

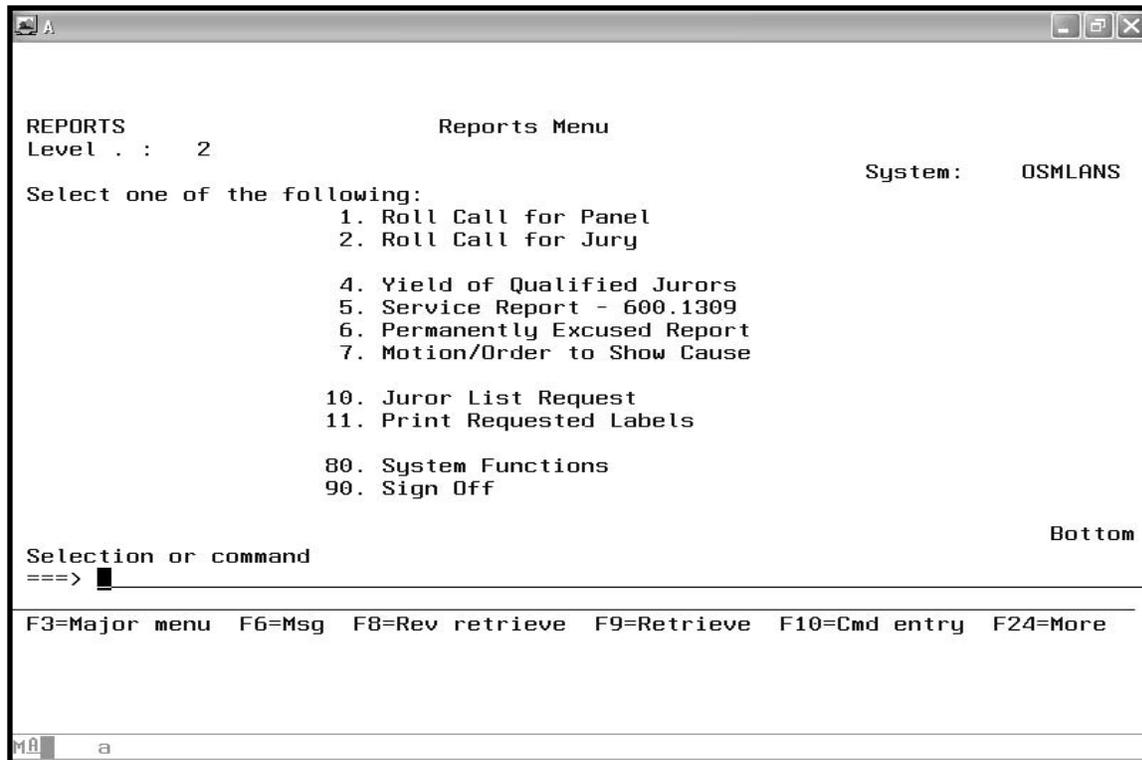
Chapter 5 - Reports Menu

CHAPTER FIVE -- REPORTS MENU

ACCESSING REPORTS MENU

Overview

The Reports Menu contains options to assist in the creation of Roll Call lists and user defined lists.



Reports Menu screen

The Reports Menu

The Reports menu displays when option 20 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].

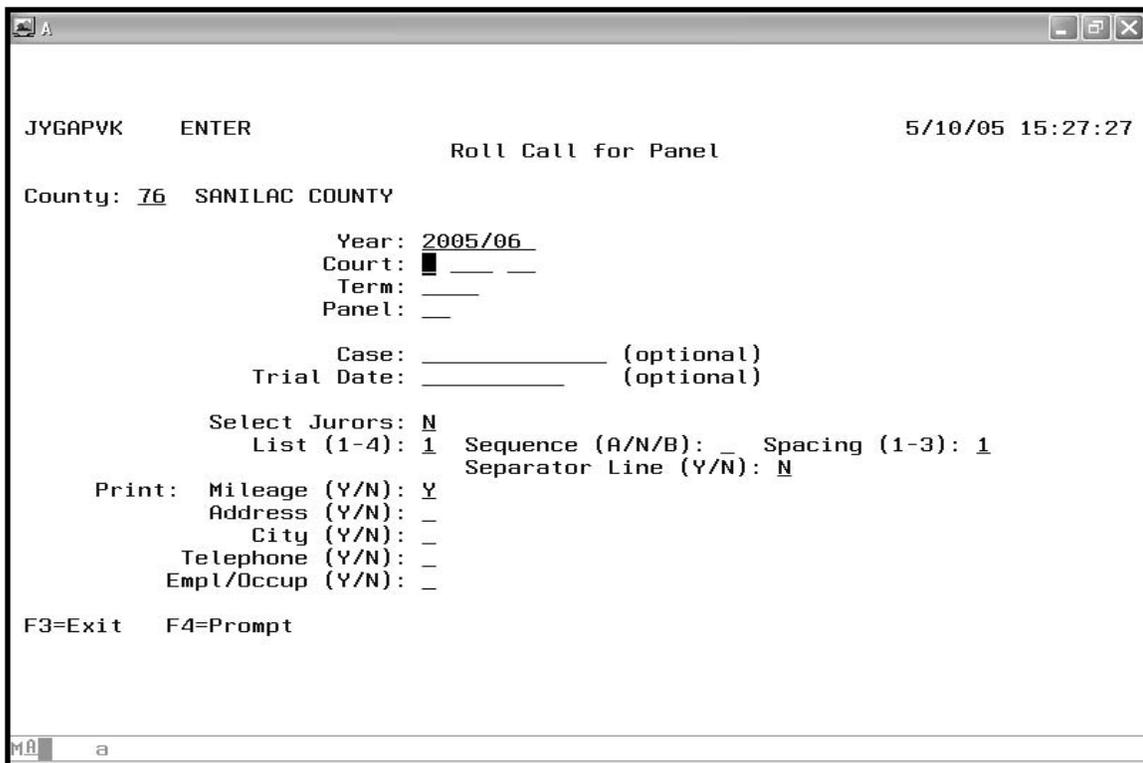
ROLL CALL FOR PANEL

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 1 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.

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.

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	___

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.

ROLL CALL FOR JURY

Overview

The Roll Call for Jury option is used to create a list of jurors for a trial that can be used as a tool to determine attendance of jurors. To generate this roll call list, jurors must be assigned a seat by using the Update Seat/Assignment option on the Juror Selection menu.

Accessing the Screen

To access the Roll Call for Jury screen, type 2 in the Selection or command line and press [ENTER].

```

A
JYGLPVK  ENTER                               5/11/05  8:50:28
                                     Roll Call for Jury
County: 76  SANILAC COUNTY

          Court:  _  _  _
          Case:  _____
Trial Date:  _____

List(1-4): 1

F3=Exit  F4=Prompt
M a

```

Roll Call for Jury screen

Field Definitions

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

- | | |
|-------|--|
| 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. |
| +CASE | Type the case number of the trial. |

TRIAL DATE Type the date of the trial. This is an optional field.

LIST (1-4) Type a number from one through four in this field to indicate how many copies of the list are required.

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

JYGMPPK		Roll Call for Jury			10/02/05 14:02:39	
ARLENA					1	
Co: 76		Court: C 24 1		Trial Date: _____		
		Case: 05-2323-NI		JONES VS JOHNSON		
	Seat	Juror#	Name	Jury Year	Round Trip	System#
[__]	A1	5	SMITH,ANGELA,JANE	2005/06	_____	13
[__]	A2	9	SMITH,KATHIE,SUE	2005/06	_____	14
[__]	1	12	SMITH,DONALD,ALBERT	2005/06	_____	1
[__]	2	1	SMITH,EMIL,JOHN	2005/06	_____	4
[__]	3	16	SMITH,PATRICIA,JOAN	2005/06	_____	6
[__]	4	7	JONES,HARRY,FRANCIS	2005/06	_____	7
[__]	5	13	DOE,FLORENCE,J	2005/06	_____	8
[__]	6	17	SMITH,BARBARA,KATHLEEN	2005/06	_____	10
Count: 8						
** END OF REPORT **						Bottom

Sample Roll Call for Jury list

Report Information The Roll Call for Jury 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.

SEAT The seat number assigned to the juror.

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

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

YEAR The appropriate juror year.

ROUND TRIP Round trip mileage of the juror from their residence to the court location and back.

SYSTEM # The sequential number assigned to the juror at the time the CD from the Department of State's Office is loaded.

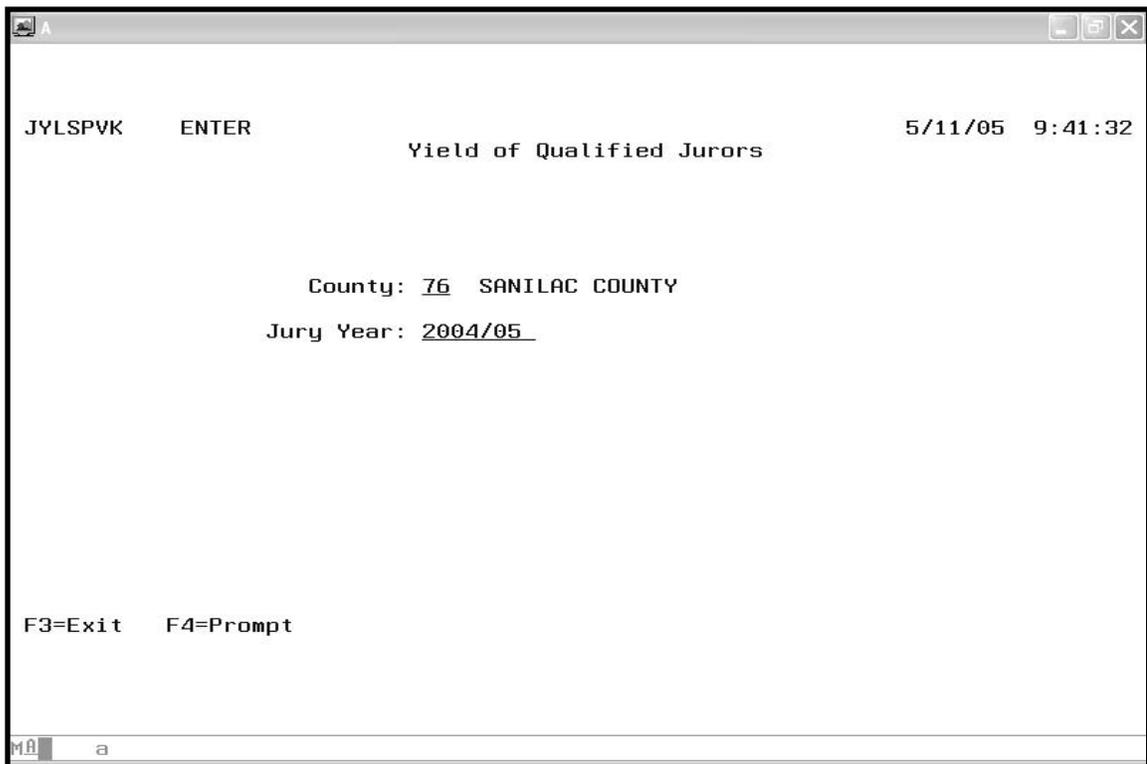
YIELD OF QUALIFIED JURORS

Overview

The Yield of Qualified Jurors option is used to create a report detailing juror qualification information. This report is typically run annually at the end of a jury year to determine that years qualification rate. This information can help determine the number of jurors needed for the upcoming jury year.

Accessing the Screen

To access the Yield of Qualified Jurors screen, type 4 on the Selection or command line on the Reports menu screen and press [ENTER].



Yield of Qualified Jurors screen

Field Definitions

The Yield of Qualified Jurors report is generated by confirming the information in the following fields and pressing [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.

- | | |
|-----------|---|
| COUNTY | The county in which the user is assigned. |
| JURY YEAR | Type the appropriate year from which information is needed. |

JYLXPFK	Yield of Qualified Jurors		1/06/05 15:28:13
ARLENA			1
County: 80 VANBUREN COUNTY		Year: 2004/05	
Code	Description	YIELD	Count
EXM	EXEMPT	4.0%	120
PEX	PERMANENTLY EXCUSED	.2%	7
QLF	QUALIFIED	9.4%	282
QST	QUESTIONNAIRE MAILED	.2%	7
SRV	SERVICE	.7%	21
SUM	SUMMONS	85.2%	2556
UQL	UNQUALIFIED	.2%	7
Total Jurors:	3000		
** END OF REPORT **			

Yield of Qualified Jurors Report

Report Information

The Yield of Qualified Jurors provides the following information:

HEADER INFORMATION

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

CODE

Event code defined in the code table.

DESCRIPTION

Description of the event code.

YIELD

Percentage of jurors meeting the code criteria.

COUNTY

Number of jurors meeting the code criteria.

TOTAL JURORS

Total number of jurors selected for the jury year.

SERVICE REPORT - 600.1309

Overview

The Service Report option is used to create a report detailing the juror's last service date within the jury year, date range, or by court location. The report can be run by requesting detail or total number of jurors. It can print either in name or system number order. The report is based on jury statute 600.1309 which indicates the clerk of each court shall provide a list of persons who have served as jurors during the preceding year.

Accessing the Screen

To access the Service Report screen, type 5 on the Selection or command line on the Reports menu screen and press [ENTER].

The screenshot shows a terminal window titled 'Service Report'. At the top left, it displays 'JYMEPVK ENTER' and at the top right, the date and time '5/11/05 10:08:37'. The main content area contains the following text:

```

Service Report
County: 76 SANILAC COUNTY
Year: 2004/05
Court: _ _ _
Date: _ _ _ - _ _ _
Total only (Y/N): N
Sequence (A/N): A
    
```

At the bottom left, there are function key instructions: 'F3=Exit F4=Prompt'. The window title bar at the top shows a small icon and the letter 'A'. The bottom status bar shows 'Mâ a'.

Service Report screen

Field Definitions

The Service Report is generated by confirming the information in the following fields and pressing [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.

COUNTY	The county in which the user is assigned.
YEAR	Type the appropriate jury year for which information is needed.

COURT	Type the court in which information is needed. Leave blank to generate a report with all court locations.
DATE	Enter inclusive dates desired for the report. The date reflects the last service date of the juror.
TOTAL ONLY Y/N	Enter Y if total only is desired. Enter N if details are to be printed.
SEQUENCE	Type A to print report in Alphabetic order by name. Type N to print report in Numeric order by system number.

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.

JYMPFK ARLENA	Service Report by System #	5/31/05 10:59:34	1
County:	76 SANILAC COUNTY		
Year:	2004/05		
Date:	01/01/2004 - 05/01/2004		
Court:	C 24 1 24th JUDICIAL CIRCUIT COURT		
Syst#	Name	Court	Srv Dte
8	SMITH,FREDERICK,HAROLD	C 24 1	3/14/2004
9	SMITH,RICHARD,ROY	C 24 1	2/11/2004
248	SMITH,WAYNE,EDWARD	C 24 1	3/20/2004
249	SMITH,SYLVIA,MARIE	C 24 1	3/20/2004
250	JONES,CONNIE,SUE	C 24 1	3/20/2004
252	JONES,CATHY,JUNE	C 24 1	3/20/2004
253	DOE,MICHELLE,DARLENE	C 24 1	3/20/2004
256	JONES,THEODORE,JOSEPH	C 24 1	3/20/2004
260	SMITH,BRIAN,FELIX	C 24 1	3/20/2004
261	SMITH,ALBERT,MICHAEL	C 24 1	3/20/2004
			Jur#
			5
			6
			19
			25
			27
			24
			29
			23
			26
			21t

Sample Service Report

Report Information

The Service Report provides the following information:

HEADER INFORMATION

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

SYST# The sequential number assigned to the juror at the time the CD is requested from the Department of State's Office.

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

COURT The designation of the court the juror is assigned to.

SRV DATE The last date the juror served.

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

TOTAL JURORS The total number of jurors listed on the report.

PERMANENTLY EXCUSED REPORT

Overview

The Permanently Excused Report is used to create a list of jurors who have been permanently excused and the reason based on the excuse code entered. This report can be run by name or system number and for a jury year or date range. There is also an option to run the report showing totals only.

Accessing the Screen

To access the Permanently Excused Report screen, type 6 in the Selection or command line and press [ENTER].

Permanently Excused Report screen

Field Definitions

The Permanently Excused Report is generated by typing information in the following fields:

+YEAR	Type the jury year of the permanently excused jurors desired. The year will default to the value specified in the users security record.
DATE	Enter inclusive dates desired for report. The date reflects the PEX event date.
TOTAL ONLY (Y/N)	Enter Y if totals only is desired. Enter N if details are to be printed.

SEQUENCE (A/N)

Type A to print report in alphabetic order by name. type N to print report in numeric order by system number.

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.

JYL1PFK	Permanently Excused Report by Name			5/12/04 9:35:37
ARLENA				1
County: 76 SANILAC COUNTY				
Year: 2004/05				
Sys#	Name	Event	Excuse	Evt Date
309	JONES,GWEN,MARIE	PEX	DCD	4/21/2004
313	SMITH,TAMI,RITA	PEX	DCD	4/30/2004
DCD Total:		2		
307	DOE,ANN,DIANA	PEX	DIS	4/02/2004
311	DOE,ANN,MARIE	PEX	DIS	3/13/2004
328	JONES,ALLEN,GREG	PEX	DIS	2/14/2004
306	SMITH,SUSAN,MARIE	PEX	DIS	5/01/2004
DIS Total:		4		
325	SMITH,REBECCA,SUE	PEX	MED	4/21/2004
MED Total:		1		
318	DOE,SHARON,MAE	PEX	O70	1/13/2004
329	JONES,CURTIS,JAMES	PEX	O70	1/31/2004
316	SMITH,KELLY,ANNE	PEX	O70	2/28/2004
O70 Total:		3		
Report Total:		10		
** END OF REPORT **				

Permanently Excused Report by Name

Report Information

The Permanently Excused Report provides the following information:

HEADER INFORMATION

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

SYS #

The sequential number assigned to the juror at the time the CD is requested from the Department of State's Office.

NAME

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

EVENT

The Event code(s) that are flagged to permanently excused.

EXCUSE

The Excuse code(s) used when permanently excusing a juror.

EVT DATE	Date of the permanently excused event.
TOTALS	A total number will print at the end of each excuse code with a Report Total at the bottom of the report.

MOTION/ORDER TO SHOW CAUSE

Overview

The Motion/Order to Show Cause option is used to generate the MC230 form. This can be selected for one or more jurors when they fail to appear for jury duty.

Accessing the Screen

To access the Order to Show Cause screen, type 7 on the Selection or command line and press [ENTER].

Motion/Order To Show Cause screen

Field Definitions

The Motion/Order to Show Cause form is generated by typing information in the following fields:

JURY YEAR

Type the appropriate year from which juror(s) will be selected to receive an Order to Show Cause. The year will default to the value specified in the user's security record.

Fields used to filter the list

STATUS

Enter a status such as QST. This will provide a list of jurors matching the status for which jurors may be selected to print a Motion and Order to Show Cause form. Leave blank for all statuses.

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)
TERM	Type the assigned term of the juror(s). Leave blank for all terms.
PANEL	Type the assigned panel of the juror(s). Leave blank for all panels.

Information for each Show Cause

LINE 1	Enter the title of the person signing this form. (Example: County Clerk)
LINE 2	Enter the date of the order and reason for show cause. (Example: ...failing to: Appear for Jury Duty). The date must be less than today's date. the jurors name will print in *name* area if order dated field is completed.
APPEARANCE DATE	enter the show cause date the juror is to appear in court. (Format = MMDDCCYY)
APPEARANCE TIME	Enter the time of the show cause hearing. (Format = HHMM)
A/P	Enter a for morning or p for afternoon.
PERSONALLY	Enter X if the Order to Show Cause is served personally.
BY MAIL	Enter X if the Order to Show Cause is served by mail.
DAYS	Enter the number of days before the hearing that the Order must be signed.
MAILING DATE	Enter the date the Order to Show Cause will be mailed. This date must be equal to or greater than today's date.
CLERK	Enter name of clerk sending the order(s).
JUDGE	Enter the judge's name of who ordered the Show Cause.
BAR NO	Enter the 5 digit p number of the judge.

JUROR LIST REQUEST

Overview

The Juror List Request option is used to create user defined lists of jurors for a specific year, status, court, term, or panel. This option is often used to re-generate a report which was forgotten during selection, generate a second questionnaire mailing, or print thank you letters for a panel of jurors.

Accessing the Screen

To access the Juror List Request screen, type 10 in the Selection or command line and press [ENTER].

```

JYFMPVK      ENTER                               5/12/05 10:15:31
                                     Juror List Request
County: 76  SANILAC COUNTY
      Jury Year: 2005/06
      Status:   ___      Court:  _  _  _      Term:  ___      Panel:  ___

List (1-4):  _      Seq (A/N/B):  _      Spacing (1-3):  _      Total only (Y/N):  _
                                     List Type:  1      (1=Term/Panel or 2=Selection List)

      Letter:  ___      Seq (A/N):  _      Barcodes:  Y      Letter Date:  5/12/2005

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):  _      Sequence (A/N):  _

F3=Exit  F4=Prompt
  
```

Juror List Request screen

Field Definitions

The Juror List Request is generated by typing information in the following fields:

- +YEAR Type the jury year from which the jurors were selected. The year will default to the value in the users security record.
- +STATUS Type the status of the jurors to be selected for this report or leave blank for all status types.
- +COURT Type the court designation, court number and location in this field to select the jurors that have been chosen to serve at this location. Leave blank for all court locations.

+TERM	Type the term code to select the jurors that have been chosen to serve for this term. Leave blank for all terms.
+PANEL	Type the panel code to select the jurors that have been chosen to serve on this panel. Leave blank for all panels.
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 if a list is not needed. If the questionnaire process has already been completed prior to requesting the list, the status field MUST contain QST.
SEQUENCE (A/N/B)	Type A to print list in alphabetic order, N for juror number order or B for both, one of each.
SPACING (1-3)	Type a number from one through three to select desired spacing between names on the list.
TOTAL ONLY	Type Y when only the total number is desired on the term or panel list. Type N or leave blank to print entire report.
LIST TYPE	Type 1 when requesting the term or panel list or type 2 when requesting the questionnaire list.
+LETTER	Type the letter designation code to be sent to the selected jurors. If a letter is requested, an event will be created for the juror indicating that a letter has been generated. Press F4 to prompt and select a letter.
LETTER DATE	Enter the date to be printed on the letter. Field will default to current date.
CONTINUOUS LABELS (1-4)	Type a number from one through four in this field to indicate the number of copies of the labels required. Leave blank if labels are not needed. If questionnaire list is run prior to and separate from labels, the status field MUST contain QST.
SEQUENCE (A/N/B)	Type A to print labels in alphabetic order by juror name. Type N to print labels in numeric order by system number. Type B to print two sets of labels, one in alphabetic order, the other in numeric order.
BARCODES (Y/N)	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 setup for bar coding.

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, then top to bottom.
MAILER (Y/N)	This option is used if mailers need to be sent a subsequent time. Example: No response from first questionnaire mailer. Enter Y in this field when requesting mailer. NOTE: Status field MUST contain QST.
SEQUENCE (A/N)	Type A to print mailers in alphabetic order by juror name. Type N to print mailers in numeric order by system number.
BARCODES (Y/N)	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 setup for bar coding.
QUALIFICATION QST (Y/N)	This option is used if the Qualification Questionnaires need to be sent a subsequent time. Example: No response from first questionnaire mailer. Enter Y in this field when requesting Qualification QST. NOTE: Status field MUST contain QST.
SEQUENCE (A/N)	Type A to print qualification questionnaires in alphabetic order by juror name. Type N to print questionnaires in numeric order by system number.
BARCODES (Y/N)	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 setup for bar coding.
PERSONAL HISTORY QST (Y/N)	This option is used if the Personal History Questionnaires need to be sent a subsequent time. Example: No response from the first questionnaire mailing. Enter Y in this field when requesting Personal History QST. NOTE: Status field MUST contain QST.
SEQUENCE (A/N)	Type A to print personal history questionnaires in alphabetic order or N to print them in system number order.

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 automatically print duplex if the printer is duplex capable. Otherwise, they will print collated. Also, when a sample QST is selected from the Questionnaire Mailing screen, a sample Personal History Questionnaire will print as well as the Qualification Questionnaire.

JYD0PFK ARLENA	Juror List				7/30/05 13:49:57				1
JUROR LIST REQUEST									
County: 76		Sanilac County		Year: 2004/05					
Sys#	Name	Juror#	Address	City	Zip	Home Telephone	Work Telephone	Ext	Prv Asn
4	SMITH,BRENT,ALAN	1	123 ANYSTREET	PALMS	99999	111-111-1111	222-222-2222		
20	JONES,MARK,JOHN	26	123 ANYSTREET	TOWN	99999	333-333-3333	444-444-4444		
18	JONES,ANNA,MAY	15	123 ANYSTREET	VILLAGE	99999	555-555-5555	555-555-5555		
END OF REPORT									

Sample Juror List

Report Information

The Juror List provides the following information for all jurors in the report:

HEADER INFORMATION

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

SYS #

The number assigned to the juror at the beginning of the jury process.

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

This field will not be used on this report.

PRINT REQUESTED LABELS

Overview

The Print Requested Labels option is used to create labels for mailings to jurors for items other than questionnaires or summons. This option will print labels for jurors that have had a Y entered in the label field on the Edit Event screen.

Accessing the screen

To access the Print Requested Labels screen, type 11 in the Selection or command line and press [ENTER].

```

JYHEPVK  ENTER                                     5/13/05  9:04:48
                                     Print Requested Labels

                                     User: ARLENA  ARLENA
                                     County: 76    SANILAC COUNTY
                                     Year: 2004/05

Continuous Labels (1-4): _  Sequence (A/N/B): _  Barcodes: N
      - OR -
Laser Labels (1-4): _  Sequence (A/N/B): _  Barcodes: Y  Label #: _

F3=Exit  F4=Prompt  F21=Print Sample 1Up Label
  
```

Print Requested Labels screen

Field Definitions

The labels can be generated by pressing [ENTER] from the Print Requested Labels screen.

+USER

Enter the userid that requested the labels. The user defaults to the userid of the person signed onto the display session.

+COUNTY

Enter the county number to indicate which county's labels are to print. The county defaults to the value in the user's security record. The county number can be changed if the user has multi-county authority. Leave blank for all counties.

YEAR	Enter the jury year to indicate which years labels are to print. The jury year defaults to the value specified in the users security record.
CONTINUOUS LABELS	If using a printer with continuous labels, type the desired number of sets of labels, one through four. To test the alignment of the labels in the printer, press F21 to print a sample.
SEQUENCE	Type A to print labels in alphabetic order by juror name. Type N to print labels in numeric order by system number. Type B to print two sets of labels, one in alphabetic order, the other in numeric order.
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 users printer is setup for bar coding.
LASER LABELS	If using a laser printer, type desired number of sets of labels, one through four.
SEQUENCE	Type A to print labels in alphabetic order by juror name. Type N to print labels in numeric order by system number. Type B to print two sets of labels, one in alphabetic order, the other in numeric order.
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 users printer is setup for bar coding.
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, then top to bottom.

Label Information

The following fields are contained in the labels:

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