

JIS Jury System July/2008 Software Release Announcement

**STATE COURT ADMINISTRATIVE OFFICE
JUDICIAL INFORMATION SYSTEMS**

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Release Highlights

- Service date processing
- Juror History

Release pilots: Clinton County, on-line courts: D15 Ann Arbor, D21 Garden City, D38 Eastpointe

General

Service Date

- The system has been modified to reflect a juror's service by the existence of a service event (an event code that is setup in the system to indicate service – typically SRV).
- The service event is added to each juror being selected in the Voucher Process when creating voucher records for reimbursement. NOTE: Since the jury statutes constitute payment as service, you should be using a service event for jurors that are paid.
- If a juror was paid unintentionally, you may remove the voucher which will automatically remove the service event and the service date from the juror. You may also delete the service event from the juror which will prompt you to delete the voucher record if one exists. Note: Proper authorization and a valid cashier ID is required to remove a voucher record.

Zip Code Venues

- If your county has multiple district courts, you can implement venues for each location. Then you can establish a default venue for each zip code. You can also add address level information to subdivide the area of a zip code if necessary.
- Before selection, you can run the '1. Determine Court Jurisdiction' option from the 'Selection Menu - Two Step'. This will automatically determine which district court jurisdiction jurors belong to. When you select jurors using the '2. Select Jurors from Jury List' option, only jurors for the given court jurisdiction will be chosen.

Edit Juror Screen

- The name may be updated directly on the Edit Juror screen. Prior to the release, the name of a juror could only be changed from the name screen.

Work With Names

- Currently, all names on the AS400 system will be displayed in the name index. When the release is applied, the names will be filtered by county and optionally filtered by court location. County and court location fields have been added to the top of this screen below the name positioning field. The county and court location will default to the values in your user security . The court location may be changed. The county may only be changed if you are authorized to multiple counties.
- When using the ‘J=Juror Records’ option on a name, the juror records associated to the name are displayed on the ‘Juror Records for Name’ screen. You can only use the options you are authorized to and can only access jurors with court locations that you are authorized to. This allows you to view juror records from other locations to assist jurors when they have questions, but restrict you from updating information unless you have proper authority.

Juror History

- Option ‘H=History’ has been added to the ‘Work with Jurors’ and ‘Work with Names’ screens. This option will provide a comprehensive listing of the selected person’s jury history. The most recent status, service date, events, voucher records, and attendance will be listed for each jury year the person has been selected.

Vouchers

- A voucher total has been added to the Work/With Vouchers and Vouchers for Juror (option V from Work with Jurors) screens.

Work Certificate

- The format of the Juror Work Certificate has been modified in an effort to be better understood by jurors and their employers.

Juror Selection Menu

Qualification Questionnaire – two step process

- On the Two-Step Questionnaire mailing option and the Report Menu – Juror List Request option, the questionnaire selected to print on 8x11 paper may be requested in zip code sequence.
- We intend to add the zip code sequence option on the other questionnaire printing options in a future release.

Summons Mailing

- If a juror selected for summons generation is not available (based on their excused dates) for a portion of the summons date range, a summons may still generate. Prior to the release, the summons would not generate if there was any conflict between the juror’s excused dates and the summons date range. A new option has been added to this screen for you to choose if a juror, that is excused for part of the date range, will be included in the Summons print.

Reports Menu

Order to Show Cause

- An optional event may be added when generating the Order to Show Cause forms. The event will be recorded to each juror selected.
- The mailing date entered for the form is now validated. It must be a date equal to or greater than the current date.
- Additional comment lines were added.

Court Clerk Report

- This is a new report added to the Reports Menu as option 8. The report is based on jury statute 600.1340 Report of Court Clerk.
- The report lists each juror (detailed report) for the requested term/panel by their current status. The report will show a total for each status so you can see how many jurors were deferred, excused, exempted, permanently excused, etc., within a given term or panel.
- To run the report, enter desired jury year, term, panel (optional), cutoff date (typically the end of the term), and if you want the detailed report to list each juror or a summary report. If you prompt and select a term or enter a term and leave the cutoff date blank, the cutoff date will default to the term end date.
- The total jurors on the report should match the number of jurors within the requested term/panel.

Attendance Menu

Check In/Out

- The juror's status has been added to the check in/out screens.
- An option to print questionnaires has been added to the check in/out screens.
- For counties practicing the one-step summons/questionnaire process, a juror cannot be checked in if their status is SUM (summons). This means they have not returned their questionnaire and one must be completed first.

Assign Panel to Court Room

- This is a new option added for working with numerous panels on a given jury day. An entire panel or panels may be assigned to a courtroom instead of randomly selecting jurors from various panels. This expedites the "juror call" as only the panel is called instead of calling each juror name. This method is only practical when working with several panels.
- As jurors are checked in through the Check In/Out process, this screen is updated to reflect the total number of jurors in attendance for each panel.
- To assign a panel or panels to a court room, select 2. Assign Panels to Court Room from the Attendance Menu. A screen will display each panel and the current number of attendees. Enter a courtroom at the top of the screen and enter a 1 next to the desired panel(s) to make up the requested number of jurors and press ENTER. Once the system has assigned the jurors to the courtroom, the system will display a screen to request the Courtroom and random Voir Dire lists.

Attendance Report

- This is a new report which lists attendance recorded in the jury system. The purpose of the report is for attendance verification and if you choose to keep a hard copy record of attendance.
- To run the report, select '7. Attendance Report' from the Attendance Menu and press ENTER. Enter the desired court and optionally enter a term, panel, and/or service date as selection criteria for the report. You may also include absent jurors on the report. Press ENTER to submit the report request.
- The report lists each juror that matches the given criteria, their dates of attendance, check-in and check-out times, courtroom assignment, and the jurors' excused dates and reason.