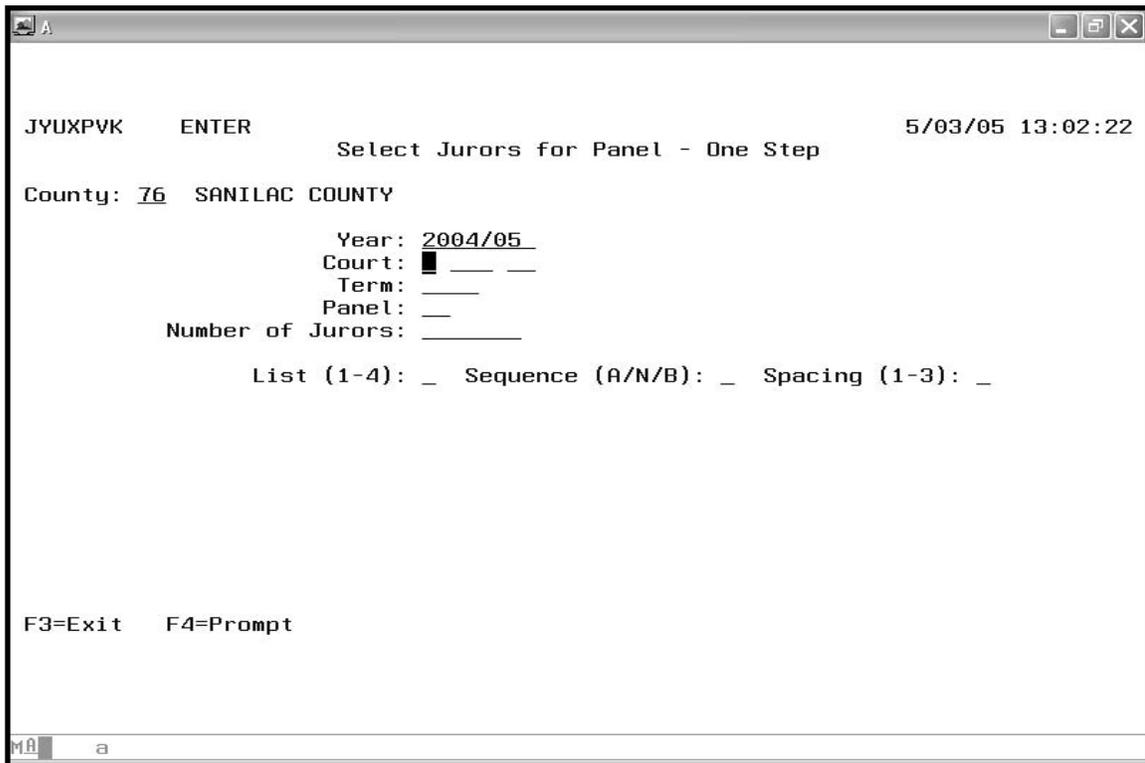
SELECT JURORS FOR PANEL - ONE STEP

Overview

The Select Jurors for Panel - One Step option is used to select jurors into a specific panel. Jurors within the term but not assigned to a panel will be randomly selected for a defined panel for a specific court, location and term. At the time this option is selected, the selected juror records are updated with the Panel ID.

Accessing the Screen

To access the Select Jurors for Panel - One Step screen, type 3 on the Selection or command line and press [ENTER].



Select Jurors for Panel - One Step screen

Field Definitions

To select jurors to be assigned to a specific term and print a term list, type information in the following fields:

- | | |
|------------|---|
| JUROR YEAR | Type the appropriate year from which jurors will be selected. The year will default to the value specified in the users security record. |
| COURT | Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field |

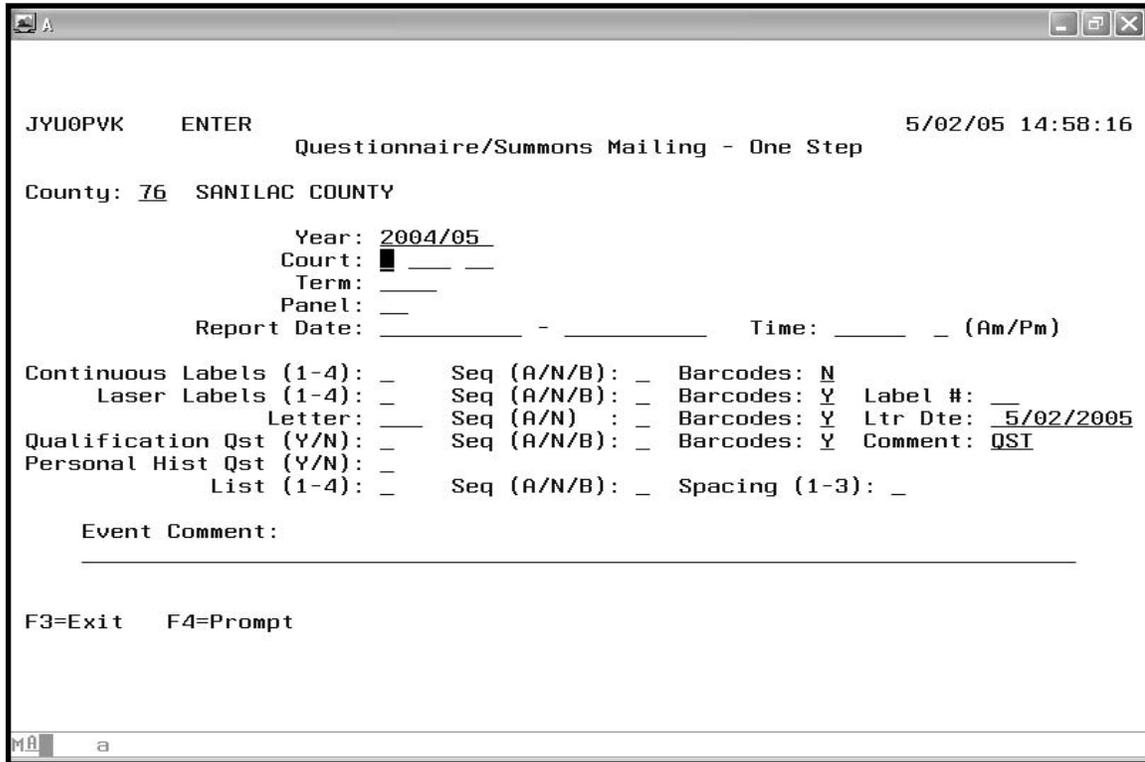
	is the location number the juror is assigned to (D-67-1, D-67-2) This field defaults to the Court defined in the user's security record.
+TERM	Type the term from which jurors are selected. [F4] can be used in this field to select a previously defined term.
+PANEL	Type the panel to which the jurors will be assigned. [F4] can be used in this field to select a previously defined panel or to create a new panel.
NUMBER OF JURORS	The number of jurors required to create the panel.
LIST	Type a number from one through four in this field to indicate how many copies of the list are required. Leave blank if a list is not needed.
SEQUENCE (A/N/B)	Type A to print the list in alphabetic order. Type N to print the list in numeric order. Type B to print two lists, one in alphabetic the other numeric.
SPACING	Type 1, 2, or 3 to indicate the desired spacing between jurors.

When the information has been entered in the required fields, press [ENTER]. A "CONFIRM: Y (Y/N)" prompt will appear in the lower right corner of the display. Press [ENTER] again and the request will be submitted.

QUESTIONNAIRE-SUMMONS MAILING-ONE STEP

Overview

The Questionnaire/Summons Mailing - One Step option is a combination of the original Questionnaire and Summons screens. Once the group of jurors is placed into a Court Location, then the Questionnaires and Summons are printed and mailed to the prospective jurors.



1Step Questionnaire-Summons Mailing Screen

Field Definitions

The Questionnaire Labels, Lists, Questionnaires and Summons are selected by typing information in the following fields:

- +JUROR YEAR Type the appropriate jury year of the jurors to receive the questionnaire.
- +COURT Enter the Court designation in which the jurors are being selected. Information in this field is required.
- +TERM Type the term for which jurors will receive a Questionnaire/Summons. [F4] can be used in this field to select a previously defined term or to create a new term.

PANEL	Type the panel for which jurors will receive a Questionnaire/Summons. [F4] can be used in this field to select a previously defined panel or to create a new panel.
REPORT DATE	The Report Date is a required field and is added to the Summons event. The summons date (or date range) and time are saved on that event so th information can be utilized within the Summons letter and also within the No-show list, which is part of the attendance feature.
CONTINUOUS LABELS (1-4)	Type 1, 2, 3, or 4 for the number of copies of labels needed. Labels required are 1 up, 1" x 4". Leave blank if continuous labels are not needed. Alignment of the labels can be tested using the Print Request Labels option on the Report Menu.
SEQUENCE (A/N/B)	Type A to print the labels in alphabetic order. Type N to print the labels in numeric order by system number. Type B to print two sets of labels, one in alphabetic the other in numeric.
BARCODES	Enter Y to print system number with bar codes or N to print system number without bar codes. This field defaults to Y if user's printer is set up for bar code printing.
LASER LABELS (Y/N)	Enter Y when printing laser labels for the questionnaire mailing and N or leave blank when not printing laser labels. Required labels are 2 up sheet feed, 20 per page, equal to Avery 5161.
SEQUENCE (A/N/B)	Type A to print the labels in alphabetic order. Type N to print the labels in numeric order by system number. Type B to print two sets of labels, one in alphabetic the other in numeric.
BARCODES	Enter Y to print system number with bar codes or N to print system number without bar codes. This field defaults to Y if user's printer is set up for bar code printing.
LABEL #	When using a partial sheet of labels, indicate the starting label number. The starting label number is determined by counting the empty labels from left to right, top to bottom.
LETTER	Type the letter designation code for the letter to be sent to jurors. [F4] can be used in this field to select a previously defined letter code.
SEQ (A/N)	Type A to print letters in alphabetic order. Type N to print the letters in numeric order by system number.

BARCODES	Enter Y to print system number with bar codes or N to print system number without bar codes. This field defaults to Y if user's printer is set up for bar code printing.
LETTER DATE	Type desired date to be printed on letter. Otherwise, the system will default to the current date. A date is required when a letter is requested.
QUALIFICATION QST (Y/N)	Type Y to print the juror information along with the questionnaire form. The mailer may not be requested if the SCAO form is requested. However, labels may be requested at the same time the SCAO Form is requested. A sample Qualification Questionnaire can be printed by pressing [F21].
SEQUENCE (A/N)	Type A to print the SCAO form in alphabetic order. Type N to print the SCAO forms in numeric order by system number.
BARCODES	Enter Y to print system number with bar codes or N to print system number without bar codes. This field defaults to Y if user's printer is set up for bar code printing.
COMMENT	The comment option is a 3 letter code that will default to "QST". The code corresponds with a code in the Letter file. The first line of text for any valid letter will print toward the bottom of the Questionnaire form above the prospective juror's signature and statement of truth. The option may be left blank if one does not wish to print a comment line.
PERSONAL HISTORY QST (Y/N)	Type Y in this field to print the juror information along with the questionnaire form.

NOTE: Upon selecting a Qualification Questionnaire, the user will be required to enter Y or N for the Personal History Questionnaire. If Y is selected for the Personal History Questionnaire, the A/N sequence will default to the sequence selected for the Qualification Questionnaire. From the Juror List Request screen, the Personal History Questionnaire can be printed with or without the Qualification Questionnaire. If printing the Personal History Questionnaire only, the A/N sequence **MUST** be selected. When printing both forms simultaneously, the forms will be collated. This is due to most courts not having duplex printing capability. However, if the printer is duplex capable, the two questionnaire forms will print on the same paper, back and front. To determine if the printer is duplex capable, print a sample questionnaire. The two questionnaires will either print one 2 sided, or two one sided questionnaires.

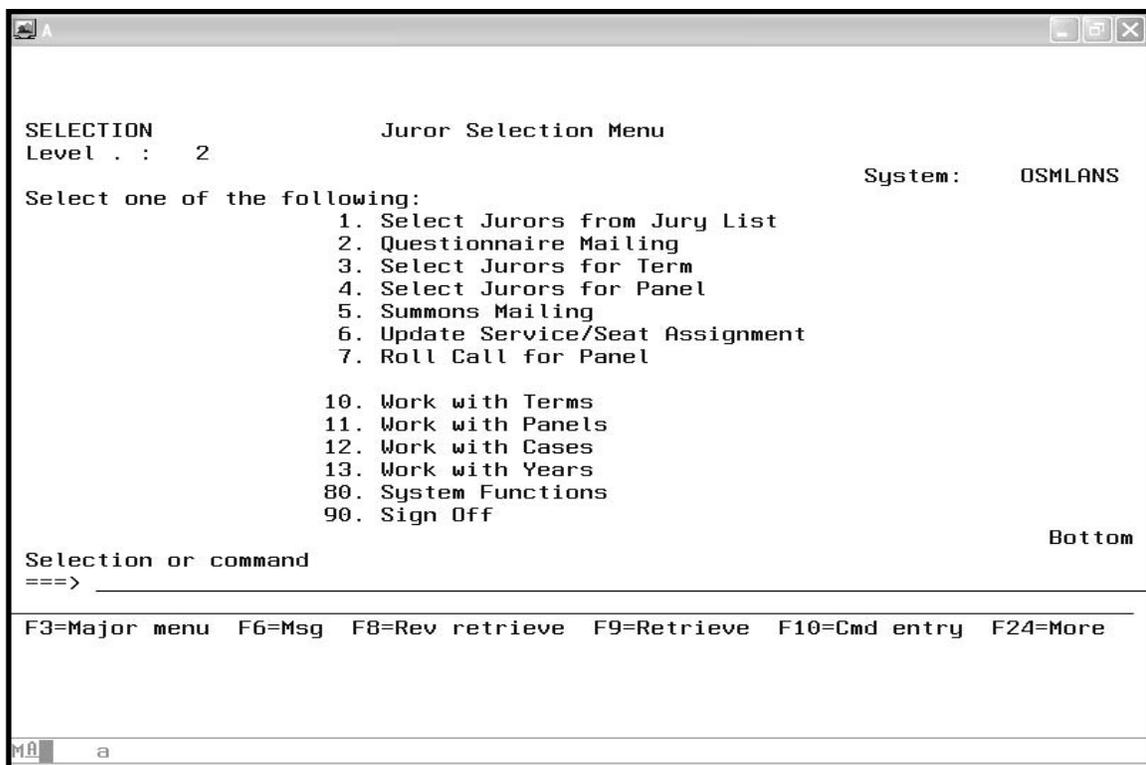
LIST (1-4)	Type a number from one to four in this field to indicate the number of copies of the list required. Leave blank if list is not needed.
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SEQ (A/N/B)	Type A to print the list in alphabetic order. Type N to print the list in numeric order. Type B to print two lists, one in alphabetic the other in numeric.
SPACING	Type a number from one to three in this field to indicate the desired amount of lines between names.
EVENT COMMENT	Anything entered on this line will print as a comment on the Questionnaire/Summons event.

JUROR SELECTION MENU ACCESSING JUROR SELECTION SCREENS

Overview

There are two Juror Selection Process options. Option 5 deals with the One-Step selection process which allows courts to send a summons at the same time the Qualification Questionnaire is sent. Option 10 deals with the Two-Step selection process which allows courts to mail out the Qualification and Personal History Questionnaires and then send out summons once the jurors have been qualified in the system and assigned to terms and panels. The Juror Selection Menu contains options to assist in the creation of terms, panels, and cases. The definitions of the terms, panels and cases are set up, as well as the actual selection of jurors. A variety of reports, labels and letters can also be created from this menu.



Juror Selection Menu

The Juror Selection Menu

The Juror Selection menu displays when option 10 is selected from the JIS Jury System Menu. The options can be accessed by entering the appropriate option number on the "Selection or command" line and pressing [ENTER].

SELECT JURORS FROM JURY LIST

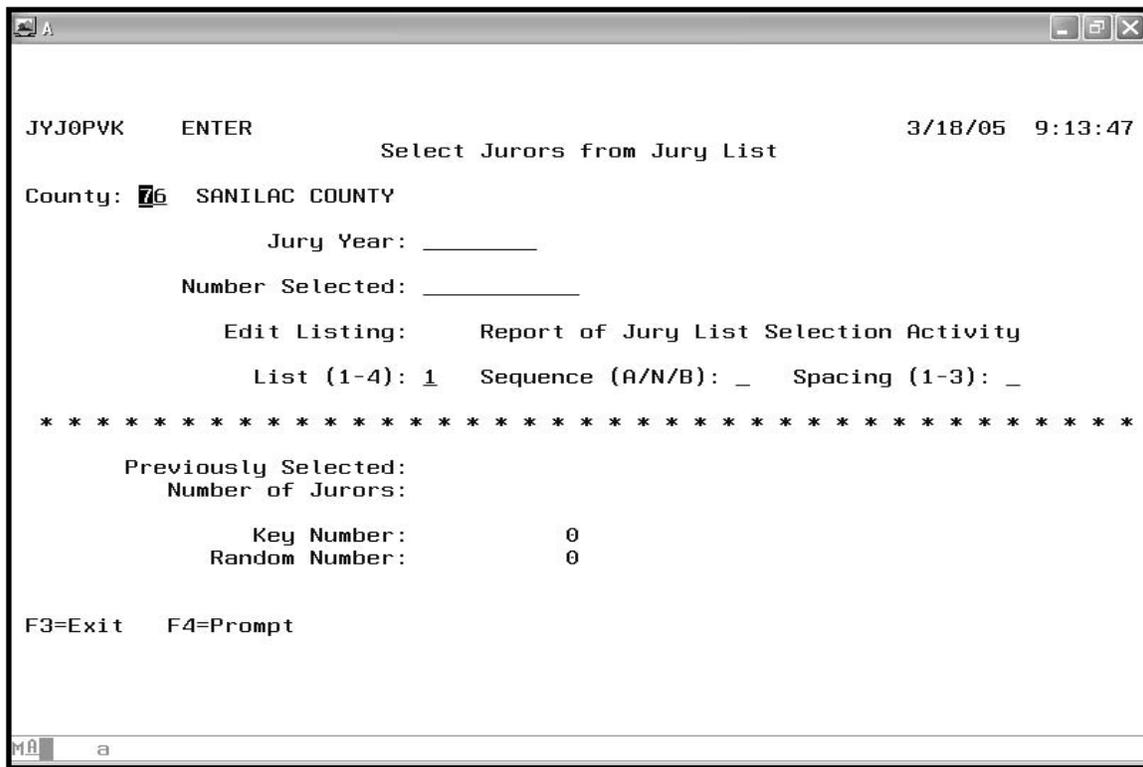
Overview

The Select Jurors from Jury List option is used to add jurors from the Department of State Jury List to the Jury System. This needs to be done after the jury list CD is loaded from the File Processing Menu. This option can also be run later if the initial number of jurors requested was not enough and additional jurors are necessary.

The jury list (CD) consists of all county residents 18 years of age and over who possess a driver's license number or State Identification number. The tape is applied to the AS400.

If your county prefers periodic questionnaire mailings, use this option to select the desired portion of jurors from the jury list before running the Questionnaire Mailing option. After a second or subsequent request, a warning message will display to allow the user to exit or continue the selection process.

NOTE: If your court receives a list of jurors from another computer system, **DO NOT** use this option. Use the Select Juror from Jury List option on the Tape Processing Menu.



Select Jurors from Jury List screen

Field Definitions

+JURY YEAR	Type the jury year of the jury list from which to select names.
NUMBER SELECTED	Type the desired number of jurors for your questionnaire mailing. Press [ENTER].
EDIT LISTING	Notation to remind the clerk a report of jury list selection activity will automatically print once the Select Jurors from Jury List process is complete.
LIST	Enter the number of lists desired.
SEQUENCE (A/N/B)	Enter A for an alphabetical listing, N for a numerical listing or B for one of each.
SPACING (1-3)	Enter the number for the desired spacing on the report. 1=single spaced, 2=double spaced and 3=triple spaced.
PREVIOUSLY SELECTED	The number of jurors previously selected with this option for the selected year. It will show zero for the first selection run.

NUMBER OF JURORS	The total number of jurors loaded from the jury list CD for the selected year.
KEY NUMBER	Derived from (number of jurors - previously selected) /number selected.
RANDOM NUMBER	A random number from 1 through the key number. The key number and random number are used to select jurors randomly from the juror list based on Statutes 600.1311 (key number determination) and 600.1312 (key number application).

The court/jury board determines the number of jurors needed for the year based on the number of jury trials. The key number is the number of jurors divided by the number selected. The system picks a random number from 1 through the key number. The jurors are then selected by starting with the random number and choosing every Nth record (key #). The list from Department of State is random and then the list of jurors selected is random.

Press [ENTER] or Y to confirm and continue processing. Press N if you do not want to continue.

Selected jurors will be added to the jury system. A new juror record will be created with NEW status. A name record will be created or the address will be updated. An event will be added indicating when the juror was added to the system.

Exceptions and comments will be noted on the Jury List Edit Report.

JYJXPFK GLEN		Jury List Edit Report			5/11/05 11:39:33	
County: 76 SANILAC COUNTY		Year: 2005/06				
Name	Address	City	Zip	DLN/PIN	Explanation	
DOE,JANE,J	1111 WALKER RD	ANYTOWN	44444	D565656565656	ADDRESS UPDATED	
DOE,JOHN,K	2222 MCMORRAN	ANYTOWN	44444	D222333444555	PERM EXCUSED-NOT ADDED	
SMITH,JOHN	3333 N LAKESHORE RD	ANYTOWN	44444	S999888777666	JUROR EXISTS-NOT ADDED	
Count	3					
** END OF REPORT **						

Sample Jury List Edit Report

Juror names will appear on the Jury List Edit Report for one of three reasons.

- 1) JUROR EXISTS - NOT ADDED. Based on the driver's license number, a name on the Department of State Jury List already has a juror record for the specified county and jury year. A juror record was not added for this name and the address was not updated.
- 2) ADDRESS UPDATED. Based on the driver's license number, a name on the Department of State Jury List matched a name in the jury system. the address was updated and juror record has been created.
- 3) PERMANENTLY EXCUSED-NOT ADDED. Based on the driver's license number, a name on the Department of State Jury List matched a name in the Jury System. The name in the Jury System had been permanently excused. A juror record was not added for this name and the address was not updated.

QUESTIONNAIRE MAILING

Overview

The Questionnaire Mailing option is used to print juror information over a pre-printed questionnaire form or to create labels for mailing the Juror Qualification Questionnaire and Juror Personal History Questionnaire forms to jurors and for creating the first juror list. Jurors that have a status of permanently excused will not be selected for this process. Upon completion of this process the status of the selected jurors will be "QST" (Questionnaire Mailed).

Accessing the Screen

To access the Questionnaire Mailing screen, type 1 in the Selection or command line and press [ENTER].

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JYDMPVK  ENTER                               3/22/05  8:51:29
                                Questionnaire Mailing

County: 76  SANILAC COUNTY

                Jury Year: _____

Continuous Labels (1-4): _  Sequence (A/N/B): _  Barcodes: N
Laser Labels (1-4): _  Sequence (A/N/B): _  Barcodes: Y  Label #: _
Mailer (Y/N): _  Sequence (A/N): _  Barcodes: N
Qualification Qst (Y/N): _  Sequence (A/N): _  Barcodes: Y  Comment: QST
Personal History Qst (Y/N): _

F3=Exit  F4=Prompt  F21=Print Sample Mailer  F22=Print Sample QSTs

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Questionnaire Mailing Screen

Field Definitions

The Questionnaire Labels and List are selected by typing information in the following fields:

JUROR YEAR

Type the appropriate jury year of the jurors to receive the questionnaire.

CONTINUOUS LABELS (1-4)

Type 1, 2, 3, or 4 for the number of copies of labels needed. Labels required are 1 up, 1" x 4". Leave blank if continuous labels are not needed. Alignment of the labels can be tested using the Print Request Labels option on the Report Menu.

SEQUENCE (A/N/B)	Type A to print the labels in alphabetic order. Type N to print the labels in numeric order by system number. Type B to print two sets of labels, one in alphabetic the other in numeric.
BARCODES	Enter Y to print system number with bar codes or N to print system number without bar codes. This field defaults to Y if user's printer is set up for bar code printing.
LASER (Y/N)	Enter Y when printing laser labels for the questionnaire mailing and N or leave blank when not printing laser labels. Required labels are 2 up sheet feed, 20 per page, equal to Avery 5161.
SEQUENCE (A/N/B)	Type A to print the labels in alphabetic order. Type N to print the labels in numeric order by system number. Type B to print two sets of labels, one in alphabetic the other in numeric.
BARCODES	Enter Y to print system number with bar codes or N to print system number without bar codes. This field defaults to Y if user's printer is set up for bar code printing.
LABEL #	When using a partial sheet of labels, indicate the starting label number. The starting label number is determined by counting the empty labels from left to right, top to bottom.
MAILER	Type Y to request the questionnaire mailing to print on a pre-printed questionnaire mailer form. The mailer may not be requested if labels are requested. The alignment of the mailer form in the printer can be tested by printing a sample by pressing [F21].
SEQUENCE (A/N)	Type A to print the mailers in alphabetic order. Type N to print the mailers in numeric order by system number. NOTE: It is highly suggested that questionnaires and mailers are printed in numeric order. This way, if the printer needs to be stopped for any reason, you'll know exactly where to start printing again.
QUALIFICATION QST (Y/N)	Type Y to print the juror information along with the questionnaire form. The mailer may not be requested if the SCAO form is requested. However, labels may be requested at the same time the SCAO Form is requested. A sample Qualification Questionnaire can be printed by pressing [F21].
SEQUENCE (A/N)	Type A to print the SCAO form in alphabetic order. Type N to print the SCAO forms in numeric order by system number.

BARCODES Enter Y to print system number with bar codes or N to print system number without bar codes. This field defaults to Y if user's printer is set up for bar code printing.

COMMENT The comment option is a 3 letter code that will default to "QST". The code corresponds with a code in the Letter file. The first line of text for any valid letter will print toward the bottom of the Questionnaire form above the prospective juror's signature and statement of truth. The option may be left blank if one does not wish to print a comment line.

PERSONAL HISTORY
QST (Y/N) Type Y in this field to print the juror information along with the questionnaire form.

NOTE: Upon selecting a Qualification Questionnaire, the user will be required to enter Y or N for the Personal History Questionnaire. If Y is selected for the Personal History Questionnaire, the A/N sequence will default to the sequence selected for the Qualification Questionnaire. From the Juror List Request screen, the Personal History Questionnaire can be printed with or without the Qualification Questionnaire. If printing the Personal History Questionnaire only, the A/N sequence **MUST** be selected. When printing both forms simultaneously, the forms will be collated. This is due to most courts not having duplex printing capability. However, if the printer is duplex capable, the two questionnaire forms will print on the same paper, back and front. To determine if the printer is duplex capable, print a sample questionnaire. The two questionnaires will either print one 2 sided, or two one sided questionnaires.

Label Information The following fields are contained in the labels:

|||||||

Juror Number
 Name of Juror
 Address of Juror
 City, State, Zip Code of Juror

Jury year has been added to help with filing of questionnaires.

Approved, SCAO		
STATE OF MICHIGAN GENESEE 810-257-3220	JUROR QUALIFICATION QUESTIONNAIRE	JUROR NO. YYYYYYYY 9999998
<p>Dear Prospective Juror: Your name has been drawn by random selection for jury service from Secretary of State records. The full cooperation of every citizen is necessary if our system of justice is to function fairly and efficiently. <u>You are required to answer and return this Qualification Questionnaire within 10 days after receiving it.</u> Refusing to answer or making untruthful answers could result in fine, imprisonment, or both for contempt of court.</p>		
Mail To: JOHN Q PUBLIC 1234 MAIN STREET ANYWHERE MI 12345-1234	Indicate name or address change below: _____ _____	
if no, etc.		
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. The law states that if you are 70 years of age or older you do not have to serve on jury duty unless you want to. If you are 70 years of age or older, do you want to serve on jury duty?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Have you been paid as a juror during the past 12 months? When? If yes, where?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Have you ever been convicted of a felony? When? If yes, what city and state? A felony means a violation of a penal law of this state, or the United States for which the offender, upon conviction, may be punished by death or by imprisonment for more than 1 year, or an offense expressly designated by law to be a felony.	
***** Please complete both questionnaires on both sides of the form *****		
I declare that the statements above are true to the best of my information, knowledge, and belief.		
Date _____	Signature _____	
FOR USE BY JURY BOARD ONLY		
<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified <input type="checkbox"/> Exempt <input type="checkbox"/> Permanently Excused <input type="checkbox"/> Undeliverable		
Reason: _____		
Date _____	Signature of jury board member _____	
MC 321a (6/04) JUROR QUALIFICATION QUESTIONNAIRE		
		MCL 600.1307a

Revision date of current SCAO form

Question #7 updated with 6/04 revision date. No longer does it state "under sentence for a felony". It's up to the court to accept the answer or have the juror provide proof of conviction.

Question #6 updated with 6/04 revision date. If the juror has been paid within the last 12 months, the system will not select them until after the 12 months has past.

SELECT JURORS FROM TERM

Overview

The Select Juror For Term option is used to assign jurors to a specific term. Jurors with a status of qualified (QLF) will be selected for a defined term for a specific court and location. At the time this option is selected the selected juror records are updated with the court, court number, location number and term ID.

Requirements to be selected:

- must be 18 years of age at the beginning of the term
- must not be temporarily excused within the requested term
- must not have served within the past 12 months
- if court location venues are established, the juror's venue must be within the requested courts jurisdiction

NOTE: It is recommended that second and third class District Courts be processed prior to the other courts.

Accessing the Screen

To access the Select Jurors For Term screen, type 3 on the Selection or command line and press [ENTER].

```

JYD5PVK  ENTER                               3/25/05 10:06:57
                                     Select Jurors For Term
County: 76  SANILAC COUNTY
                                     Year: 2004/05
                                     Court: █  _  _
                                     Term:  _
Number of Jurors:  _
List (1-4):  _  Sequence (A/N/B):  _  Spacing (1-3):  _
Certification:  _

F3=Exit  F4=Prompt
  
```

Select Jurors For Term screen

Field Definitions

	To select jurors to be assigned to a specific term and print a term list, type information in the following fields:
JUROR YEAR	Type the appropriate year from which jurors will be selected. The year will default to the value specified in the users security record.
COURT	Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2) This field defaults to the Court defined in the user's security record.
+TERM	Type the term to which the jurors will be assigned. [F4] can be used in this field to select a previously defined term or to create a new term.
NUMBER OF JURORS	The number of jurors that will be selected to serve for the term.
LIST	Type a number from one through four in this field to indicate how many copies of the list are required. Leave blank if a list is not needed.
SEQUENCE (A/N/B)	Type A to print the report in alphabetic order. Type N to print the report in numeric order. Type B to print two reports, one in alphabetic the other numeric.
SPACING	Type 1, 2, or 3 to indicate the desired spacing between jurors.
CERTIFICATION	Type a three character letter code in this field to add a certification to the bottom of the list. [F4] can be used in this field to select a predefined letter.

HOW TO SELECT JURORS FOR TERM

Use the following steps to select jurors for a term:

1. Take Option 10, Juror Selection Menu from the JIS Jury System menu.
2. Take Option 3, Select Jurors For Term from the Juror Selection menu.
3. The Select Jurors For Term prompt screen will display. Enter information in the following fields:
 - A. Juror year: the default year as entered in the user's setting, however, a different year can be typed in this field.
 - B. Court: type the court, court number, court location (C 24 1) to which selected jurors will be assigned. [F4] can be used in this field to prompt for valid court ID's.
 - C. Term: type the term ID for the court to which the selected jurors will be assigned. [F4] can be used in this field to prompt for valid terms. If the term is not yet defined, it can be created using the following steps:
 - 1) When [F4] is pressed from this field the Work With Terms screen will display.
 - 2) Enter the Court ID for the term that is being defined and press [F6]. The Edit Term screen will display. Enter the term ID and dates in the fields on this screen and press [ENTER], the new term will be created.
 - D. Number of Jurors: type the number of jurors to assign to the term.
 - E. List (1-4): type the number of term lists that need to be printed. Indicate which sequence you would like to list printed. Type A to print the list in alphabetic order by juror name. Type N to print the list in numeric order by system number. Type B to print two lists, one in alphabetic order and the other in numeric order. Type 1, 2, or 3 to select the desired spacing between jurors.
 - F. Letter (Certification): if a term certification is to be printed at the bottom of this list, enter the proper letter code. [F4] can be used in this field to prompt for the letter code.
4. Press [ENTER] and the jurors will be selected for the defined term. The juror records will be updated with the court and term ID they have been assigned to, and the number of lists that were requested will print.

When the information has been entered in the required fields, press [ENTER] to submit the job.

JYFFPFK		7/11/05 13:24:24							
GLEN		1							
TERM LIST-NUMBER									
County: 76	Year: 2005/06	Court: C 12 1	TERM: FALL	Panel:					
System Number	Name	Juror#	Address	City	Zip	Hom Telephone	Work Telephone	Ext	Prv Asn
17	DOE,JANE		1122 PECK RD	ANYTOWN	88888	810-111-1111	810-222-2222	123	
39	DOE,JOHN		123 MAIN ST	ANYTOWN	88888	810-333-1111	810-444-4444	456	
50	SMITH,DAN		456 OAK ST	ANYTOWN	88888	810-555-5555	810-777-7777	789	
Count: 3									

Sample Term List

Report Information

The Term List provides the following information:

HEADER INFORMATION

Information at the top of the report includes title of the report, date and time the report was requested, county number, county name, jury year and page number.

SYSTEM #

The original juror number assigned at the time the tape from the Department of State is loaded.

NAME

The name of the juror in the format of last name, first name, middle name.

JUROR #

The sequential number assigned to the juror at the time the juror is selected for a panel. This field will be blank on this report.

ADDRESS

The address of the juror.

CITY

The city where the juror resides.

ZIP

The zip code of the area where the juror resides.

HOME TELEPHONE

The home telephone number of the juror.

WORK TELEPHONE/EXT

The work telephone and extension number of the juror.

PRV ASN

Indicates if the juror was previously assigned to the requested term.

SELECT JURORS FOR PANEL

Overview

The Select Jurors For Panel option is used to assign jurors to a specific panel. A juror must be assigned to a term before they can be selected for a panel. At the time this option is processed the juror records selected are updated with the Panel ID and Term Number.

Accessing the Screen

To access the Select Jurors For Panel screen, type 3 in the Selection or command line and press [ENTER].

```

A
-----
JYD6PVK   ENTER                               3/25/05 13:52:22
                                     Select Jurors For Panel
County: 76 SANILAC COUNTY
                                     Year: 2004/05
                                     Court: ████████
                                     Term: _____
                                     Panel: _____
Number of Jurors: _____
List (1-4): _ Sequence (A/N/B): _ Spacing (1-3): _
F3=Exit  F4=Prompt
  
```

Select Jurors For Panel screen

Field Definitions

To select jurors to be assigned to a specific panel and print a panel list, type information in the following fields:

JUROR YEAR	Type the appropriate year from which the juror will be selected. The year will default to the value specified in the users security record.
COURT	Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2) This field defaults to the Court defined in the user's security record.

- +TERM** Type the term from which jurors are selected. [F4] can be used in this field to select a term.
- +PANEL** Type the panel to which the jurors will be assigned. [F4] can be used in this field to select a previously defined panel or to create a new panel.
- NUMBER OF JURORS** The number of jurors required to create the panel.
- LIST (1-4)** Type a number from one through four in this field to indicate how many copies of the list are required. Leave blank list is not needed.
- SEQUENCE (A/N/B)** Type A to print the report in alphabetic order. Type N to print the report in numeric order. Type B to print two reports, one alphabetic and the other numeric.
- SPACING** Type 1, 2, or 3 to select the desired spacing between jurors.

When the information has been entered in the required fields, press [ENTER]. A "CONFIRM: Y(Y/N)" prompt will appear in the lower right corner of the display, press [ENTER] again and the request will be submitted.

JYFFPFK		7/11/05 13:24:24							
GLEN		1							
PANEL LIST-NUMBER									
County: 76	Year: 2005/06	Court: C 12 1	TERM: FALL Panel:						
System Number	Name	Juror#	Address	City	Zip	Hom Telephone	Work Telephone	Ext	Prv Asn
17	DOE,JANE		1122 PECK RD	ANYTOWN	88888	810-111-1111	810-222-2222	123	
39	DOE,JOHN		123 MAIN ST	ANYTOWN	88888	810-333-1111	810-444-4444	456	
50	SMITH,DAN		456 OAK ST	ANYTOWN	88888	810-555-5555	810-777-7777	789	
Count: 3									

Sample Panel List

Report Information

The Panel List provides the following information:

HEADER INFORMATION

Information at the top of the report includes title of the report, date and time the report was requested, county number, county name, jury year and page number.

SYSTEM #

The original juror number assigned at the time the CD from the Department of State is loaded.

NAME

The name of the juror in the format of last name, first name, middle name.

JUROR #	The sequential number assigned to the juror at the time the juror is selected for a panel.
ADDRESS	The address of the juror.
CITY	The city where the juror resides.
ZIP	The zip code of the area where the juror resides.
HOME TELEPHONE	The home telephone number of the juror.
WORK TELEPHONE/EXT	The work telephone number and extension of the juror.
PRV ASN	Indicates if the juror was previously assigned to the requested panel.

HOW TO SELECT JURORS FOR PANEL

Use the following steps to select jurors for a panel:

1. Take Option 10, Juror Selection Menu from the JIS Jury System menu.
2. Take Option 4, Select Jurors for Panel from the Juror Selection Menu.
3. The Select Jurors For Panel prompt screen will display. Enter information in the following fields:
 - A. Year: the default year as entered in the user's setting, however, a different year can be typed in this field.
 - B. Court: type the court, court number, court location (C 76 1) to which selected jurors have been assigned. [F4] can be used in this field to prompt for valid court ID's and terms.
 - C. Term: type the term ID for which the panels will be created. [F4] can be used in this field to prompt for valid terms.
 - D. Panel: type the panel ID to which the selected jurors will be assigned. [F4] can be used in this field to prompt for valid panels. Also, if multiple panels are desired, enter 1 next to each panel to be selected. If the panel is not yet defined, it can be created here, using the following steps:
 - 1) When [F4] is pressed from this field, the Work With Panel screen will display.
 - 2) Enter the Court ID and term for the panel that is being defined and press [F6]. The Edit Panel screen will display. Enter the panel ID and description in the fields on this screen and press [ENTER]. The new panel will be created.
 - E. Number of Jurors: type the number of jurors to assign to the panel.
 - F. List (1-4): type the number of panel lists that need to be printed. Type A to print the list in alphabetic order by juror name. Type N to print the list in numeric order by system number. Type B to print two lists, one in alphabetic order and the other in numeric order.
4. Press [ENTER] and the jurors will be selected for the defined panel. The juror records will be updated with the panel ID they have been assigned to, and the number of lists that were requested will print.

SUMMONS MAILING

Overview

The Summons Mailing option is used to create labels, letters, and/or lists of jurors summoned to appear in court. At the time this option is selected, the juror status is updated to "SUM" for summoned.

Accessing the Screen

To access the Summons Mailing screen, type 5 in the Selection or command line and press [ENTER].

The screenshot shows a terminal window titled "Summons Mailing" with the following content:

```

JYD7PVK      ENTER                               3/25/05 14:59:46
                                     Summons Mailing
County: 76  SANILAC COUNTY
      Year: 2005/06
      Court: _ _ _
      Term:  _
      Panel:  _
      Report Date: _ _ _ - _ _ _      Time: _ _ _ (Am/Pm)
Continuous Labels (1-4): _   Sequence (A/N/B): _   Barcodes: N
Laser Labels (1-4):   _   Sequence (A/N/B): _   Barcodes: Y   Label #: _
Letter: _ _ _         Sequence (A/N) : _   Barcodes: Y
                        Letter Date: 3/25/2005
Personal Hist Qst (Y/N): _   Sequence (A/N) : _
List (1-4): _ _ _         Sequence (A/N/B): _   Spacing (1-3): _
Event Comment:
_____
F3=Exit  F4=Prompt
  
```

Sample Summons Mailing screen

Field Definitions

To create labels, lists, letters and/or Personal History Questionnaires to be used for the summons process, type information in the following fields:

- | | |
|-----------|--|
| JURY YEAR | Type the appropriate year from which jurors will be selected. The year will default to the value specified in the users security record. |
| COURT | Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2) This field defaults to the Court defined in the user's security record. |

+TERM	Type the term from which jurors will be selected. [F4] can be used in this field to select a previously defined term.
+PANEL	Type the panel from which jurors will be selected. [F4] can be used in this field to select a previously defined panel. To summons multiple panels at one time, press [F4] to prompt and enter 1 next to each panel to be selected. Press [ENTER]. The panel id of the first panel selected will display in the panel field with the total number of panels selected to the right of the field.
REPORT DATE	Type the appearance date the juror is to appear in the first field. If the juror is to appear two or more consecutive days, enter a date range using both date fields. This field is required in order to assist in producing a No Show list when using the attendance feature. Format = MMDDYYYY.
TIME	Enter the time the juror is to report. Format = 0900. The system will add the colon.
AM/PM	Enter A for Am or P for Pm.
CONTINUOUS LABELS (1-4)	Type a number from one to four in this field to indicate the number of copies of continuous labels required. Leave blank if labels are not needed or if using a laser printer.
SEQUENCE (A/N/B)	Type A to print labels in alphabetic order. Type N to print in numeric order. Type B to print two sets of labels, one alphabetic the other numeric.
BARCODES	Enter Y to print system number with bar codes or N to print system number without bar codes. This field defaults to Y if the user's printer is set up for bar code printing.
LASER LABELS	Type a number from one to four in this field to indicate the number of copies of laser labels required. Leave blank if labels are not needed or if not using a laser printer.
SEQUENCE (A/N/B)	Type A to print labels in alphabetic order. Type N to print in numeric order. Type B to print two sets of labels, one alphabetic the other numeric.
BARCODES	Enter Y to print system number with bar codes or N to print system number without bar codes. This field defaults to Y if the user's printer is set up for bar code printing.

LABEL #	When using a partial sheet of laser labels, indicate the starting label number. The starting label number is determined by counting the empty labels from left to right, then top to bottom.
+LETTER	Type the letter designation code for the letter to be sent to the jurors. [F4] can be used in this field to select a previously defined letter code.
SEQUENCE (A/N)	Type A to print letters in alphabetic order. Type N to print letters in numeric order.
BARCODES	Enter Y to print system number with bar codes or N or leave blank to print system number without bar codes. This field defaults to Y if the user's printer is set up for bar code printing.
LETTER DATE	Type the desired date to be printed on the letter. Otherwise, the system will default to current date. A date is required when a letter is requested.
PERSONAL HISTORY QST (Y/N)	Type Y to print Personal History Questionnaires to be sent with the Summons Mailing. Type N or leave blank if the Personal History Questionnaires are not needed.
SEQUENCE (A/N)	Type A to print letters in alphabetic order. Type N to print letters in numeric order.
LIST (1-4)	Type a number from one to four in this field to indicate the number of copies of the list required. Leave blank if list is not needed.
SEQUENCE (A/N/B)	Type A to print list in alphabetic order. Type N to print in numeric order. Type B to print two copies of the list, one alphabetic the other numeric.
SPACING (1-3)	Type a number from one to three in this field to indicate the desired amount of lines between names.
EVENT COMMENT	Any comment entered will appear on the SUM event created for each juror during the summons process.

When the information has been entered in the required fields, press [ENTER]. A "CONFIRM: Y(Y/N)" prompt will appear in the lower right corner of the display. press [ENTER] again to submit the request.

Label Information

The following fields are contained in the labels:



Juror Number
 Name of the Juror
 Address of Juror
 City, State, Zip Code of Juror

JYFFPFK							9/11/05	13:24:24	
GLEN								1	
SUMMONS LIST-NUMBER									
County: 76	Year: 2005/06	Court: C 12 1	TERM: FALL	Panel: A	Date: 10/10/05				
System Name Number	Juror#	Address	City	Zip	Hom Telephone	Work Telephone	Ext	Prv Asn	
17	DOE,JANE	1 1122 PECK RD	ANYTOWN	88888	810-111-1111	810-222-2222	123		
39	DOE,JOHN	2 123 MAIN ST	ANYTOWN	88888	810-333-1111	810-444-4444	456		
50	SMITH,DAN	3 456 OAK ST	ANYTOWN	88888	810-555-5555	810-777-7777	789		
Count: 3									

Sample Summons List

Report Information

The Summons List provides the following information:

HEADER INFORMATION

Information at the top of the report includes title of the report, date and time the report was requested and page number, county number, jury year, court, term, panel, and date of trial.

SYSTEM #

The original juror number assigned at the time the CD from the Department of State is loaded.

NAME

The name of the juror in the format of last name, first name, middle name.

JUROR #

The sequential number assigned to the juror at the time the juror is selected for a panel.

ADDRESS

The address of the juror.

CITY

The city where the juror resides.

ZIP

The zip code of the area where the juror resides

HOME TELEPHONE

The home telephone number of the juror.

WORK TELEPHONE/EXT

The work telephone number and extension of the juror.

PRV ASN

Indicates if the juror was previously assigned to the requested panel.

HOW TO SUMMONS JURORS TO APPEAR

Use the following steps to summon jurors to appear:

1. Take Option 10, Juror Selection menu from the JIS Jury System menu.
2. Take Option 4, Summons Mailing from the Juror Selection menu.
3. The Summons Mailing prompt screen will display. Enter information in the following fields:
 - A. Jury Year: the default year as entered in the user's setting, however, a different year can be typed in this field.
 - B. Court: type the court, court number, court location (C 24 1) to which the juror will be summoned to. [F4] can be used in this field to prompt for valid court ID's and terms.
 - C. Term: type the term ID for the jurors that will be summoned. [F4] can be used in this field to prompt for valid terms.
 - D. Panel: type the panel ID for the jurors that will be summoned. [F4] can be used in this field to prompt for valid panels.
 - E. Report Date: type a date or date range jurors are to appear for jury duty. This helps in providing a No Show list when the attendance feature is used.
 - F. Time: enter the time in which the juror is to report. Format = 0900.
 - G. Am/Pm: Enter A for Am or P for Pm.
 - H. Continuous labels (1-4): Enter a number one through 4 to indicate the number of copies of labels needed. Leave blank if continuous labels are not needed or used. Indicate the desired sequence by typing A to print the labels in alphabetic order by juror name, N for numeric order by system number or B to print labels in both sequences.
 - I. Barcodes: Enter Y to print system number with bar codes or N to print system number without bar codes. This field defaults to Y if the user's printer is set up for bar code printing.
 - J. Laser Labels (1-4): Enter a number one through 4 to indicate the number of copies of labels needed. Leave blank if laser labels are not needed or used. Indicate the desired sequence by typing A to print the labels in alphabetic order by juror name, N for numeric order by system number or B to print labels in both sequences.

- K. Letter: type the letter designation code to be printed.
 - L. Personal Hist QST (Y/N): type Y if Personal History Questionnaires are needed to be included with the summons. Type N or leave blank if Personal History Questionnaires are not needed. Indicate the desired sequence by typing A to print the Questionnaires in alphabetic order by juror name or N for numeric order by system number.
 - M. List (1-4): Enter a number one through 4 to indicate the number of copies of lists needed. Leave blank if lists are not needed. Indicate the desired sequence by typing A to print the list in alphabetic order by juror name, N for numeric order by system number or B to print list in both sequences. Type a number one through three to indicate the desired number of lines between juror names.
 - N. Event Comment: Any comment entered will appear on the SUM event created for each juror during the summons process.
4. Press [ENTER] and the labels, lists, letters, and/or personal history questionnaires will print for the jurors summoned to appear.

NOTE: Any number of options can be selected at the same time.

UPDATE SERVICE/SEAT ASSIGNMENT

Overview

The Update Service/Seat Assignment option is used to assign jurors to a seat on the jury. This option can also be used to indicate that a juror has completed service. At the time this option is selected, the juror records are updated with a service date.

NOTE: Service is when a juror is paid. Normally, service will be updated during the voucher process instead of the above process

Accessing the Screen

To access the Update Service/Seat Assignment screen, type 6 in the Selection or command line of the Juror Selection Menu and press [ENTER].

Update Service/Seat Assignment screen

Field Definitions

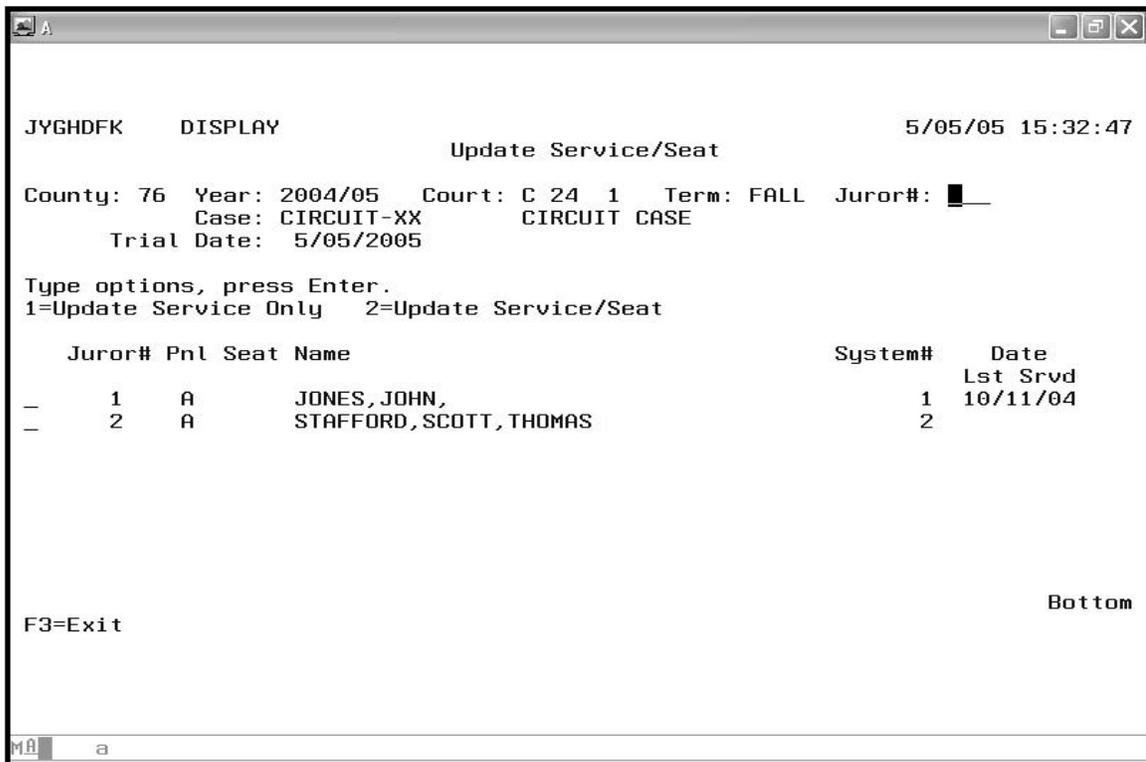
To update a jurors service date and/or assign a juror to a seat on a jury, type information in the following fields:

JUROR YEAR

Type the appropriate year from which jurors will be selected. The year will default to the value specified in the users security record.

- COURT** Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2) This field defaults to the Court defined in the user's security record.
- +TERM** Type the term from which jurors will be selected. [F4] can be used in this field to select a previously defined term.
- +PANEL** Type the panel from which jurors will be selected or leave blank to display all jurors for the requested term. [F4] can be used in this field to select a previously defined panel.
- +CASE** Type the case number to which the juror has been assigned. [F4] can be used in this field to select a previously defined case.
- TRIAL DATE** Type the date of the last day of trial.

When the information has been entered in the required fields, press [ENTER] and the Update Service/Seat Assignment screen will display.



Update Service/Seat screen

Field Definitions

COUNTY (Header)	The county in which the juror resides.
YEAR (Header)	The requested jury year for selecting jurors.
COURT (Header)	COURT Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2) This field defaults to the Court defined in the user's security record.
TERM (Header)	The assigned term of the jurors.
JUROR# (Header)	This is a positioner field. Enter the juror # of the juror to be displayed on the first detail line of the screen.
CASE (Header)	The case number to be assigned to the selected jurors.
TRIAL DATE	The last day of the trial to be used to update selected jurors service date.
JUR#	The sequential number assigned to the juror at the time the juror is selected for a panel.
PNL	The assigned panel of the jurors. If the panel field on the Update Service/Seat screen was left blank, all of the panels for the requested term would be displayed.
SEAT	The seat number assigned to the juror or blank if there is not a seat assignment.
NAME	The name of the juror in the format of last name, first name, middle name.
SYSTEM#	The original juror number assigned at the time the CD from the Department of State is loaded.
DATE LST SRVD	The most current date of service for the juror.

To Update the Service Date
of a Juror

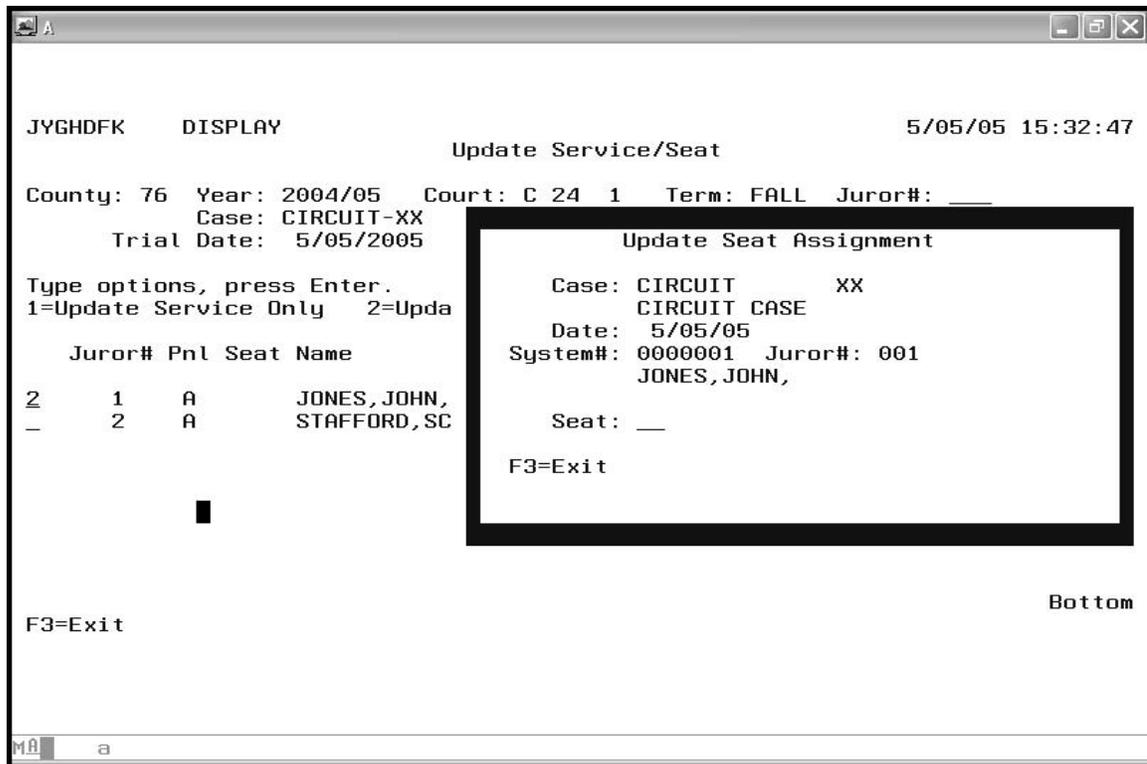
Type 1 in the option column of the juror record that needs to have an updated service date and press [ENTER].

The date that was entered on the Update Service/Seat screen will be the service date of the juror unless the new date is less than the existing service date.

NOTE: The system will not select a juror for a term if the person has served within the past 12 months.

To Update the Service Date and Assign a Seat Number to a Juror

Type 2 in the option column of the juror record that needs to have an updated service date and seat assignment and press [ENTER]. The Update Seat Assignment window will display. Type the seat number assigned to the juror and press [ENTER]. The juror record will be updated with a service date which will be the date that was entered on the Update Service/Seat screen and the seat number that was entered on the window.



Update Seat Assignment window

HOW TO UPDATE SERVICE/SEAT ASSIGNMENT

Use the following steps to update the service code and/or seat assignment of a juror:

1. Take Option 10, Juror Selection Menu from the JIS Jury System menu.
2. Take Option 6, Update Service/Seat from the Juror Selection menu.
3. The Update Service/Seat prompt screen will display. Enter information in the following fields:
 - A. Court: the default court as entered in the user's settings, this can be overridden if the user has multi-county access. [F4] can be used in this field to prompt for a valid court and term.
 - B. Term: type the term ID for the court to which the jurors have been assigned. [F4] can be used in this field to prompt for a valid court and term.
 - C. Panel: type the panel ID for the court and term to which the jurors have been assigned. [F4] can be used in this field to prompt for a valid court, term, and panel. THIS IS NOT A REQUIRED FIELD.
 - D. Case: type the case number for the court, term, and panel to which the jurors will be assigned or for which service will be defined. [F4] can be used in this field to prompt for a valid case ID.
 - E. Trial Date: type the date of the last day of the trial for the case.
4. Press [ENTER] and the Update Service/Seat screen will display.
5. Type 1 in the option field for the jurors that will have their service date updated. Once all of the records have been selected, press [ENTER]. (For courts that consider on-call or stand-by service).
6. Type 2 in the option field for the jurors that will be seated on the jury and press [ENTER]. An Update Seat Assignment window will display. Type the seat number and press [ENTER]. The jurors record will be updated with both a seat number and a service date.

NOTE: In the case where seats have previously been assigned, such as in a mistrial, the seats need to be cleared. Go to Update Seat Assignment for previous panel, case #, trial date and press [ENTER]. Enter 2 in the option field next to those jurors who were seated. Press [ENTER] and a pop up window for the first juror will display. Clear seat # field and press [ENTER]. Continue this process until all seat #'s have been cleared. Now the seats for the new panel can be entered.

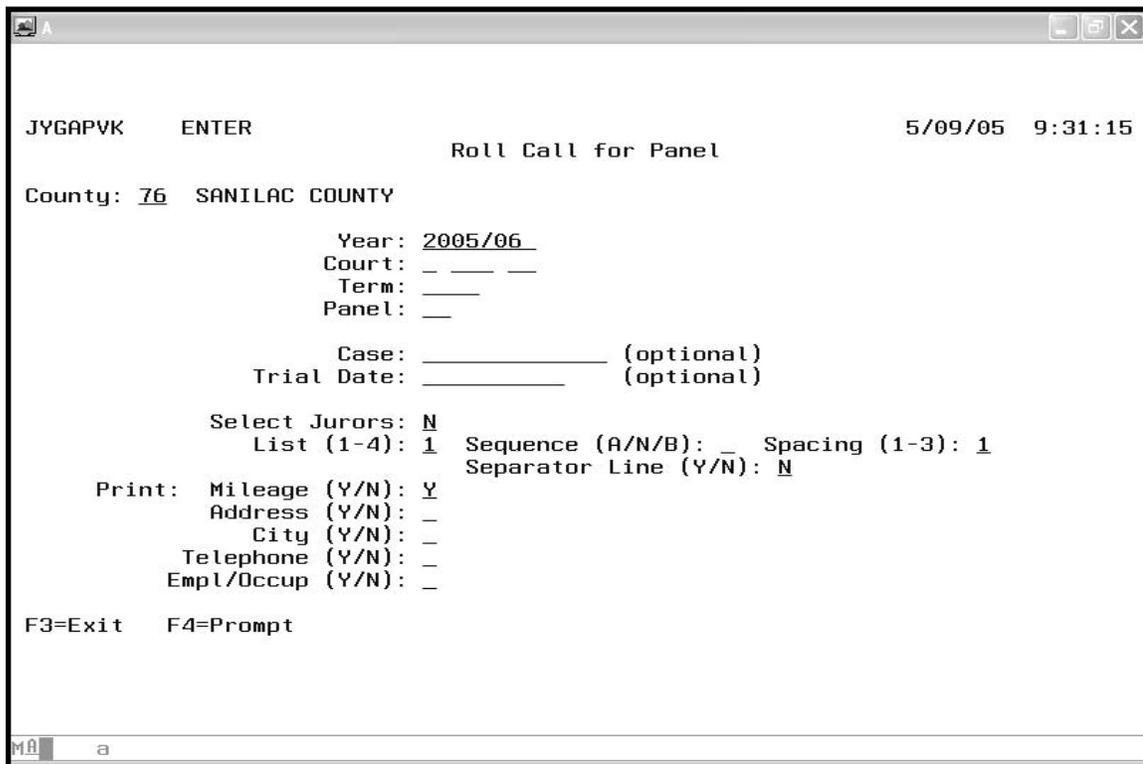
ROLL CALL FOR PANEL

Overview

The Roll Call for Panel option is used to create a list of jurors for one or many panels that can be used as a tool to determine attendance of jurors. This list can be used to validate and/or update the round trip mileage of the jurors. It can also be used as a sign-in sheet.

Accessing the Screen

To access the Roll Call for Panel screen, type 7 in the Selection or command line and press [ENTER].



Roll Call for Panel screen

Field Definitions

The Roll Call for Panel is generated by typing information in the following fields:

- | | |
|------------|--|
| JUROR YEAR | Type the appropriate year from which jurors will be selected. The year will default to the value specified in the users security record. |
| COURT | Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2) |

	This field defaults to the Court defined in the user's security record.
+TERM	Type the assigned term of the jurors. [F4] can be used in this field to select a previously defined term.
+PANEL	Type the assigned panel of the jurors. [F4] can be used in this field to select a previously defined panel. To summons multiple panels at one time, press [F4] to prompt and enter 1 next to each panel to be selected. Press [ENTER]. The panel id of the first panel selected will display in the panel field with the total number of panels selected to the right of the field.
+CASE	Type the case number to which the prospective jurors may be assigned. This field is optional.
TRIAL DATE	Type the date of the trial. This field is optional, however, it must be entered for the system to determine if jurors are excused.
SELECT JURORS	Type Y in this field when requesting option 1 to be entered on all jurors on the Juror Selection for Roll Call. The 1 can be removed if a juror is not to be printed on the Roll Call list; example, juror is excused. NOTE: If N is selected in this field, the Juror Selection for Roll Call screen will not display. The Roll Call list will automatically print and NOT include the excused jurors.
LIST (1-4)	Type a number from one through four in this field to indicate how many copies of the list are required.
SEQUENCE (A/N/B)	Type A if requesting the Roll Call list in alphabetic order, N for juror number order or B for one of each.
SPACING (1-3)	Type a number from one through three to indicate how many spaces between lines on the list.
SEPARATOR LINE (Y/N)	Enter Y to print a line between jurors or enter N for no line. This feature may make the list easier to read.
MILEAGE	This field will default to Y and print the mileage on the Roll Call list. This is information that should NOT be given to attorneys.
ADDRESS (Y/N)	Type Y in this field if address is to print on the report. This is for court use only to verify addresses. Address information should NOT be given to attorneys. Type N if the address is not to print on the report.

- CITY** Type Y in this field if the city in which the juror resides is to print on this report.

- TELEPHONE** Type Y in this field if telephone is to print on the list. This is for court use only to verify the juror's telephone number. Telephone information should NOT be given to attorneys. Type N if the telephone number is not to print on the report.

- EMPL/OCCUP (Y/N)** Type Y in this field if the employer or occupation is to print on the list. Type N if this information is not to print on the report. This field MUST be entered on the Edit Juror screen to be available to print.

JYGDPFK		Roll Call for Panel			05/02/06 13:26:01	
ARLENA					1	
Co: 76		Year: 2005/06		Court: C 24 1		Term: FALL
				Trial Date: <u>5/09/05</u>		
		Case: <u>CIRCUIT-XX</u>		<u>CIRCUIT CASE</u>		
	Juror#	Pnl	Exc	Name	System#	Miles
[__]	1	A	MED	JONES,JOHN<	1	003
[__]	2	A		STAFFORD,SCOTT,THOMAS	2	___

Sample Roll Call for Panel list

Report Information The Roll Call for Panel provides the following information:

- HEADER INFORMATION** Information at the top of the report includes title of the report, date and time the report was requested, county number, county name, jury year and page number.

- JUROR#** The sequential number assigned to the juror at the time the juror is selected for a panel.

- PNL** The assigned panel of the juror.

- EXC** The excuse code if a juror has been excused for the time of the trial. The trial date on the Roll Call for Panel request screen must be entered for the system to determine if a juror is excused on that date.

- NAME** The name of the juror in the format of last name, first name, middle name.

SYSTEM#	The sequential number assigned to the juror at the time the CD is requested from the Department of State Office.
ROUND TRIP	The round trip mileage of the juror. The mileage only prints if it is entered into the system for the juror. Otherwise, the mileage may be hand written at roll call.

HOW TO CREATE A ROLL CALL LIST

Use the following steps to create a roll call list:

1. Take Option 20, Reports from the JIS Jury System menu.
2. Take Option 1, Roll Call for Panel from the Reports menu.
3. The Roll Call for Panel prompt screen will display. Enter information in the following fields:
 - A. Year: the default year as entered in the user's setting.
 - B. Court: type the court, court number, court location (C 24 1) of the panel to be selected. [F4] can be used in this field to prompt for valid court ID's and terms.
 - C. Term: type the term of the panel to be selected. [F4] can be used in this field to prompt for valid terms.
 - D. Panel: type the panel that the list will be printed for. [F4] can be used in this field to prompt for valid panels and/or select multiple panels by entering 1 next to each desired panel and press [ENTER]. The panel designation of the first panel selected will appear in the Panel field. The total number of panels selected to print on one list will appear to the right of this field.
 - E. Case: type the case number that the roll call list will be requested for. [F4] can be used in this field to prompt for valid cases.
 - F. Trial date: type the date of the trial the roll call list will be used for.
 - G. List (1-4): type the number of lists to be printed.
 - H. Select the information to print on the roll call: Mileage, Address, Telephone, and Employee/Occupation. NOTE: When printing for attendance, the mileage, address, and telephone number may be chosen to print. When printing for attorneys, **DO NOT** print sensitive juror information.
4. Press [ENTER] to print the list.

- OR -

5. Take Option 2, Roll Call for Jury from the Report menu.
6. The Roll Call for Jury screen will display. Enter information in the following fields:
 - A. Court: Type the court, court number, court location (C 24 1) to which selected jurors will be assigned. [F4] can be used in this field to prompt for valid court id's and terms.
 - B. Case: Type the case number that the Roll Call List will be requested for. [F4] can be used in this field to prompt for valid case numbers.
 - C. Trial Date: type the date of the trial the Roll Call List will be used for.
 - D. List (1-4): type the number of lists to be printed.

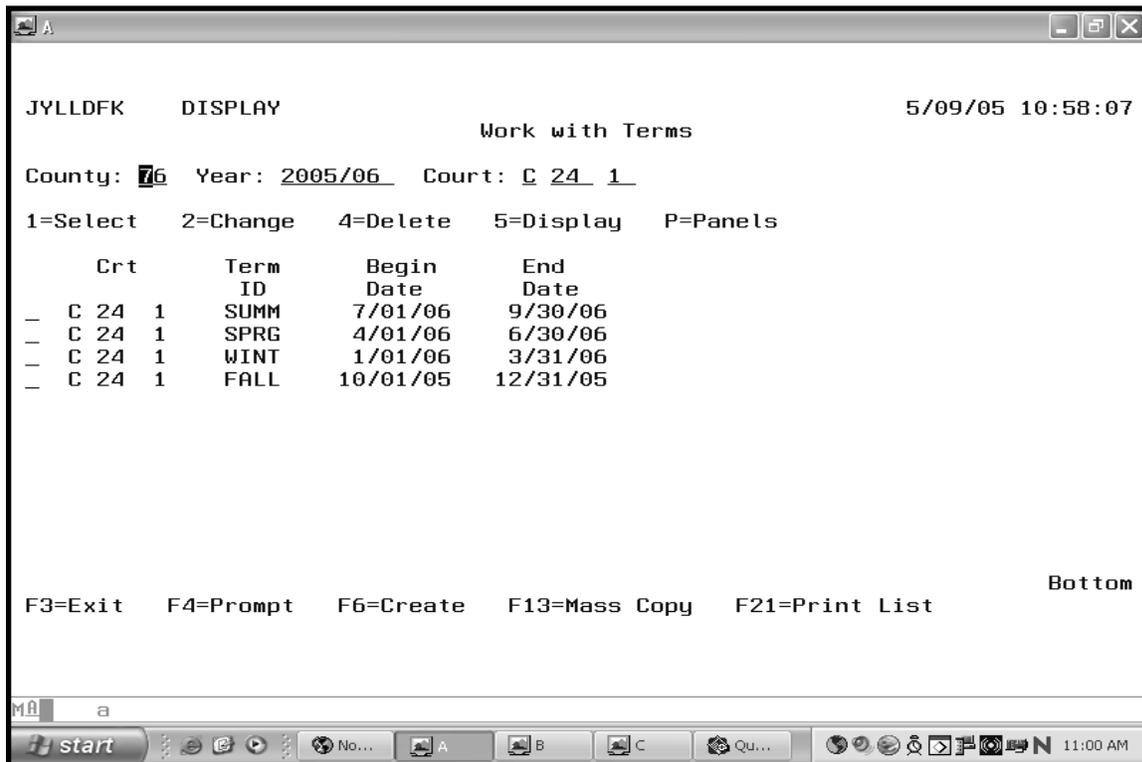
WORK WITH TERMS

Overview

The Work With Terms option is used to create, maintain, modify, display or delete terms for the year. Terms MUST be defined before jurors can be selected for the term.

Accessing the Screen

To access the Work With Terms screen, type 10 in the Selection or command line and press [ENTER].



Work With Terms screen

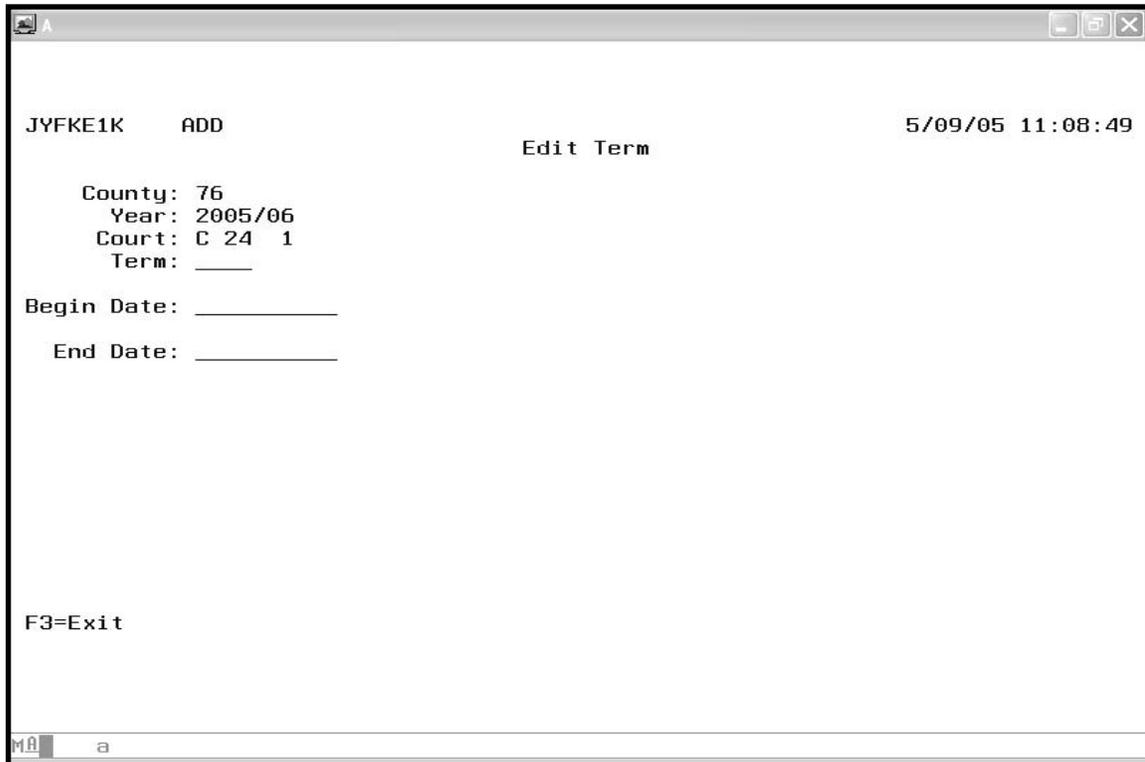
Field Definitions

COUNTY (Header)	The county number of the user accessing the screen.
COURT (Header)	Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2)

COURT	The court designations, court numbers and location numbers for the county.
TERM ID	The term designation code.
BEGIN DATE	The date the term will begin.
END DATE	The date the term will end.

To Add a Term

To access the Edit Term screen, enter the court, court number and location number in the COURT fields on the Work With Terms screen and press [F6].



Edit Term screen

Field Definitions

COUNTY	The county number of the user accessing this screen.
COURT	The court, court number and location of the term being created, as entered on the Work With Term screen.
TERM	Type the term designation code to be created.

BEGIN DATE	Type the date the term will begin. The format is month, day, and complete year (01012006).
END DATE	Type the date the term will end. This format is month, day and complete year (01312006).

When the above described fields have been completed, press [ENTER] and the record will be added to the database.

To print a list of defined terms and panels

Press F21 to print a list of defined terms and panels. A window will display. Enter the court, term, and panel information desired to print on the list.

To Update a Term

To access the Edit Term (Change) screen, enter 2 in the option field of the term to be updated and press [ENTER]. There are only two fields on this screen that can be changed. They are the Begin Date and End Date fields. Once the necessary changes are made, press [ENTER] and the modifications will be made to that record.

To Delete a Term

To access the Delete Term screen, enter 4 in the option field of the term to be deleted and press [ENTER]. The field definitions are the same as the Edit Term screen, however, the function keys are different. To delete the term, press F11. The term will be removed from the database. NOTE: Terms that contain jurors cannot be deleted.

To Display a Term

To access the Display Term screen, enter 5 in the option field of the term to be displayed and press [ENTER].

To Copy a Term or Terms

In order to copy the defined terms/panels from one jury year to the next, press F13 from the Work With Terms screen. Terms and panels can be copied for one court location or all court locations. Press [ENTER] twice to confirm mass copy. NOTE: If many terms and panels are used within a jury year, this option can save time by copying terms/panels instead of creating each term and panel individually.

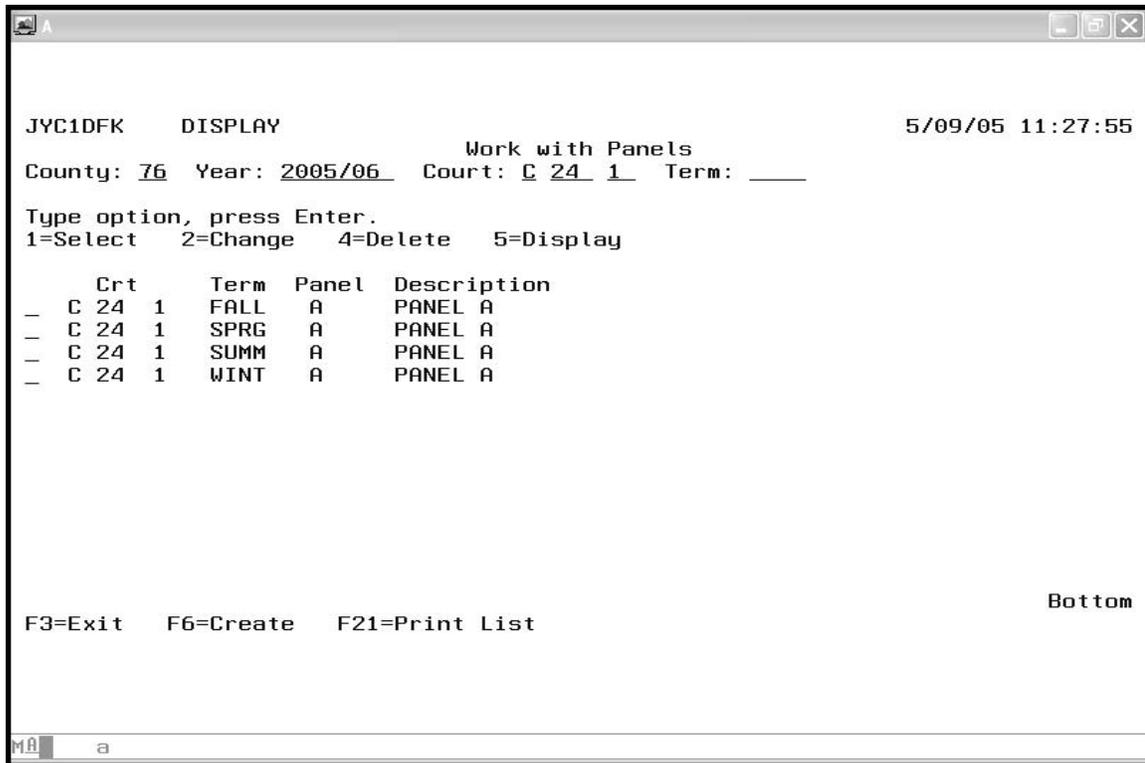
WORK WITH PANELS

Overview

The Work with Panels option is used to create, modify, display or delete panels for terms.

Accessing the Screen

To access the Work With Panels screen, type 11 in the Selection or command line of the Juror Selection Menu and press [ENTER].



Work With Panels

Field Definitions

COUNTY (Header)	The county number of the user accessing this screen.
YEAR (Header)	This field is a “positioner” field. Type the year to be displayed on the first detail line of the screen.
COURT (Header)	Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2)

TERM (Header) This field is a “positioner” field. Type the term designation code to be displayed on the first detail line of the screen.

PANEL (Header) This field is a “positioner” field. Type the panel designation code to be displayed on the first detail line of the screen

To Add a Panel

To access the Edit Panel details screen, enter the court, court number, location number, and term in the fields located at the top of the Work with Panel screen. Press [F6] and the Edit Panel Details screen will display.

```

JYC4E1K  ADD                                     5/09/05 12:02:05
                                     Edit Panel Details

      County: 76
      Jury Year: 2004/05
      Court: C 24 1
      Term: FALL

      Panel ID: __
      Panel Description: _____

F3=Exit
  
```

Edit Panel Details screen

Field Definitions

COUNTY	The county number of the user accessing this screen.
YEAR	Jury year as defined in the Work With Panel screen.
COURT	The court, court number, and location of the panel being created, as entered on the Work With Panel screen.
TERM	The term the panel is being created for.

PANEL ID	Type the panel designation code (up to 2 characters) to be created.
PANEL DESCRIPTION	Type the description (name) of the panel to be created. Example: A.

When the above described fields have been completed, press [ENTER] and the record will be added to the database.

To print a list of defined terms and panels

Press F21 to print a list of defined terms and panels. A window will display. Enter the court, term, and panel information desired to print on the list.

To Update a Panel

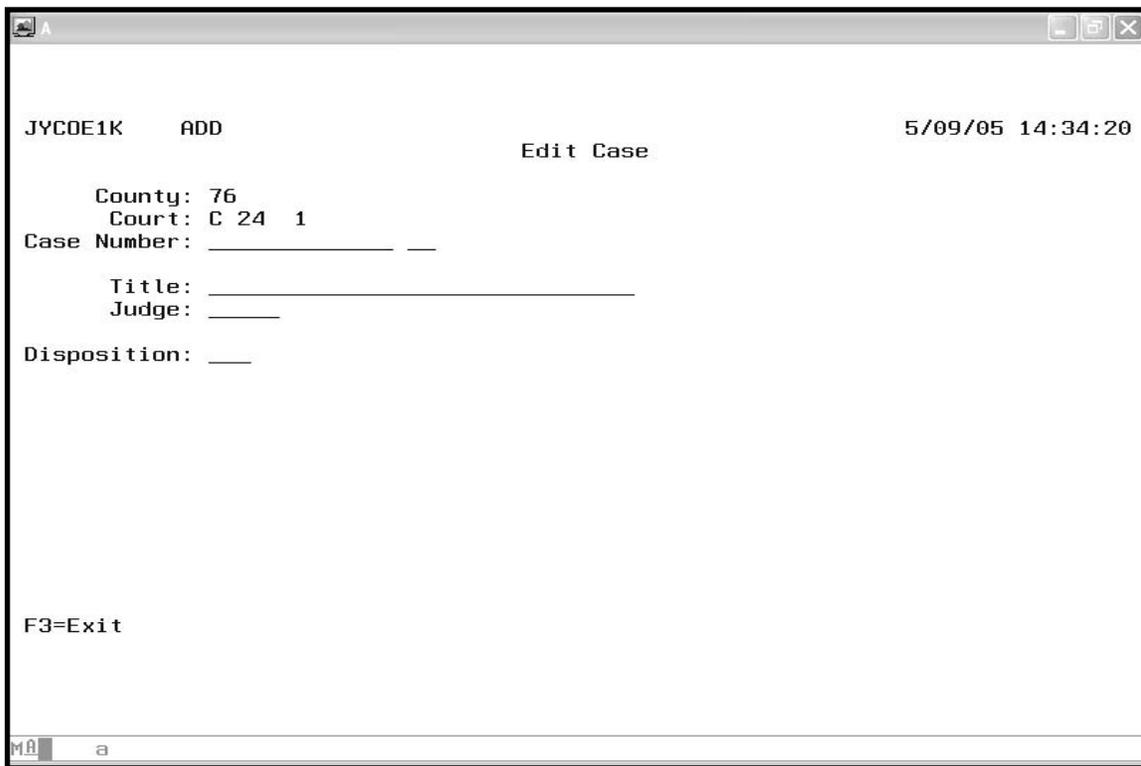
To access the Edit Panel Details (Change) screen, enter 2 in the option field of the panel to be updated and press [ENTER].

To Delete a Panel

To access the Delete Panel screen, enter 4 in the option field of the panel to be deleted. The field definitions are the same as the Edit Panel screen, however, the function keys are different. To delete the panel, press F11. The record will be removed from the database. NOTE: Panels that contain jurors cannot be deleted.

To Display a Panel

To access the Display Panel screen, enter 5 in the option field of the panel to be displayed and press [ENTER].



Edit Case screen

Field Definitions

COUNTY (Header)	The county number of the user accessing this screen.
COURT (Header)	The court, court number and location of The term being created, as entered on the Work With Cases screen.
CRT	The court designation, court number and location number for the county.
CASE	The case number for the court. The case may be a specific case number or very general such as "Circuit", "District", "Selection", etc.
TYPE	The 2 digit case type suffix.
TITLE	The title of the case. Example: People v Jones, Jones v Smith.
JUDGE	The P-number for the judge of the case.
DISPOSITION	The disposition code for the case. These codes are the codes from Code Table 4, Result Codes, in the circuit system.

When the previous fields have been completed, press [ENTER] and the case will be added to the database.

To Update a Case To access the Edit Case (Change) screen, enter 2 in the option field of the case to be updated and press [ENTER].

To Delete a Case To access the Delete Case screen, enter 4 in the option field of the case to be deleted and press [ENTER]. The field definitions are the same as the Edit Case screen, however, the function keys are different. To delete the case, press [F11]. The case will be removed from the database. NOTE: A case cannot be deleted, once it has vouchers attached to it.

To Display a Case To access the Display Cases screen, enter 5 in the option field of the case to be displayed and press [ENTER].

HOW TO DEFINE A CASE

Use the following steps to define a case:

1. Take Option 10, Juror Selection Menu from the JIS Jury System menu.
2. Take Option 12, Work With Cases from the Juror Selection menu.
3. The Work With Cases screen will display. To CREATE (define) a case, be sure the information in the County and Court fields at the top of this screen are correct and press [F6]. The Edit Case screen will display. Enter information in the following fields:
 - A. Case Number: type the case number.
 - B. Title: type the case entitlement.
 - C. Judge: type the P-number of the judge record.
4. To MODIFY case information from the Work With Cases screen, type 2 in the option field next to the case to be changed and press [ENTER]. The Edit Case screen will display.
 - A. Type the correct information in the necessary fields and press [ENTER].
5. To DELETE case information from the Work With Cases screen, type 4 in the option field next to the case to be deleted and press [ENTER]. The Delete Case screen will display.
 - A. Press [F11] to delete the case.

WORK WITH YEARS

Overview

The Work with Years option is used to define the jury year. A jury year must be defined in order to add jurors to the system.

Accessing the Screen

To access the Work with Years screen, type 13 in the Selection or command line of the Juror Selection menu and press [ENTER].

Opt	Year	Begin Date	End Date	Number of Jurors	Number Selected
—	TEST	1/02/03	12/31/03	8,221	400
—	1995	1/01/95	12/31/95	400	400
—	1996/97	10/01/96	9/30/97	800	800
—	1997/98	10/01/97	9/30/98	800	800
—	1998/99	10/01/98	9/30/99	2,200	2,200
—	1999/00	10/01/99	9/30/00	2,200	2,128
—	2000/01	10/01/00	9/30/01	2,200	2,093
—	2001/02	10/01/01	9/30/02	0	0
—	2002/03	10/01/02	9/30/03	5,000	1,105
—	2003/04	9/01/03	9/30/04	32,970	840
—	2004/05	10/01/04	9/30/05	0	0
—	2005/06	10/01/05	9/30/06	0	0

Work with Years screen

Field Definitions

COUNTY (Header)

The county number of the user accessing this screen.

YEAR (Header)

This field is a “positioner” field. Type the year to be displayed on the first detail line of the screen.

To Add a Year

To access the Edit Year details screen, press [F6].

```

A
JYJOE1K  ADD                               5/10/05 13:21:49
                                Edit Year

County: 76  SANILAC COUNTY

Year: _____
Begin Date: _____
End Date: _____

                                Number of Jurors:      0
                                Selected:                0

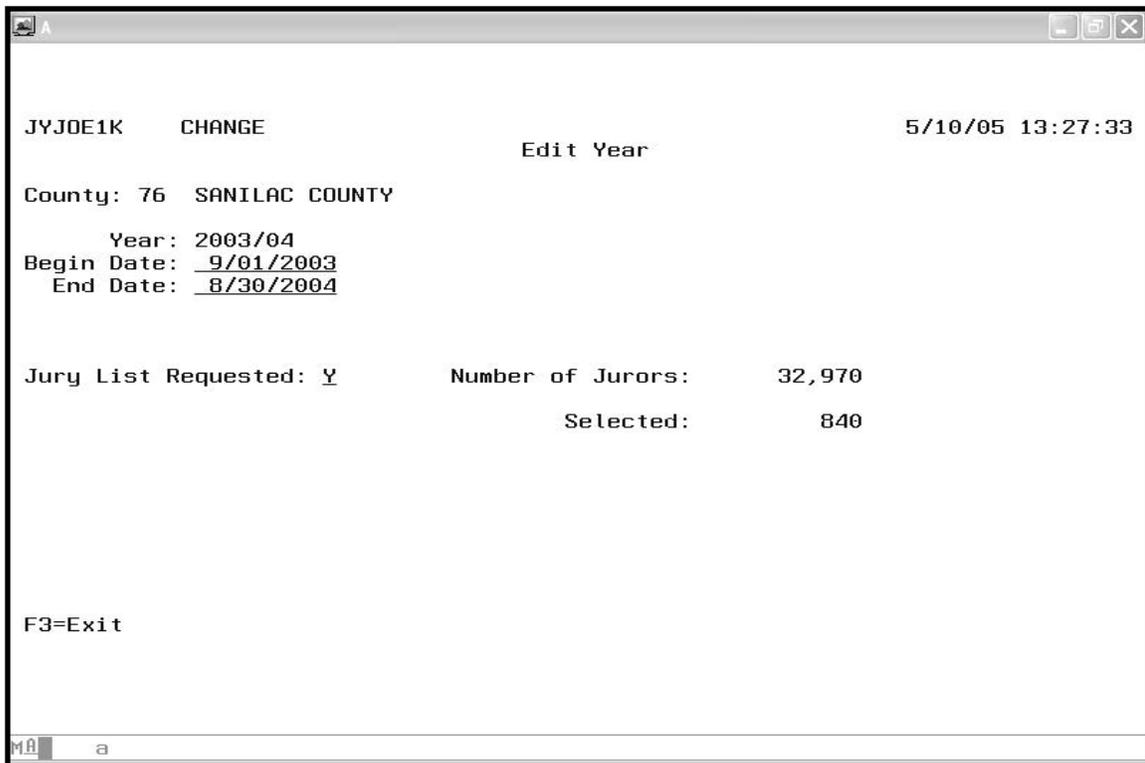
F3=Exit
MB  a

```

Edit Year screen

Field Definitions

YEAR	Type the jury year to be created. If the jury year spans 2 calendar years, we recommend naming the jury year which will be understandable. (Example: 2005/06 for the jury year starting in 2005 and ending in 2006.)
BEGIN DATE	Type the date of the beginning of the jury year omitting all dashes or slashes. Format = MMDDCCYY.
END DATE	Type the date of the end of the jury year omitting all dashes or slashes. Format = MMDDCCYY.
NUMBER OF JURORS	The total number of names available on the jury list, which is updated by the system during the jury selection process.



Edit Year screen

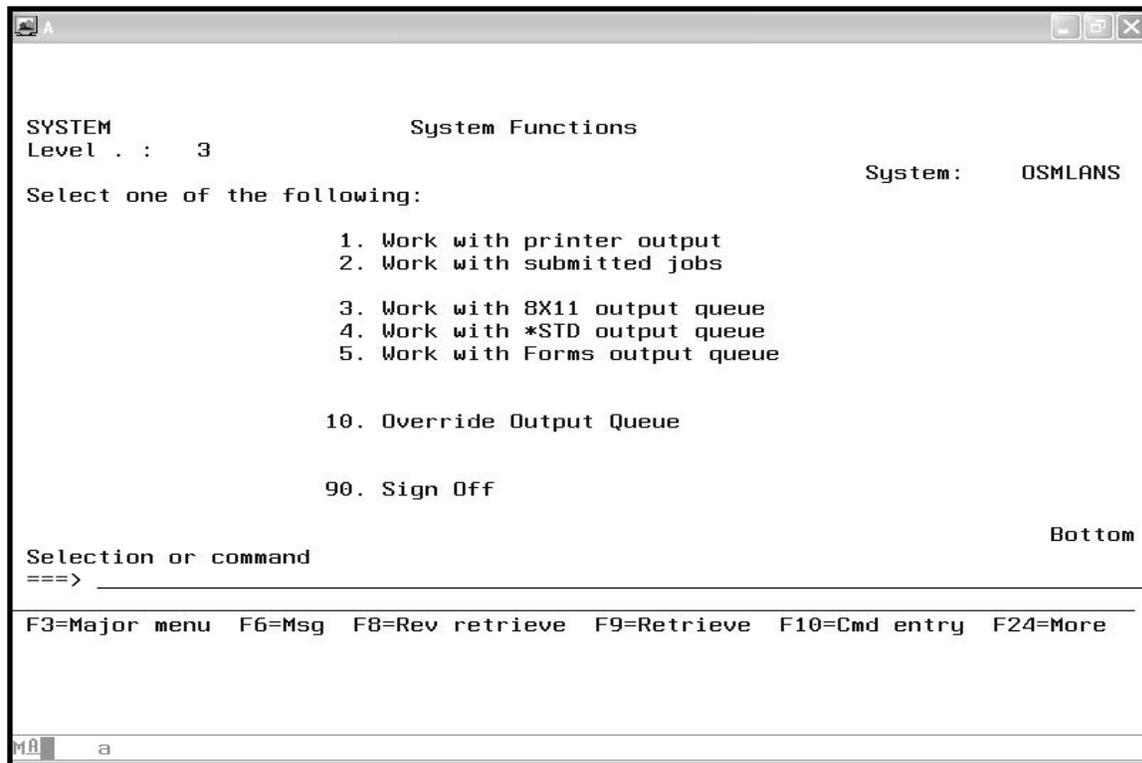
SYSTEM FUNCTIONS

Overview

The System Functions option is used to check on the progress of jobs that have been requested.

Accessing the Screen

To access the System Functions screen, type 80 in the Selection or command line of any jury menu and press [ENTER].



System Functions screen

To access any of the System Functions menu options, type the option number on the Selection or command line and press [ENTER].

The Work with printer output option is used to work with all spooled files. The user can check on the printing status of their requests through this option.

The Work with submitted jobs option can be used to check on the progress of the job.

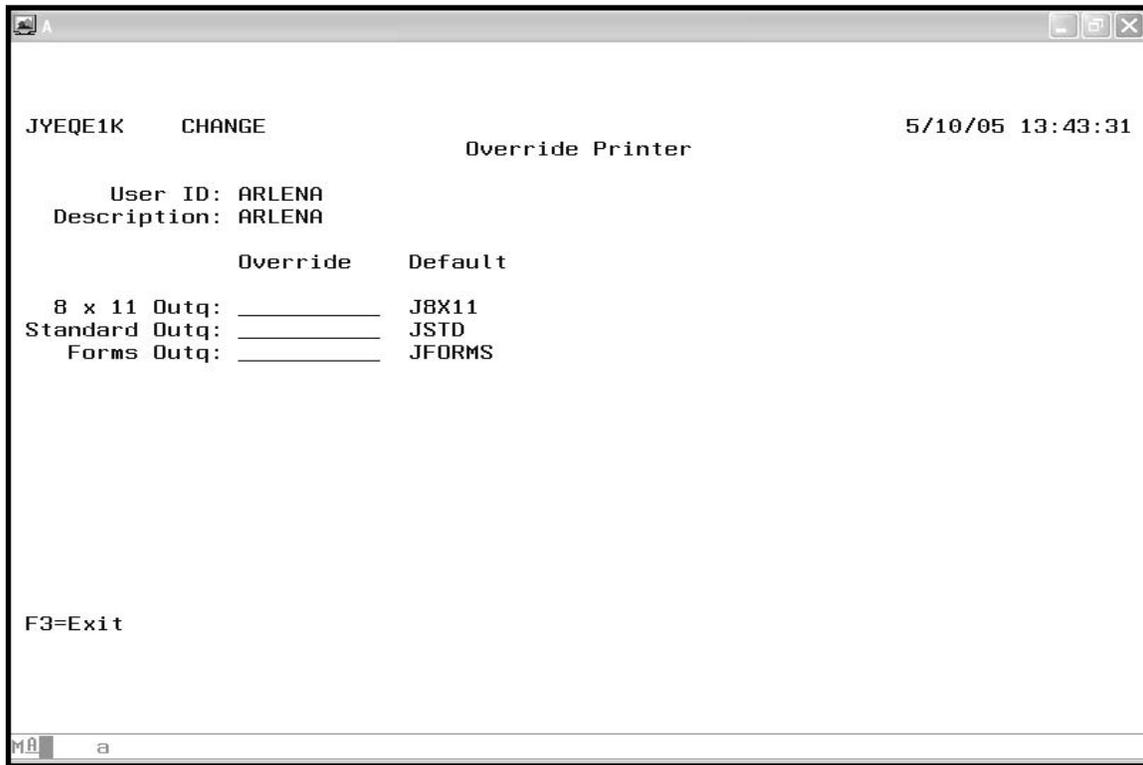
The Work with Output Queue for 8 x 11 outq option can be used to check the progress of jobs printed on 8 1/2 x 11 paper.

The Work with Output Queue for *STD outq option can be used to check the progress of jobs printed on 11 x 17 paper, also referred to as the large carriage pin fed or bar paper. Laser printers will print these reports in landscape on 8 1/2 x 11 paper.

The Work with Output Queue for Forms outq option can be used to check the progress of jobs printed on forms, such as mailers and voucher forms.

The Override Output Queue option is used to temporarily reroute reports, letters or labels to a printer other than the one described in the User Settings. To access the Override printer screen, type 10 in the Selection or command line of the System Functions screen and press [ENTER].

NOTE: A printer override is in effect until it is removed or the jury system is exited.



Override Printer

Field Definitions

USER ID	The name of the user requesting the override of the printer.
DESCRIPTION	The job title, full name, or description of the user requesting the override of the printer.
8 X 11 OUTQ	Enter the name of the outq that will be temporarily used to sent 8 x 11 output requests. The next field contains the name of the default 8 x 11 outq that is defined in the User Settings.
STANDARD OUTQ	Enter the name of the outq that will be temporarily used to send standard report requests. The next field contains the name of the default standard outq that is defined in the User Settings.

LABEL OUTQ

Enter the name of the outq that will be temporarily used to send label requests. The next field contains the name of the default label outq that is defined in the User Settings.

When the necessary information is typed in the above defined fields, press [ENTER] to complete the override.