

# **Jury System December/2006 Software Release Announcement**

**STATE COURT ADMINISTRATIVE OFFICE  
JUDICIAL INFORMATION SYSTEMS**

**Contact:** Circuit Court Team, Lansing: (888) 339-1547, option 3 or cshelpdesk@courts.mi.gov

## **Release Highlights**

- Reprint questionnaires for an individual juror
- Juror tabs and badges

## **General**

- Options which can be run by panel (Select Jurors for Panel, Summons Mailing, Roll Call, etc.) may be run for multiple panels with one request. Instead of typing a panel, press F4 to prompt and select multiple panels.

## **Work with Jurors**

### **Cursor Positioning**

- The program has been changed to more conveniently position the cursor.
  - When the list is repositioned to a new system number, the cursor positions on the first juror in the list.
  - After an option is used, the cursor remains positioned at the same juror record.
  - When the cursor is positioned next to a juror in the list, pressing ENTER will move the cursor to the top of the screen. Pressing ENTER again will position the cursor to the system number field.

### **Edit Juror (option 2)**

- Prior to this release, a juror could not be deleted if events existed for the juror. Now a warning will display if events exist, but the juror can still be deleted. You still cannot delete a juror if a voucher exists for that juror.
- On the Edit Juror and Display Juror screens, an F9=Events option has been added to allow quick access to the event screen.

### **Transfer a Juror (option T)**

- This option is less restrictive when transferring a juror. Previously, a juror had to be assigned to a panel to be transferred. A juror may be transferred to another term and/or panel or remove the term and panel to be selected at a later date. A juror may also be placed in the eligible juror pool by removing the court, term, and panel. A juror cannot be transferred to another court.
- Status and excuse codes have been added to the transfer. Prior to this release, the system would default the event code to QLF. Now you may enter any event code when transferring a juror. For example, you may want to transfer the juror with a DFR (deferred) status code. If the status code used requires an excused code, you must enter a valid excuse code in the field provided.
- Two comment lines have been added to explain the transfer which will be recorded on the event.

### **Vouchers (option V)**

- When displaying vouchers for a juror, a total of all vouchers has been added to the top of the screen.

### **Work Certificate (option W)**

- The format of the work certificate has been revised to look more like the SCAO approved Juror Work Certificate.

### **Questionnaire (option Q)**

- This is a new option to reprint a questionnaire for a particular juror. Enter option Q next to the desired juror and press ENTER. The Questionnaire Reprint screen will display. You may request the Qualification Questionnaire, Personal History Questionnaire, and/or a letter to print.
- The questionnaires have been changed to print “System Number” instead of “Juror No.” to accurately reflect the number being printed.
- The name suffix (JR, III, etc) has been added to the personal history questionnaire after the last name.
- The term, panel, juror and system number print on the bottom right corner of the personal history questionnaire to assist with filing or reference for attorneys.

### **Work with Names**

All of the options available on the Work with Jurors screen are now available on the Juror Records for Name screen (option J from Work with Names).

When first accessing Work with Names, you may have had characters displayed in the name line. This should be corrected.

### **Juror Selection Menus**

#### **Determine Court Jurisdiction (option 1 on the Two Step Selection Menu)**

- This option has been added only for counties performing jury list selection that have multiple district courts within the county. Currently, this is only Genesee County.
- Since this option has been added as the first item, the other menu option numbers have been adjusted.

#### **Questionnaire Mailing (option 3 on the Two Step Selection Menu)**

- A system# range has been added so smaller batches of questionnaires may be generated. This is beneficial when sharing a printer with other users and to avoid overworking a printer especially if questionnaires are printing duplex.

#### **Summons Mailing**

- The system will require a report date within the term. This is intended to stop you from summoning the wrong set of jurors. If a summons must be generated outside the term, the term date range must be adjusted.
- When printing summons letters with juror information, the panel id will print in bold to be more noticeable to the recipient.
- Summons may be printed separately for multiple panels by prompting and selecting.
- One step process only: The ability has been added (F9=Get Term Dates) to place the term dates in the report date fields.

## **Roll Call for Panel**

- Printing has been corrected so that the maximum amount of lines will print on a page.
- The jurors' current status has been added to the roll call.
- A new option has been added to print date lines. Instead of printing a roll call list for each day, you have the option to print one roll call list with several dates to record attendance. Each date line requested contains 5 dates.
- A roll call may be printed separately for multiple panels by prompting and selecting.

## **Print Tabs or Badges**

- This is a new option that provides for the printing of juror tabs and badges which can be printed on plain paper or perforated card stock.
  - Tabs print juror name, number and other information to be used for drawing names. Tabs print 10 per page with 2 columns and 5 rows.
  - Juror badges print the juror number and optionally the court name and date of service. Custom juror labels can be printed which contain a court or county logo court name in a desired font and size. This is done in a similar fashion as our custom summons. We take a Word document and migrate it to the jury system to print on the badges. You may also order custom pre-printed badges. Badges print 6 per page with 2 columns of 3 rows.
- Tabs or badges may be printed separately for multiple panels by prompting and selecting.

## **Report Menu**

### **Roll Call for Jury (option 2)**

- Spacing and separator line options have been added.

### **Motion/Order to Show Cause (option 7)**

- Courtroom location has been added to the form request screen.

### **Juror List Request (option 10)**

- A system# range has been added so smaller batches of questionnaires may be generated. This is beneficial when sharing a printer with other users and to avoid overworking a printer especially if questionnaires are printing duplex.
- Juror List Request output can be requested separately for multiple panels by prompting and selecting.

## **Financial Menu**

### **Voucher Process (option 1)**

- When proceeding to the screen that lists the jurors, if a default mileage is established in the system for the jurors' zip code, the system will automatically override the jurors' current mileage. Prior to the release, if the juror had a mileage, it did not check for the appropriate default mileage.

### **Work with Vouchers (option 2)**

- Panel has been added as additional selection criteria.
- The program has been changed to more conveniently position the cursor.
- A cashier id has been added to top of the voucher list screen. If several vouchers need to be updated or deleted, enter the cashier id on this screen once instead of having to enter it on each voucher.
- The check number and date can now be removed with a valid cashier id.

### **Voucher List (option 10)**

- The list may be printed separately for multiple panels by prompting and selecting.

## **Maintenance Menu**

### **Zip Code Venues (option 13)**

- This option has been added only for counties performing jury list selection that have multiple district courts within the county. Currently, this is only Genesee County.

## **Miscellaneous**

SCAO has submitted to the Department of State a formal request to include the mailing address on the jury source list in addition to the residence address and to eliminate duplicate DLN/PIN names from the jury source list. The Department of State as replied that they will provide the additional mailing address in the 2008 jury source list. When the jury source list is changed to include the mailing address, JIS will modify the system to allow for the new address and identify either the residence or mailing address as the primary address for mailing purposes.

SCAO is also investigating the feasibility of adding other source lists such as registered voters to the jury source list based on a recommendation from the National Center for State Courts, Center for Jury Studies.