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SCANNING WORKSTATION USER'S MANUAL v1.8.1

Updated: August 2023

Table of Contents

1. INTRODUCTION 1

2. OVERALL PROCESS: JUROR QUESTIONNAIRES 1

2.1 Receiving/Organizing Questionnaires 2
- 2.1.1 Undeliverable Items 2
- 2.1.2 Paper Questionnaires 3

3. EZJURY™ SCANNING WORKSTATION APPLICATION 3

3.1 ezJury™ Scanning Workstation Areas 4
- 3.1.1 Data Areas 4
- 3.1.2 Button Panels 5
- 3.1.3 Menu Items 5

4. QUESTIONNAIRE & DOCUMENT SCANNING 5

4.1 Scanning Questionnaires 5

4.2 Scanning Damaged Questionnaires 7

4.3 Scanning Questionnaires with Documents 8

4.4 Scanning a Single Document 12

5. CORRECTING QUESTIONNAIRE ANSWERS 13

5.1 Starting the ezEditor 13

5.2 ezEditor Overview 13

5.2.1 Questionnaire Information 14

5.2.2 Address 14

5.2.3 General Information 15

5.2.4 Qualifications 15

5.2.5 Possible Exclusions 15

Updated: August 2023

5.2.6 Possible Exemptions **15**

5.2.7 Special Instructions/Questions **16**

5.2.8 Juror Name List & Image Display **16**

5.3 Closing the ezJury™ ezEditor **16**

6. UPLOADING DATA TO THE CLERK PORTAL **16**

7. EXCLUSION/DEFERMENT FORM PROCESSING **18**

8. APPLICATION PREFERENCES **19**

8.1 Scan **19**

8.2 Process **20**

8.3 Form Setup **21**

8.4 Database **22**

8.5 Web Setup **23**

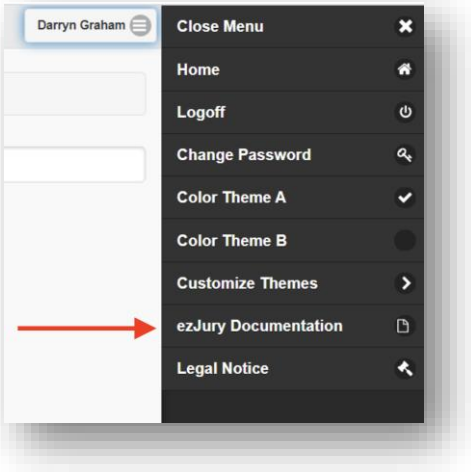
8.6 Options **24**

1. Introduction

This ezJury™ Scanning Workstation User's Manual is designed to introduce the user to the ezJury™ questionnaire scanning process and scanning system. It explains the overall process of gathering your returned questionnaires, how to categorize each type of returned item, and the process of scanning, correcting, and uploading the data extracted from these returned paper questionnaires. All of the ezJury™ documentation can be accessed utilizing the following URL:

http://www.ezJury.com/docs

Additionally, all users can find this link directly within the ezJury™ Clerk Portal by clicking on the username in the upper right-hand corner of the screen and selecting "ezJury™ Documentation".

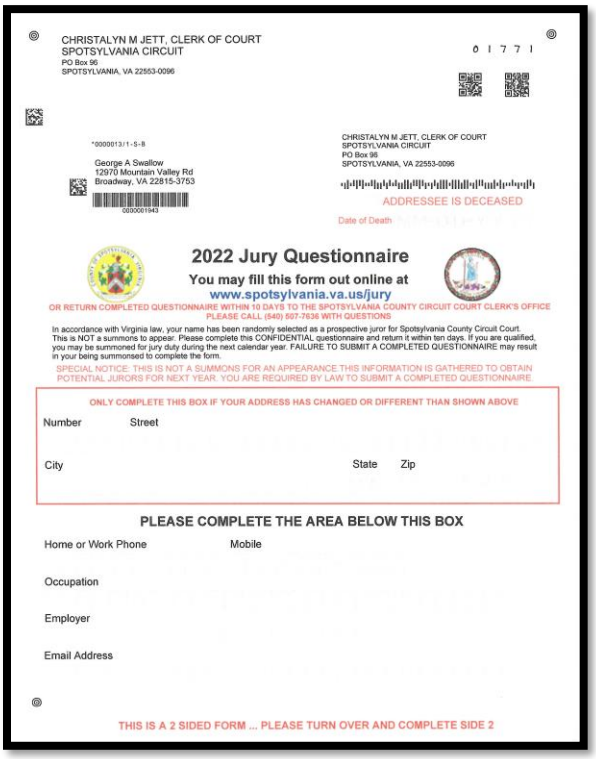


It is important to note that while every circuit court does the same things at a high-level, many of them do things slightly differently from a detailed process perspective. We believe that our applications, including ezJury™, should work to support the specific processes of each customer. In order to support this approach, the ezJury™ system is designed with configuration switches that enable it to behave differently depending on its settings. This guide may contain instructions that are not applicable to every locality. However, it is generally useful for the user to understand the options that are available within the system.

2. Overall Process: Juror Questionnaires

The ezJury™ system supports the end-to-end juror questionnaire process from the design and printing phase, testing, mailing, and gathering information from returned questionnaires to the data upload to the Clerk Portal. Your juror questionnaires have been specifically designed to your specifications and include many intelligent markings to allow ezJury™ to be able to recognize the handwritten answers as well as the checkboxes. Questionnaires have the following intelligent features to allow ezJury™ to perform processing:

- Orientation marks (bullseye) in 3 of the 4 corners of the questionnaire
- CODE39 barcode under the mailing address that encapsulates the questionnaire ID for scanning undeliverable questionnaires
- QRCODE on the front upper right for that encapsulates the juror's full name
- QRCODE on the front and back that encapsulates the questionnaire ID to ensure the front and back match during the scanning process
- Handwriting capture boundaries color coded to "drop out" during scanning
- Other USPS markings for postal delivery systems


CHRISTALYN M JETT, CLERK OF COURT
SPOTSYLVANIA CIRCUIT
PO Box 96
SPOTSYLVANIA, VA 22553-0096

0 1 7 7 1

George A Swallow
12970 Mountain Valley Rd
Broadway, VA 22815-3753

CHRISTALYN M JETT, CLERK OF COURT
SPOTSYLVANIA CIRCUIT
PO Box 96
SPOTSYLVANIA, VA 22553-0096

ADDRESSEE IS DECEASED

Date of Death

2022 Jury Questionnaire

You may fill this form out online at
www.spotsylvania.va.us/jury

OR RETURN COMPLETED QUESTIONNAIRE WITHIN 10 DAYS TO THE SPOTSYLVANIA COUNTY CIRCUIT COURT CLERK'S OFFICE
PLEASE CALL (540) 507-7636 WITH QUESTIONS

In accordance with Virginia law, your name has been randomly selected as a prospective juror for Spotsylvania County Circuit Court. This is NOT a summons to appear. Please complete this CONFIDENTIAL questionnaire and return it within ten days. If you are qualified, you may be summoned for jury duty during the next calendar year. FAILURE TO SUBMIT A COMPLETED QUESTIONNAIRE may result in your being summonsed to complete the form.

SPECIAL NOTICE: THIS IS NOT A SUMMONS FOR AN APPEARANCE.THIS INFORMATION IS GATHERED TO OBTAIN POTENTIAL JURORS FOR NEXT YEAR. YOU ARE REQUIRED BY LAW TO SUBMIT A COMPLETED QUESTIONNAIRE.

ONLY COMPLETE THIS BOX IF YOUR ADDRESS HAS CHANGED OR DIFFERENT THAN SHOWN ABOVE

Number Street

City State Zip

PLEASE COMPLETE THE AREA BELOW THIS BOX

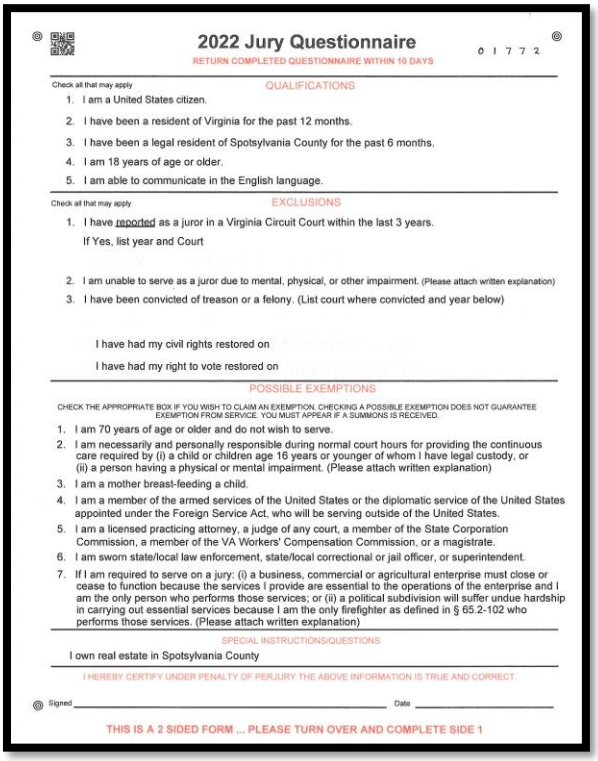
Home or Work Phone Mobile

Occupation

Employer

Email Address

THIS IS A 2 SIDED FORM ... PLEASE TURN OVER AND COMPLETE SIDE 2


2022 Jury Questionnaire

RETURN COMPLETED QUESTIONNAIRE WITHIN 10 DAYS

0 1 7 7 2

Check all that may apply QUALIFICATIONS

1. I am a United States citizen.
2. I have been a resident of Virginia for the past 12 months.
3. I have been a legal resident of Spotsylvania County for the past 6 months.
4. I am 18 years of age or older.
5. I am able to communicate in the English language.

Check all that may apply EXCLUSIONS

1. I have reported as a juror in a Virginia Circuit Court within the last 3 years.
   If Yes, list year and Court
2. I am unable to serve as a juror due to mental, physical, or other impairment. (Please attach written explanation)
3. I have been convicted of treason or a felony. (List court where convicted and year below)

I have had my civil rights restored on

I have had my right to vote restored on

POSSIBLE EXEMPTIONS

CHECK THE APPROPRIATE BOX IF YOU WISH TO CLAIM AN EXEMPTION. CHECKING A POSSIBLE EXEMPTION DOES NOT GUARANTEE EXEMPTION FROM SERVICE. YOU MUST APPEAR IF A SUMMONS IS RECEIVED.

1. I am 70 years of age or older and do not wish to serve.
2. I am necessarily and personally responsible during normal court hours for providing the continuous care required by (i) a child or children age 16 years or younger of whom I have legal custody, or (ii) a person having a physical or mental impairment. (Please attach written explanation)
3. I am a mother breast-feeding a child.
4. I am a member of the armed services of the United States or the diplomatic service of the United States appointed under the Foreign Service Act, who will be serving outside of the United States.
5. I am a licensed practicing attorney, a judge of any court, a member of the State Corporation Commission, a member of the VA Workers' Compensation Commission, or a magistrate.
6. I am sworn state/local law enforcement, state/local correctional or jail officer, or superintendent.
7. If I am required to serve on a jury: (i) a business, commercial or agricultural enterprise must close or cease to function because the services I provide are essential to the operations of the enterprise and I am the only person who performs those services; or (ii) a political subdivision will suffer undue hardship in carrying out essential services because I am the only firefighter as defined in § 65.2-102 who performs those services. (Please attach written explanation)

SPECIAL INSTRUCTIONS/QUESTIONS

I own real estate in Spotsylvania County

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signed Date

THIS IS A 2 SIDED FORM ... PLEASE TURN OVER AND COMPLETE SIDE 1

2.1 Receiving/Organizing Questionnaires

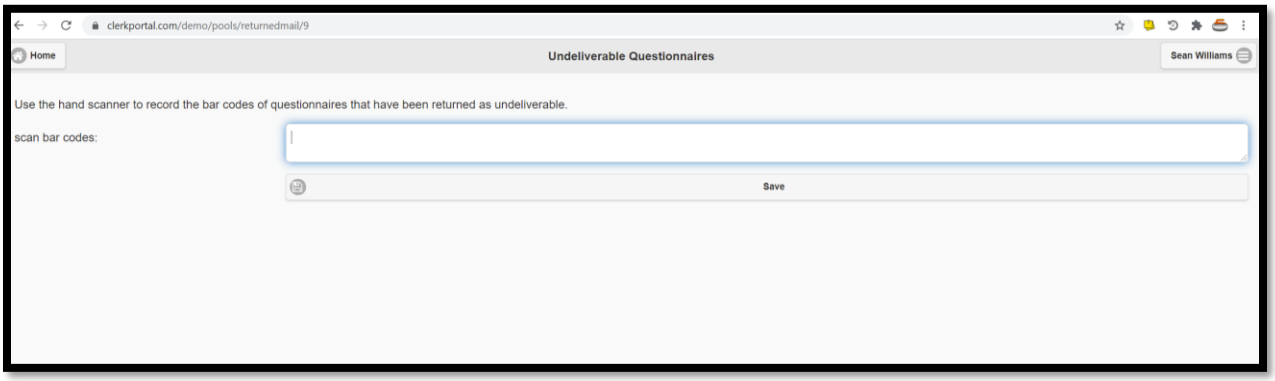
Once your questionnaires have been mailed by the USPS, they will be received in two different ways when being returned via the USPS; 1) in a return envelope of some sort ready to be opened for processing or 2) an undelivered envelope unopened returned by the USPS stamped as such.

The recommended procedure is to divide the questionnaires into two categories for pre-processing; one for the undeliverable items and one for all others.

2.1.1 Undeliverable Items

It is important to note that the undeliverable items **DO NOT** need to be opened in order to process them with ezJury™. Your questionnaires have been designed to

allow the questionnaire ID barcode to show through the envelope window so it can be easily scanned with your hand scanner and recorded in the system. To process the undelivered items, navigate to your current annual pool where you are gathering responses. The second menu item is **Scan In Returned/Undeliverable Mail**. Choose this menu item and you will be presented with a box to start scanning your undelivered items. Simply use the hand scanner and scan the barcode under the mailing address. You will hear a "beep" as each item is scanned. You can enter in as little as one at a time or several items in a row. When complete, click the **Save** button and each item will be processed and recorded as being undelivered in the Clerk Portal. You will notice that your annual pool process graphs will be updated accordingly.



2.1.2 Paper Questionnaires

Questionnaires will arrive in several different states; a questionnaire with no additional documents, a single questionnaire with one or more additional documents, or a damaged questionnaire. A damaged questionnaire is one that has been torn, spilled on, damaged in the rain, scribbled on, or otherwise not readable by the scanning system. These questionnaires will not be recognized by the ezJury™ scanning system and will need to be handled separately. It is recommended to separate each one of these types of questionnaires to increase processing efficiency. Questionnaires with additional documents should be paperclipped together to ensure the additional document stays with that questionnaire. DO NOT staple anything to the questionnaires. It is recommended to hand write the questionnaire ID on the additional documents for easy correlation later. Scanning these documents is covered in section 4.3.

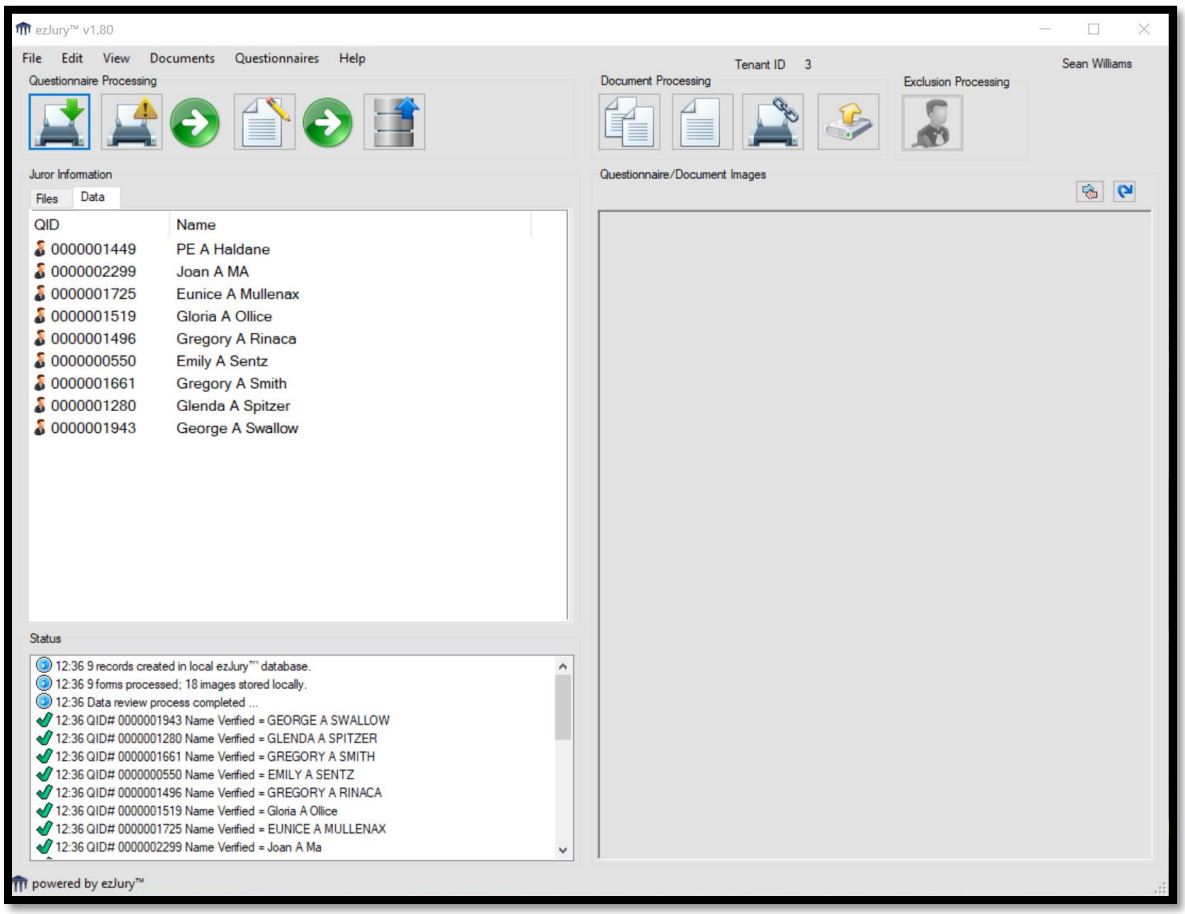
3. ezJury™ Scanning Workstation Application

The ezJury™ scanning workstation is a small application that resides on your local PC which interfaces with your scanner(s) to facilitate the scanning of the returned paper questionnaires. This application acts as a local repository for the data gathered from the questionnaires before it is uploaded to the Clerk Portal.

Once the ezJury™ system has uploaded the questionnaire data and images to the Clerk Portal there is no data left on the local PC.

3.1 ezJury™ Scanning Workstation Areas

The ezJury™ Scanning Workstation consists of three data areas and two button panels.



3.1.1 Data Areas

Juror Information – this area will list the questionnaires and supporting documents after they are scanned into the system.

Questionnaire/Document Images – this area will show the image of a questionnaire or document when selected in the Juror Information area.

Status – the status area is used to present informational messages regarding the processing of the questionnaires and documents. Here you will see if any issues are detected with the operation of the application or scanning of the paper questionnaires.

3.1.2 Button Panels

Questionnaire Processing:

- Scan Questionnaires
- Scan Damaged
- Edit Questionnaire Data
- Upload Data

Document Processing:

- Add Multiple Docs
- Add Single Doc
- Flatbed Scan
- Upload Additional Docs

Exclusion Processing:

- Process Exclusions

3.1.3 Menu Items

File

- Scan Questionnaires
- Scan Damaged Questionnaires
- Scan Exclusions
- Upload Data to ezJury™
- Exit

Edit

- Application Prefs

View

- Log File

Documents

- Add Multiple Documents
- Add Single Document
- Upload Documents
- Clear Documents

Questionnaires

- Edit Questionnaires
- Rollback Last Batch
- Clear Questionnaires

Help

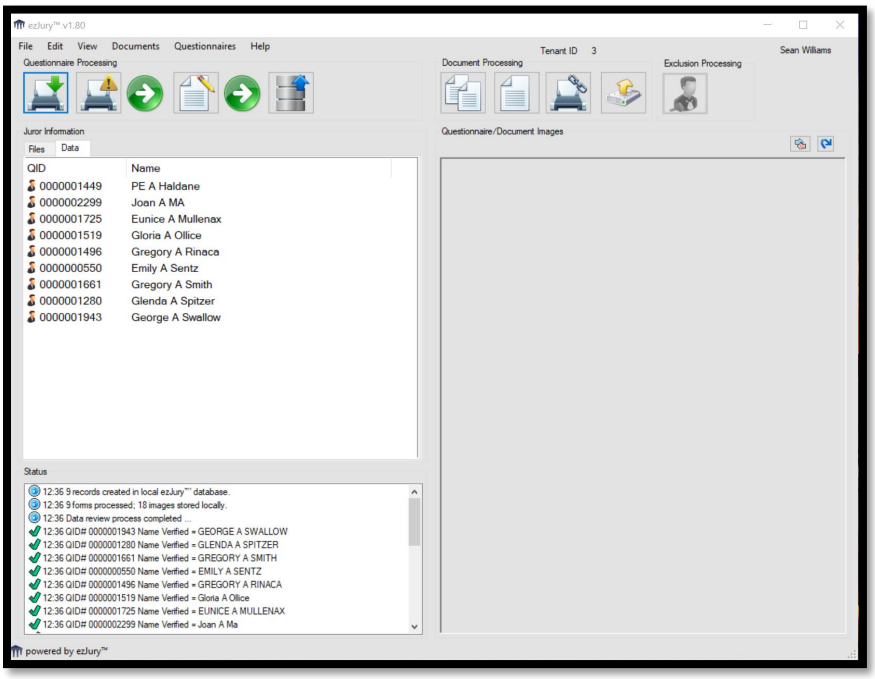
- Technical Support
- About ezJury™

4. Questionnaire & Document Scanning

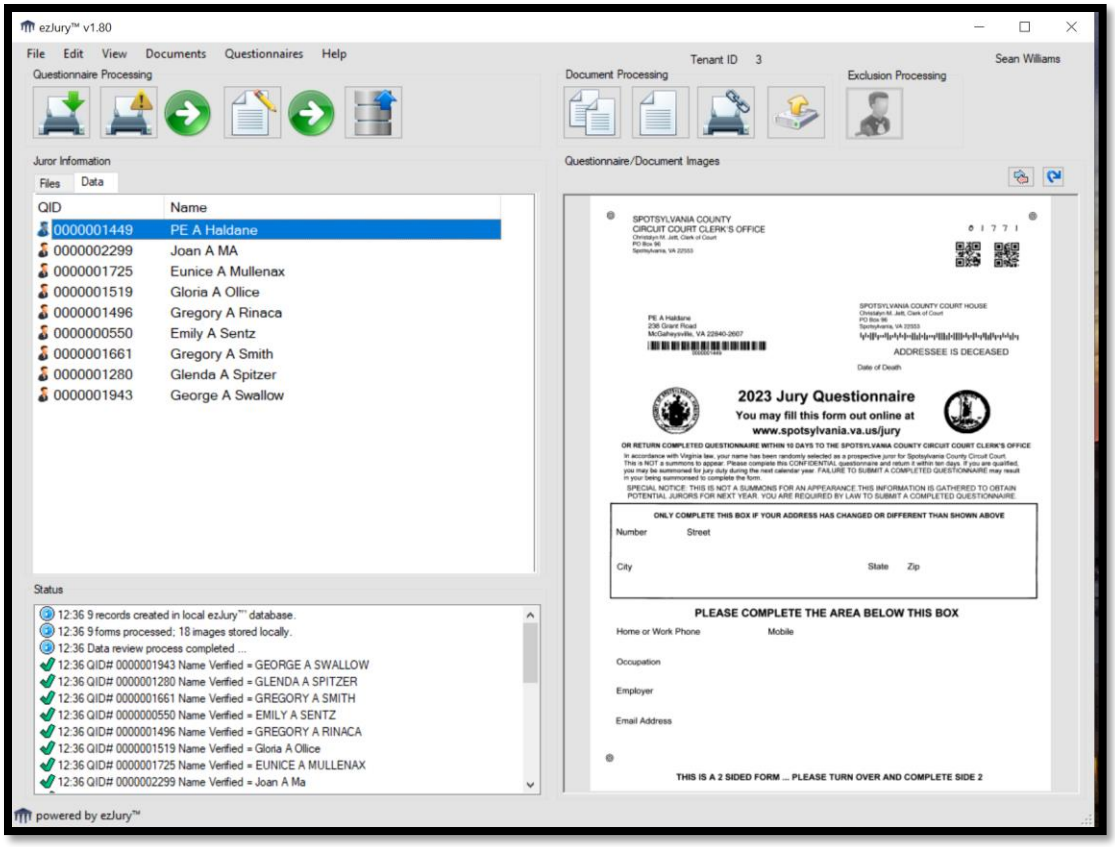
4.1 Scanning Questionnaires

Questionnaires should be loaded into the scanner's Automatic Document Feeder (ADF) face down & upside down. You may load as little as one questionnaire at a time or as many as the ADF will accommodate. It is recommended to work in batches of 10-25 questionnaire at a time. From the Questionnaire Processing Button panel

click Scan Questionnaires button to initiate the scanning process. Depending on your scanner you may be presented with a driver interface to select scanner specific items or profiles.



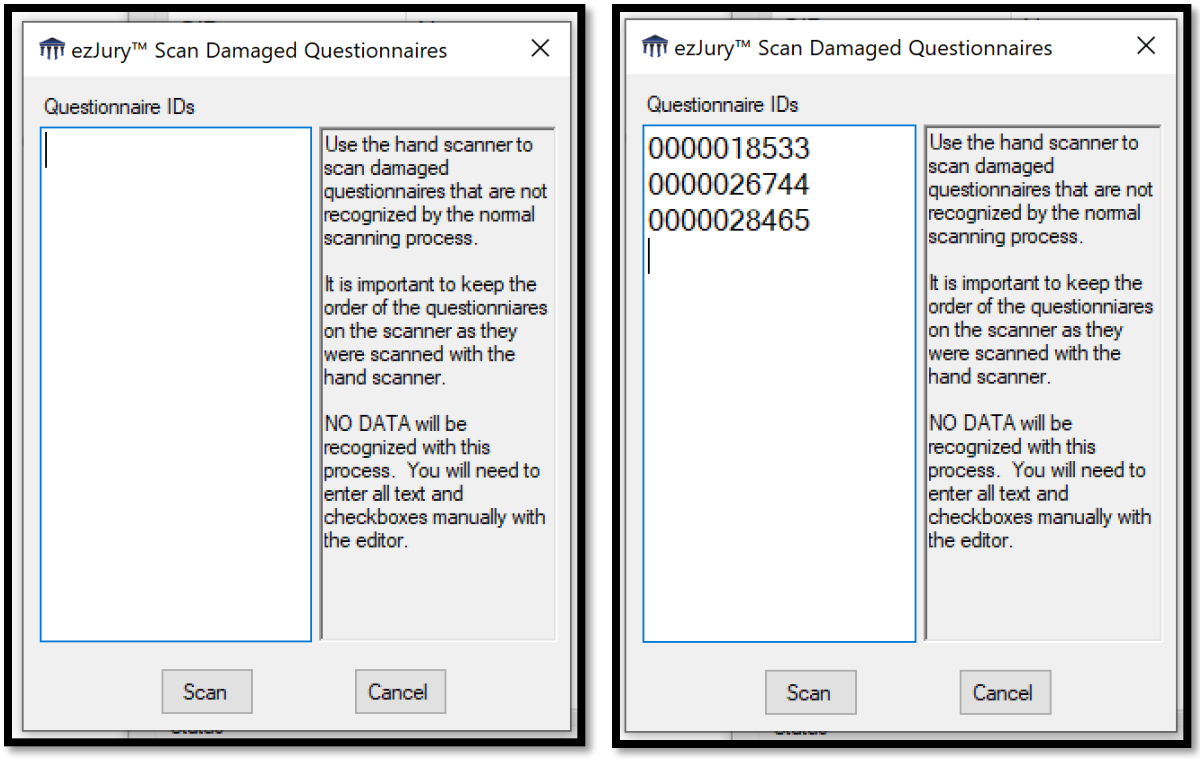
Once scanning is completed the ezJury™ Scanning Workstation will verify that each questionnaire scanned contains a valid juror name by validating it against the data in the Clerk Portal. You will see each name validated in the Status window. A list of juror names will appear in the Questionnaires/Document Window. Clicking on a juror name in the window will display the questionnaire image on the right-hand side as shown below. Clicking on the image displayed with rotate between the front and back of the questionnaire.



Next step is to Edit the Questionnaire Data which is covered in section 5.

4.2 Scanning Damaged Questionnaires

Scanning damaged questionnaires is handled in a different manner since the intelligent markings on the paper cannot be recognized and used by the ezJury™ system. These types of questionnaires have been torn, spilled on or otherwise damaged in a way that the ezJury™ scanning system cannot extract the data from the paper. From the Questionnaire Processing Button panel click Scan Damaged button to initiate the scan damaged process. You will be presented with a small screen to where the damaged questionnaire IDs can be entered.



Use your hand scanner to scan the address barcode to populate the window with the questionnaire IDs from the questionnaires. Alternatively, you can manually enter the questionnaire ID with your keyboard. It is important to keep the order of the questionnaires on the scanner as they were entered in the window to ensure the images match the data that is received from the Clerk Portal.

Place the questionnaires on the scanner as you normally would and click the Scan button. A front and back image of the questionnaire will be captured; however, no data will be recognized with this process.

Once the questionnaires are scanned the ezJury™ system will retrieve the names of the jurors from the Clerk Portal based on the questionnaire IDs you entered and present the same display screen as if they were scanned intelligently.

You will need to enter all the data from the questionnaire manually with the use of the ezEditor covered in section 5.

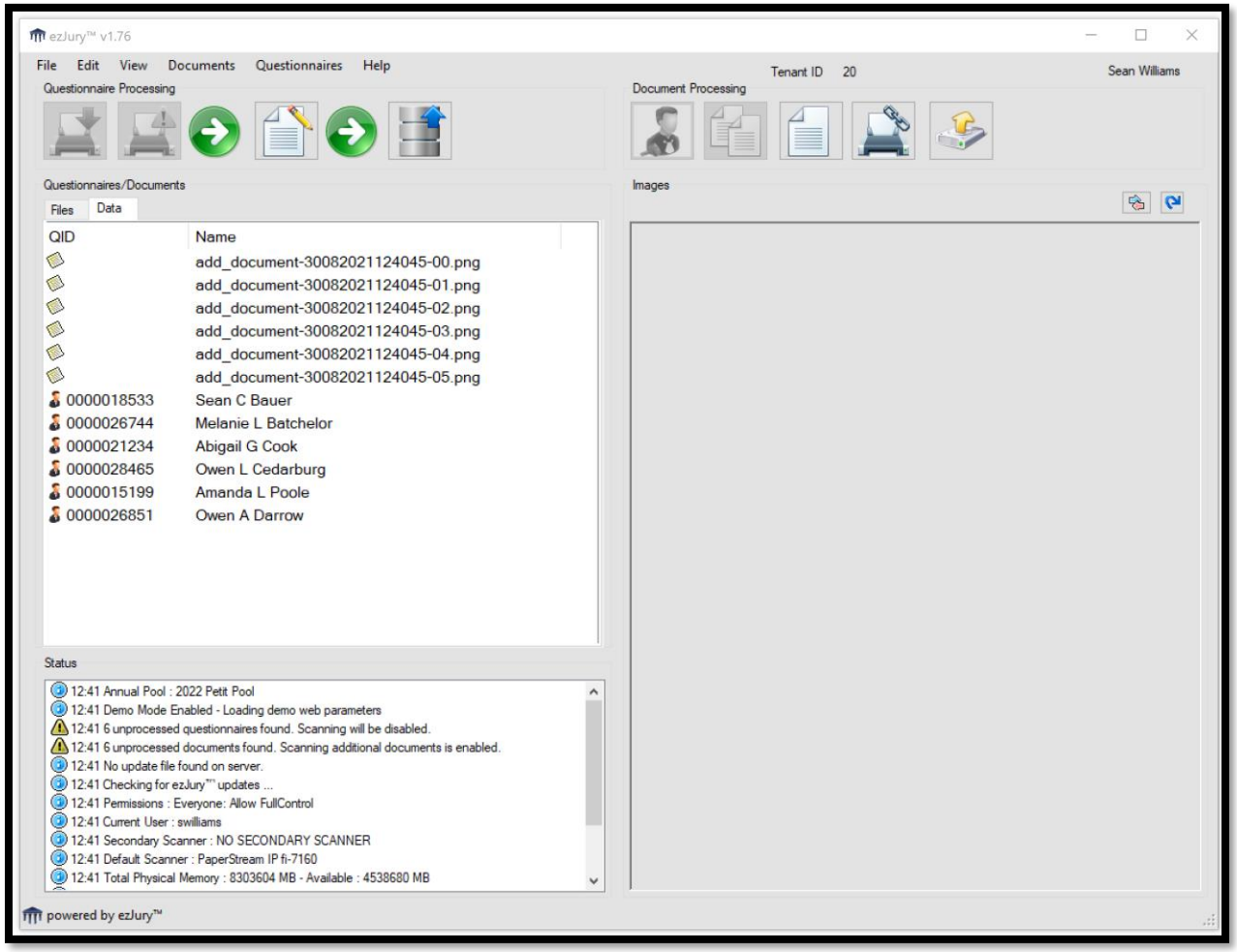
4.3 Scanning Questionnaires with Documents

Scanning questionnaires with additional supporting documents is the same as scanning questionnaires except after your initial scan you will scan and associate secondary document(s) with the juror questionnaire.

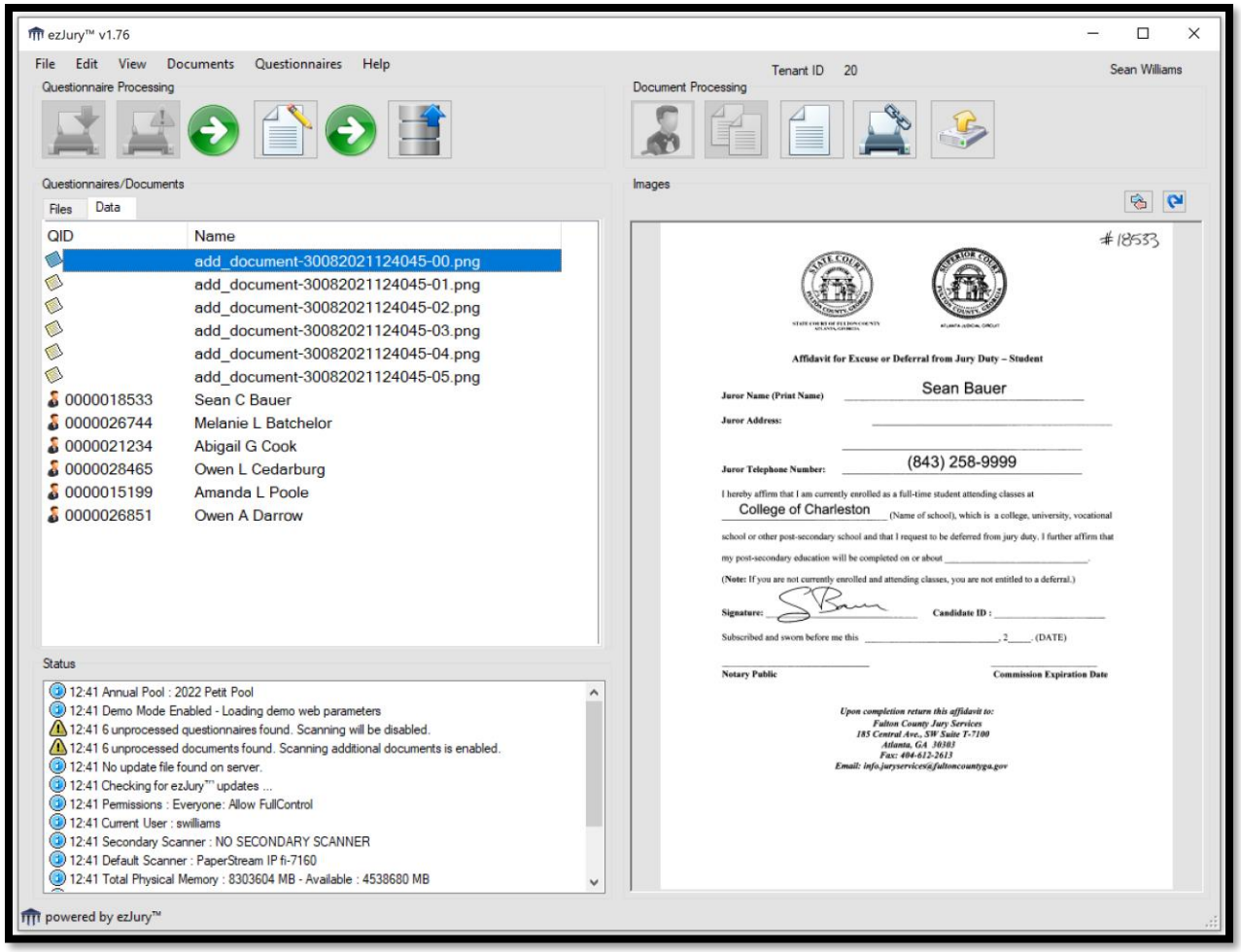
First, take your stack of questionnaires with the paperclipped documents and while separating them write the questionnaire ID on the document with a pen. If the

document contains more than one page write the ID on all pages. This will help speed up the time it takes to associate the documents in the application.

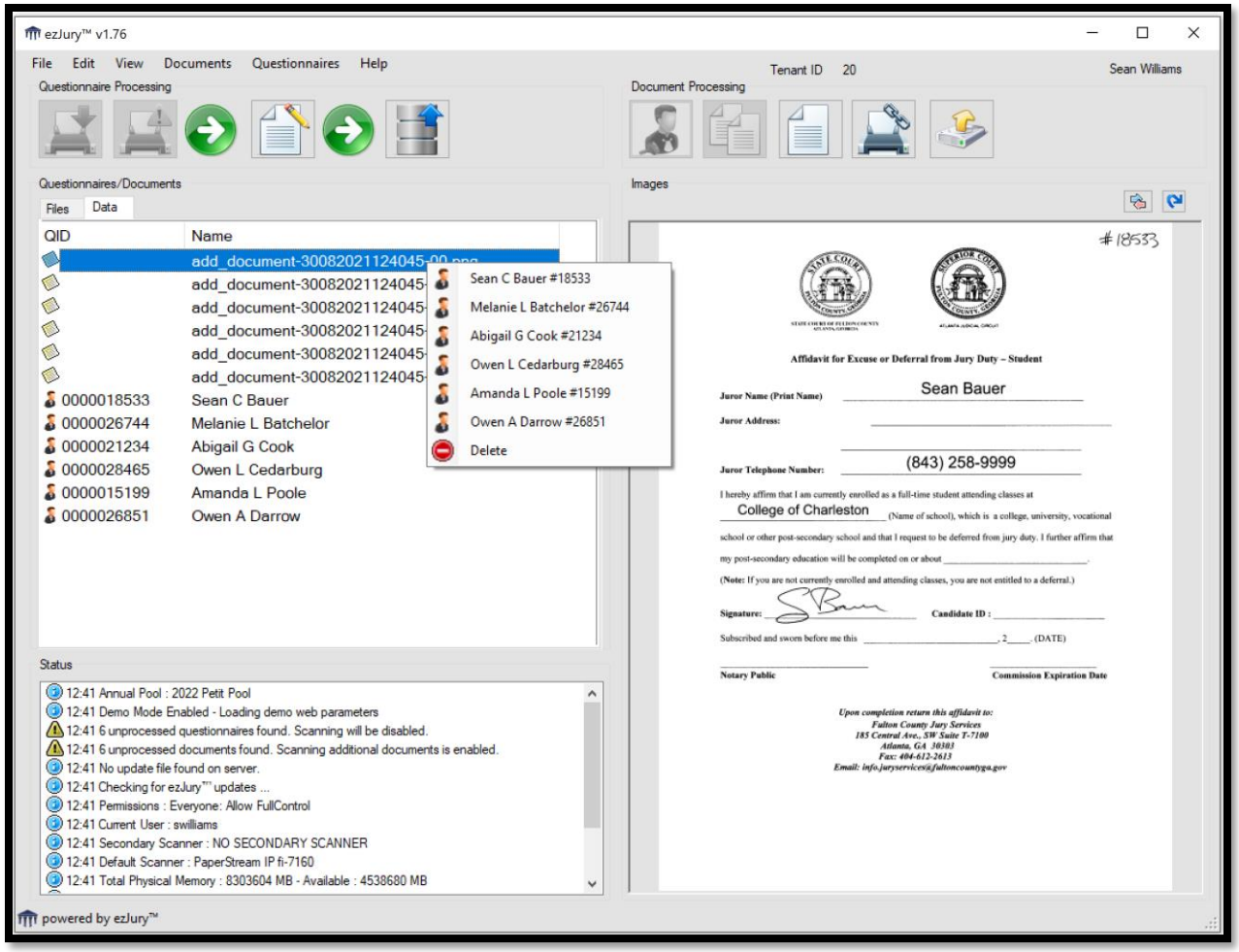
After scanning the questionnaires, you will then scan the stack of additional documents that you wrote the IDs on. The ezJury™ system will scan and image of each document. If your scanner has intelligent capabilities, it may perform some additional imaging functions like auto-rotate, de-skew, and drop blank pages. You will end up with a screen that looks similar to the one below:



Clicking on each document will display it in the image window on the right-hand side. If the document appears to be upside down or rotated you can correct this by clicking the blue Rotate Page button on the upper right of the display window.

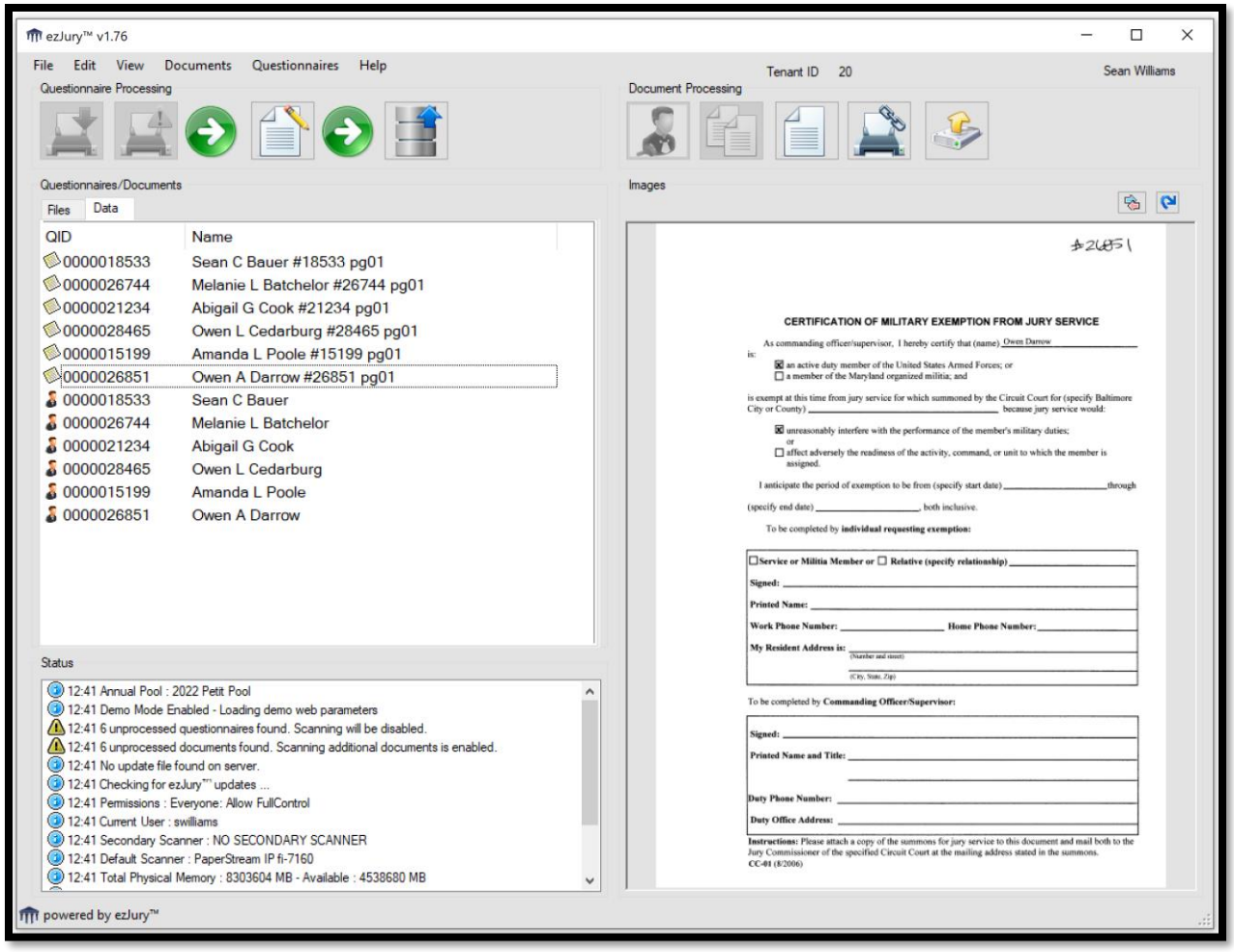


Now that you have your questionnaires scanned with your additional documents you can begin the process of associating each document to a specific juror questionnaire. To do this, right-click on a document to be presented with a list of jurors who appear in the window.



Select the name of the juror that matches the document you have selected. Notice that the questionnaire ID is displayed alongside the juror's name to make it easier to match up the document to the right person. Once you click on the name of the juror the document will be renamed and marked as being associated with that juror. If a juror has multiple documents or a multi-page document you will use the same process and the system will add them to the system as multiple pages. Continue to associate each document to a juror until you complete the process. You will end up with a screen similar to the one below.

When you upload the questionnaire and data the additional documents will also be uploaded and appear in the jurors additional documents section within the Juror Qualification Questionnaires.



4.4 Scanning a Single Document

Sometimes it is necessary to scan a single document and associate it with an already established juror record. For instance, if a juror completes his/her questionnaire online then decides to send in a supporting note or document you will need to scan and upload this to associate it with their record.

To do this click on the Add Single Doc button in the Document Processing button bar. A window will be displayed for you to enter in the questionnaire ID associate with this document. You will most likely need to look up the questionnaire ID for the juror through the Clerk Portal by using the Juror Search function then looking under Juror Qualification Questionnaires for the current Annual Pool questionnaire. Type this ID into the window and click OK. An image will be created of the document and associated to that juror's questionnaire. You can then use the Upload Additional Docs button to upload the image to the Clerk Portal.

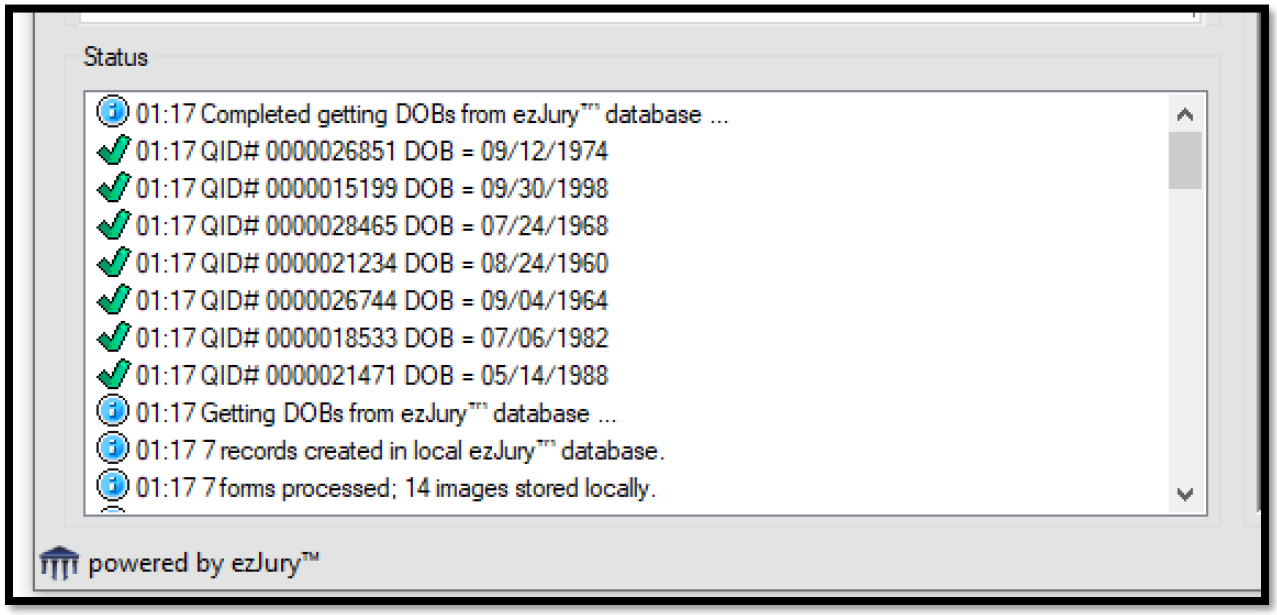
5. Correcting Questionnaire Answers

This section will walk through the process of correcting the questionnaires after they have been scanned by the ezJury™ scanning workstation.

5.1 Starting the ezEditor

Once you have scanned your questionnaires and any supporting documents you are ready to begin the process of correcting the data recognized by ezJury™ to prepare it for uploading to the Clerk Portal. The ezJury™ ezEditor can be started by clicking the Edit Questionnaire Data button on the Questionnaire Processing button panel.

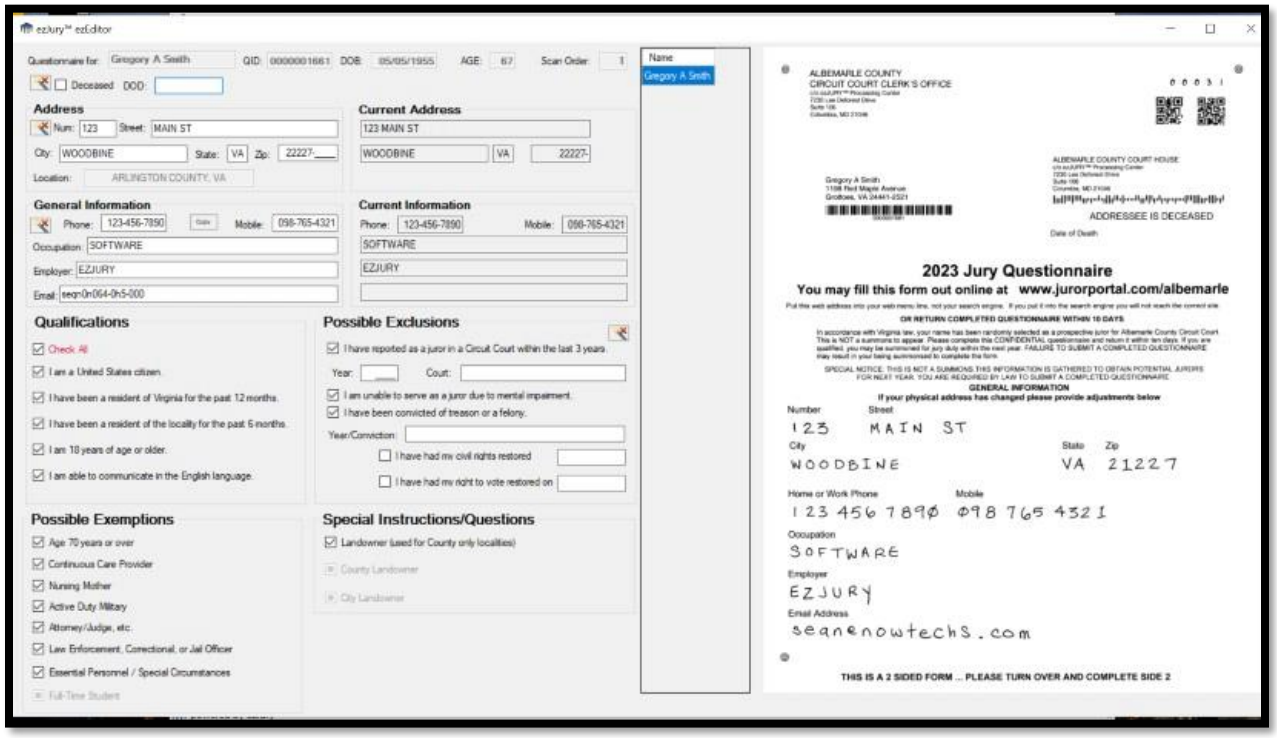
Since each juror's date of birth (DOB) is stored in the ezJury™ system, we first retrieve that information from the juror's record and store that in the ezEditor for reference. You will see this information being displayed in the Status window as the ezEditor is loading.



5.2 ezEditor Overview

The ezJury™ ezEditor is where all of the data from the questionnaire is displayed so that you can verify and correct the information. There are several sections to the ezEditor:

- Questionnaire Information
- Address Information
- General Information
- Qualifications
- Possible Exclusions
- Possible Exemptions
- Special Instructions/Questions
- List of Juror Names
- Image Display



Each section is described below.

5.2.1 Questionnaire Information

Static information is displayed in this section that is pulled from the Clerk Portal and cannot be changed by the editing process.
The following information is displayed:

- Juror name – cannot be changed
- Questionnaire ID – cannot be changed
- Date of Birth – retrieved from the juror record
- Age - calculated based on DOB for the current date
- Scan Order – order that the questionnaire was scanned in

5.2.2 Address

The Address section contains the postal address information that was scanned from the juror questionnaire.
The following information is displayed:

- Street Number
- Street Name
- City, State, ZIP
- Location (calculated based on the ZIP entered)

To the right of the Address section, you will see the Current Address section. If the juror has a record in the ezJury™ system its information will be displayed in this section and allow you to compare it to what was entered on the questionnaire. If

any of the data is the same there is no need to correct it. Simply blank the information on the left that is identical to the information on the right. If the entire section is the same you can use the clear wizard button to the left of Street Number This can be used to clear all of these fields quickly in the event the juror entered information that matches his/her current address.

The information is presented in tab order and you can quickly tab through the fields and make any corrections necessary.

5.2.3 General Information

General Information contains the general information from the juror questionnaire. Data captured in this section may vary from locality to locality.
The following information is displayed:

- Home or Work Phone, Mobile Phone
- Occupation
- Employer
- Email Address

There are two clear wizard buttons to the left of Street Number and to the left of Phone. These can be used to clear all of these fields quickly in the event the juror entered information that matches his/her current address.

The information is presented in tab order and you can quickly tab through the fields and make any corrections necessary.

In addition to this information a messaged is displayed if the juror is likely qualified or not qualified based on the information that checked in the questionnaire.

5.2.4 Qualifications

The five standard qualifications are displayed in this area along with the check boxes to signify a positive or negative response. There is an additional check box at the top titled 'Check All' that can be used to quickly check all five check boxes in the event answers were omitted.

5.2.5 Possible Exclusions

The exclusions utilized by your locality are displayed here along with areas for dates and text entry.

There is a clear wizard button to the right of the section that will clear all the data in the exclusions section in the event the juror entered information improperly.

5.2.6 Possible Exemptions

The exemptions used by your locality are listed here along with the check boxes.

5.2.7 Special Instructions/Questions

Any special instructions or questions are listed here. Typically, this is where landowner information is collected.

5.2.8 Juror Name List & Image Display

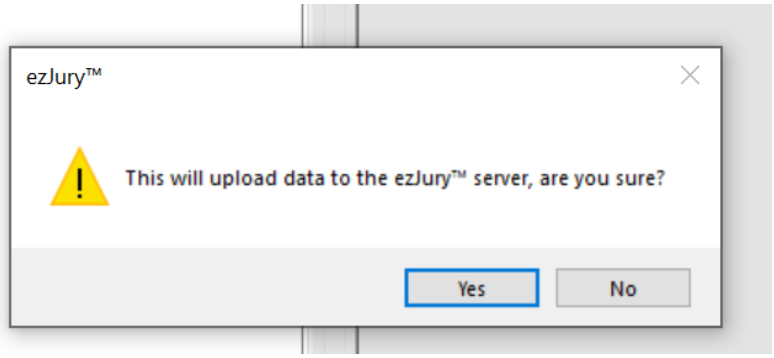
The juror's name list is used to select a record for editing/correcting. Each time you move to a new record the previous one is saved with all the changes made. The image is updated for reference each time a new record is selected.

5.3 Closing the ezJury™ ezEditor

Simply click the X in the upper right corner of the window and it will close and save any final changes you made to the juror record.

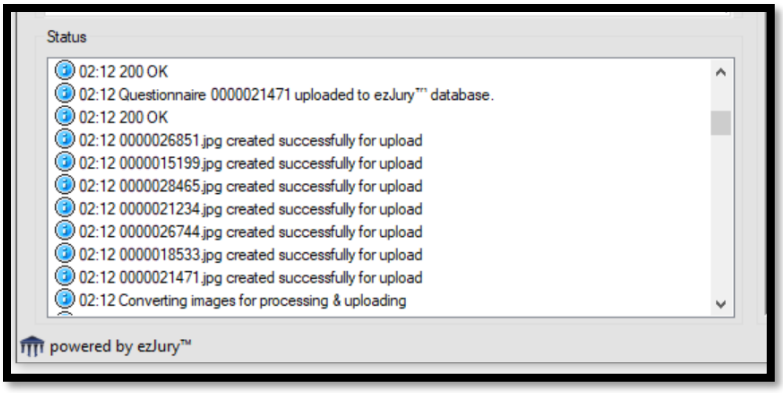
6. Uploading Data to the Clerk Portal

The final step in the questionnaire process is to upload the data, questionnaire image, and document images to the Clerk Portal. This is a one step process that is initiated by clicking the Upload Data button in the Questionnaire Processing button panel. Since this is a process that moves data from your local PC to the Clerk Portal database a message is displayed to make sure you want to proceed.



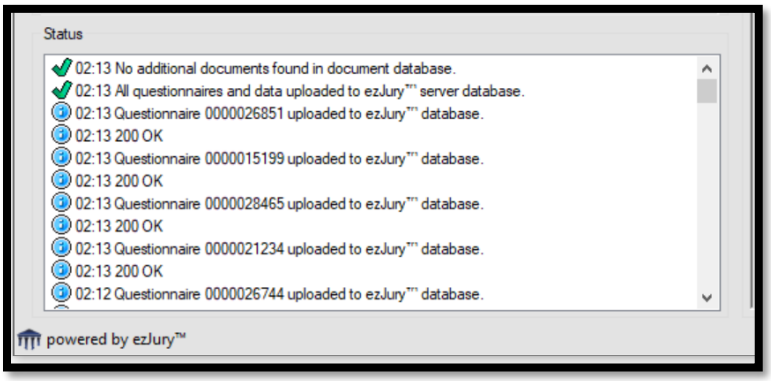
Clicking Yes starts several processes:

- The front and back of the questionnaire images are converted to JPG format and stitched together into a continuous image for web display



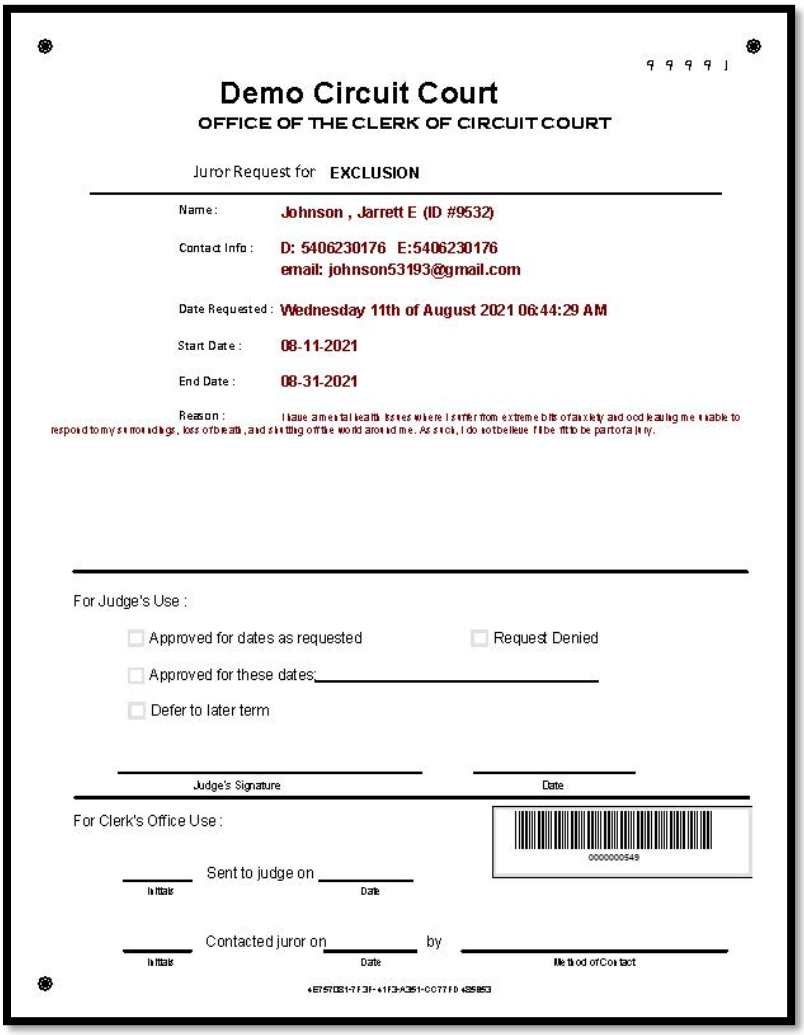
- The questionnaire data and image are then uploaded to the Clerk Portal to the corresponding juror questionnaire record.
- Informational messages are displayed in the Status window to indicate success or failures.

Your questionnaire processing is now complete and you can view the questionnaires and data in the Clerk Portal.



7. Exclusion/Deferment Form Processing

Exclusion/Deferment requests can also be scanned by the ezJury™ system after the judge approves or denies the request. This is a single form/one button process and is initiated by using the Process Exclusions button in the Exclusion Processing button panel.



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Demo Circuit Court

OFFICE OF THE CLERK OF CIRCUIT COURT

Juror Request for **EXCLUSION**

Name: **Johnson , Jarrett E (ID #9532)**

Contact Info: **D: 5406230176 E:5406230176**
email: johnson53193@gmail.com

Date Requested: **Wednesday 11th of August 2021 06:44:29 AM**

Start Date: **08-11-2021**

End Date: **08-31-2021**

Reason: I have a mental health issues where I suffer from extreme bits of anxiety and ocd leaving me unable to respond to my surroundings, loss of breath, and shutting off the world around me. As such, I do not believe I'll be fit to be part of a jury.

For Judge's Use :

☐ Approved for dates as requested ☐ Request Denied

☐ Approved for these dates:_____

☐ Defer to later term

Judge's Signature Date

For Clerk's Office Use :

0000000549

_____ Sent to judge on _____
Initials Date

_____ Contacted juror on _____ by _____
Initials Date Method of Contact

8. Application Preferences

Application Preferences can be accessed through the Menu bar and selecting Edit … Application Prefs.

The Application Preferences are divided up into 6-tab groups:

- Scan
- Process
- Form Setup
- Database
- Web Setup
- Options

The tabs can be accessed by simply clicking in the top of the tab entry.

8.1 Scan

The Scan Tab holds various settings that determine how ezJury™ interfaces with your scanner. Scan Resolution, Threshold and Image Conversion Threshold can be managed here. These settings are ONLY used if the "Display Scanner User Interface" is not checked.

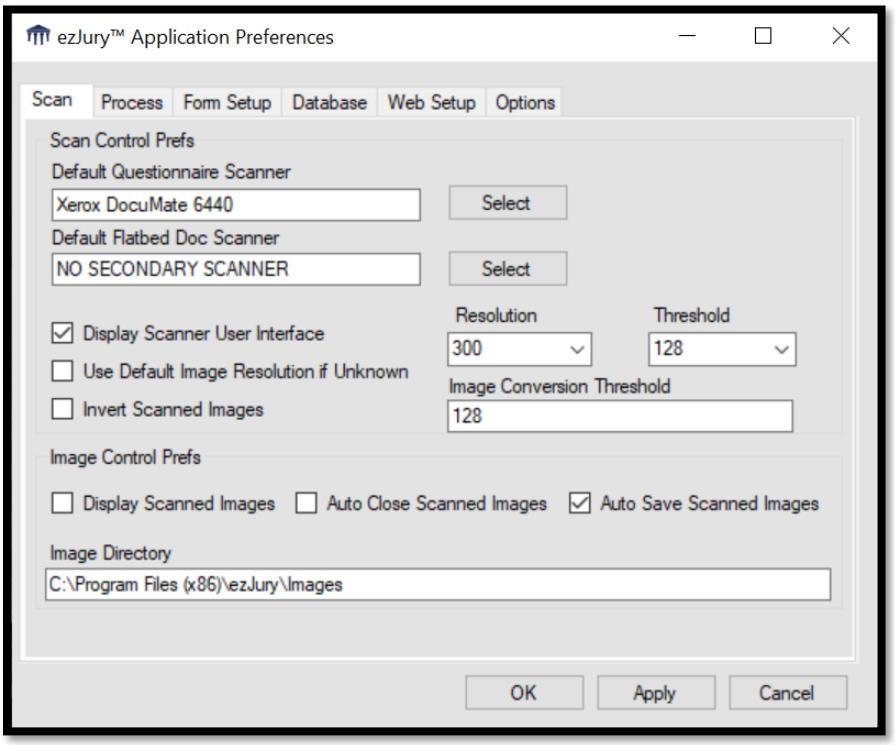
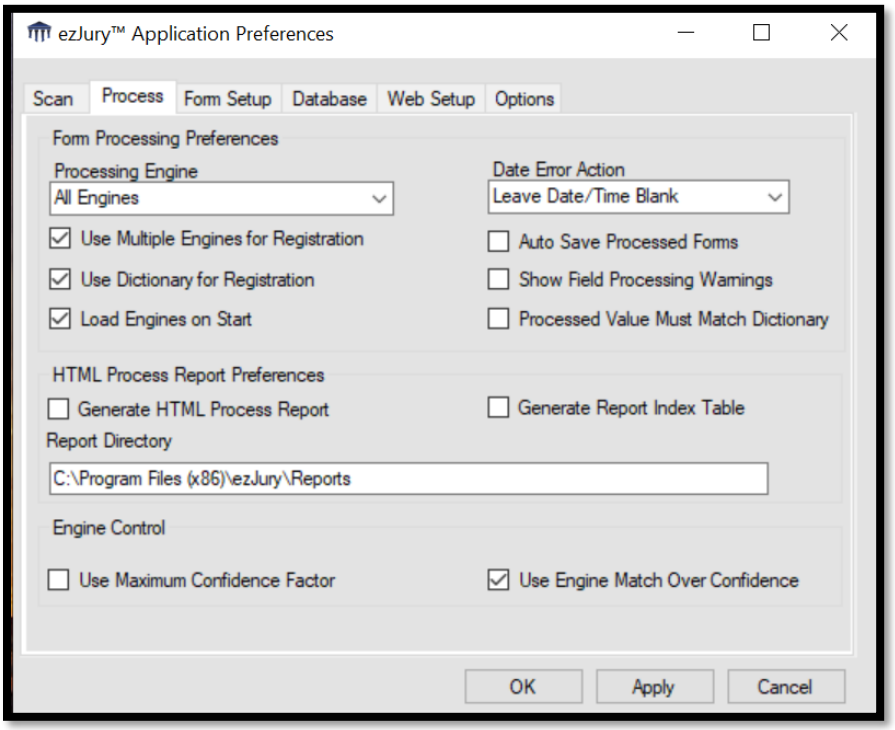


Image Directory is where all scanned questionnaires are kept during scanning and processing until they are uploaded to the server. Changing any of the above settings could cause scans to fail and data loss.

8.2 Process

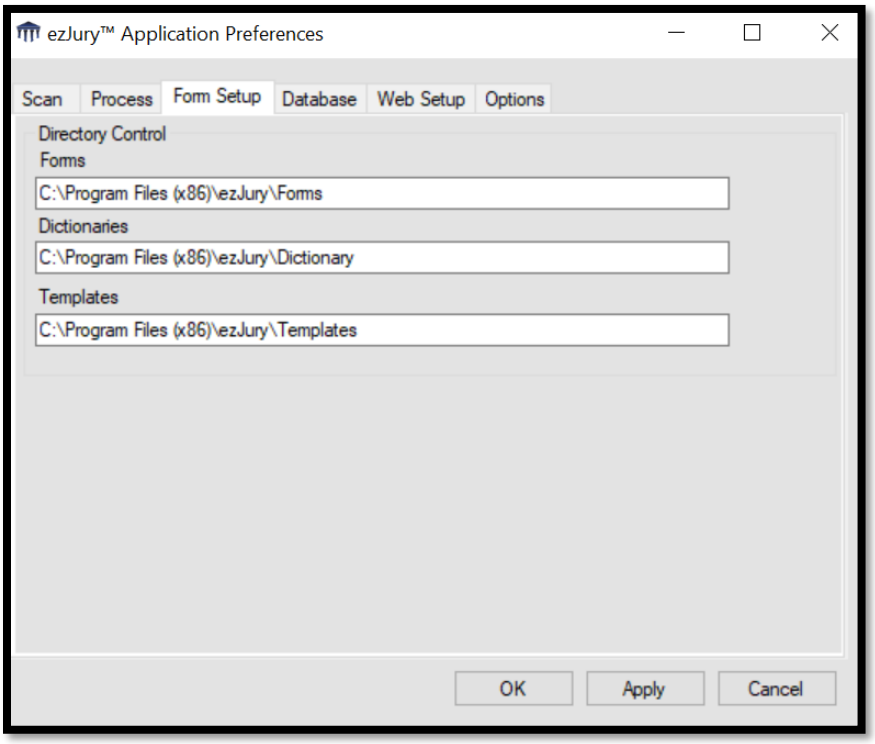
The Process Tab is where the settings are set for the neural engines that are used to recognize the handwriting on the questionnaires as well as the checkboxes and other intelligent markings.



These settings should only be changed by a member of the ezJury™ Support Team. Changing any of the above settings could cause scans to fail and data loss.

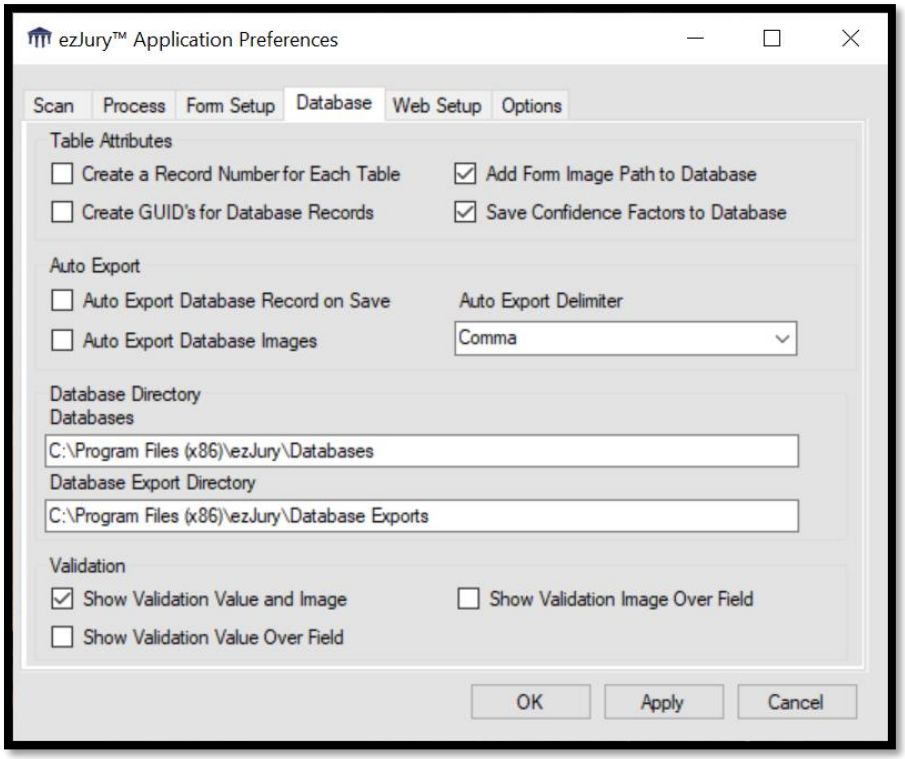
8.3 Form Setup

The Form Setup Tab holds the values for three directory settings. These settings should only be changed by a member of the ezJury™ Support Team. Changing any of the above settings could cause scans to fail and data loss.



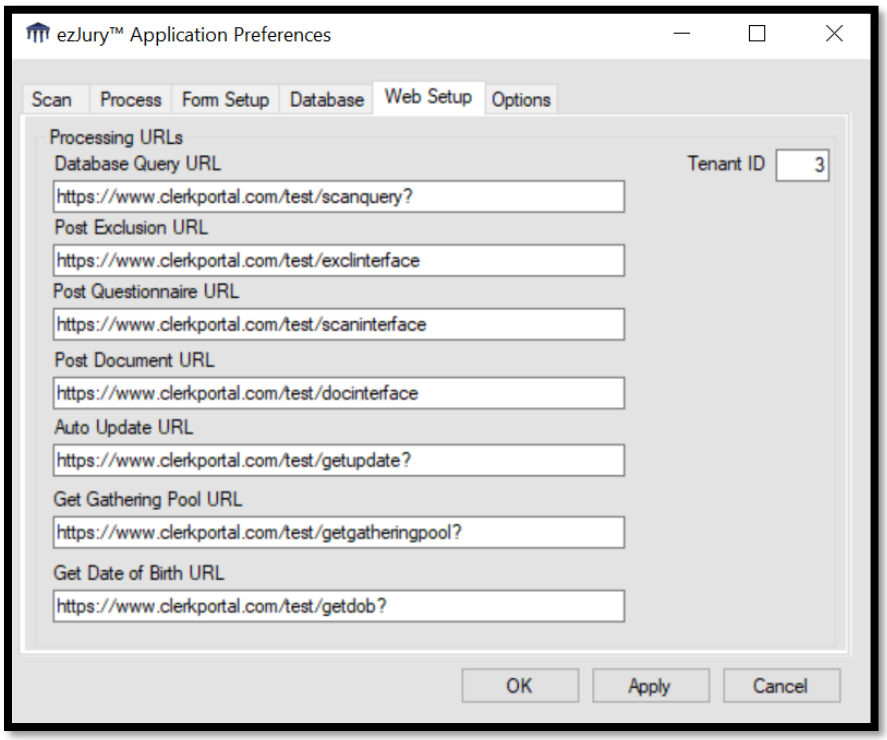
8.4 Database

The Database Tab holds the values for how ezJury™ creates the databases that hold the information scanned from the questionnaires. These settings should only be changed by a member of the ezJury™ Support Team. Changing any of the above settings could cause scans to fail and data loss.



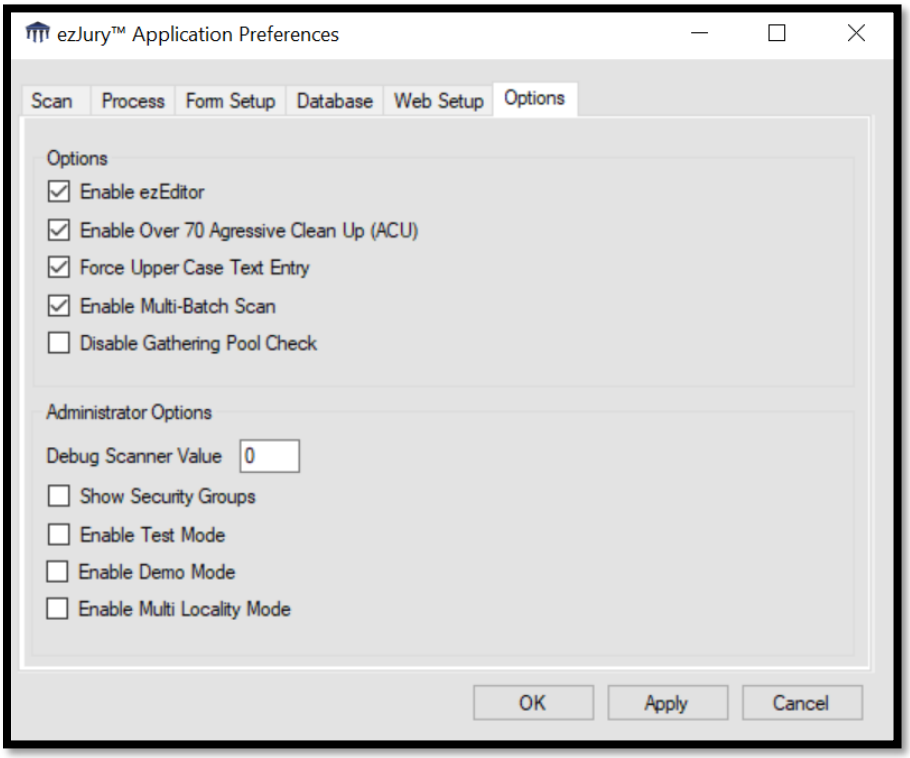
8.5 Web Setup

The Web Setup Tab holds the values for how ezJury™ communicates to the backend server to retrieve and post information. These settings can only be changed by a member of the ezJury™ Support Team. Changing any of the above settings could cause scans to fail and data loss.



8.6 Options

The Options Tab holds several features that can be enabled or disabled through the use of the checkboxes.



Enable ezEditor – enables the new ezEditor which has advanced capabilities to make editing and correcting questionnaires faster. Enabled is the default setting

Enable Over 70 Aggressive Clean Up (ACU) – enables a feature where the ezEditor will use the calculated age of the juror to determine if they will be over 70 in the current year. If so and they have checked the Exemption that they are over 70 and do not wish to serve; then the ezEditor will automatically clear all the information blocks, check all 5 qualifications, and clear any other items. This will place the juror in only the over 70 category for the Commissioners review.

Force Upper Case Text Entry – enables a feature where the ezEditor changes all typed information to UPPER CASE except email address.

Enable Multi-Batch Scan – enables a feature that allows multiple batches of questionnaires to be scanned.

Disable Gathering Pool Check – disables the feature where ezJury™ checks for a current pool in the 'gathering' state. This allows questionnaire to be scanned into a pool that has already been Certified.