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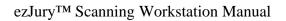
SCANNING WORKSTATION USER'S MANUAL v1.8.1

Updated: August 2023

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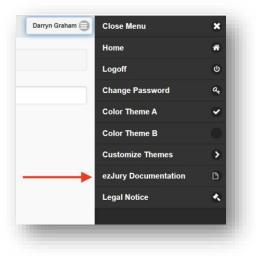


1. Introduction

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 highlevel, 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 P0 Ber 98 SPOTSYLVANIA VA 22853.0009	© 0 7 7		2022 Jury Questionnaire 0 1 7 7 2
		Check all that may apply 1. I am a United	QUALIFICATIONS States citizen.
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CONC 1943	ADDRESSEE IS DECEASED		EXCLUSIONS ed as a juror in a Virginia Circuit Court within the last 3 years.
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1280077		3. I am a mother	breast-feeding a child.
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Occupation		 If I am required cease to funct am the only pe in carrying out 	teriocal aixe emotocement, sateriocal correctional or jail officer, or superimemorit. If o serve on a jury (i) a business, commercial or agricultural enterprise must close on because the services I provide are essential to the operations of the enterprise are stronw hop efforms those services; or (iii) a political subdivision will suffer undue has essential services because I am the only firefighter as defined in § 65.2-102 who services. (Pleese attach written explanation)
Email Address			SPECIAL INSTRUCTIONS/QUESTIONS a in Spotsylvania County
		I HEREBY CER	TIFY UNDER PENALTY OF PERJURY THE ABOVE INFORMATION IS TRUE AND CORRECT.
THIS IS A 2 SIDED FORM PLEASE TURN OVER	R AND COMPLETE SIDE 2	· · · · · ·	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 $ezJury^{TM}$. 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.

\leftrightarrow \rightarrow C (a clerkportal.com/demo/pools/returnedm	eViia	☆	•	D 🏞	5
O Home	Undeliverable Questionnaires			Sean W	illiams 🖨
Use the hand scanner to record the bar codes of que	stionnaires that have been returned as undeliverable.				
scan bar codes:					
	Save				

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

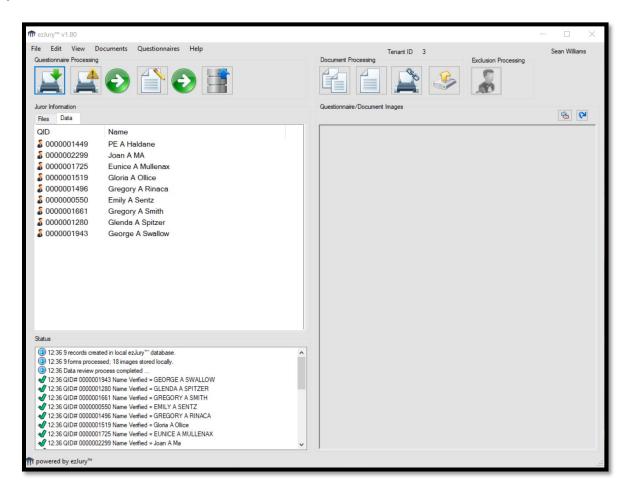
The ezJury[™] scanning workstation is a small application that resides on your local PC which interfaces with your scanner(s) to facilitate the scanning of the returned paper questionnaires. This application acts as a local repository for the data gathered from the questionnaires before it is uploaded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

m ezJury™ v1.80			- 🗆 🗙
	cuments Questionnaires Help	Tenant ID 3	Sean Williams
Guestionnaire Processing	€ 🗎 € 🖺	Document Processing Exclusion Processing	
Juror Information		Questionnaire/Document Images	S
		[
QID	Name		
\$ 0000001449	PE A Haldane		
\$ 0000002299	Joan A MA		
\$ 0000001725	Eunice A Mullenax		
\$ 0000001519	Gloria A Ollice		
\$ 0000001496	Gregory A Rinaca		
\$ 000000550	Emily A Sentz		
\$ 0000001661	Gregory A Smith		
\$ 0000001280	Glenda A Spitzer		
\$ 0000001943	George A Swallow		
Status			
	ed in local ezJury"' database.		
 12:36 9 forms process 12:36 Data review pro 	ed; 18 images stored locally.		
	cess completed 343 Name Verified = GEORGE A SWALLOW		
	280 Name Verified = GLENDA A SPITZER		
	561 Name Verified = GREGORY A SMITH		
	550 Name Verified = EMILY A SENTZ		
	196 Name Verfied = GREGORY A RINACA 519 Name Verfied = Gloria A Ollice		
	725 Name Verified = EUNICE A MULLENAX		
	299 Name Verified = Joan A Ma		
n powered by ezJury™			

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.



e Edit View [Documents Questionnaires Help	Tenant ID 3	Sean Williams
uestionnaire Processing	,		usion Processing
	€ ≙ €		8
uror Information Files Data		Questionnaire/Document Images	S
QID	Name		
0000001449	PE A Haldane	CIRCUIT COURT CLERK'S OFFICE	01771
0000002299	Joan A MA	Oninizipa M. Jatt. Claut Pro Bas 40 Biptity/wava, VA 2005	900 B49
§ 0000001725	Eunice A Mullenax		
§ 0000001519	Gloria A Ollice		
\$ 0000001496	Gregory A Rinaca		OTSYLVANIA COUNTY COURT HOUSE stays M. Jatt, Clark of Court
3 0000000550	Emily A Sentz	238 Grant Road Son McGahaysville, VA 22840-2807 Up	նու 96 ծյեցուց, Նե 22553 Գրավիրերելով
3 0000001661	Gregory A Smith		ADDRESSEE IS DECEASED
§ 0000001280	Glenda A Spitzer	Det	e of Death
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tatus			
	ated in local ezJury"" database.	PLEASE COMPLETE THE AREA B	ELOW THIS BOX
12:36 9 forms proce 12:36 Data review p	essed; 18 images stored locally.	Home or Work Phone Mobile	
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	01280 Name Verified = GLENDA A SPITZER	Employer	
	01661 Name Venfied = GREGORY A SMITH 00550 Name Venfied = EMILY A SENTZ		
	1496 Name Verfied = GREGORY A RINACA	Email Address.	
12:36 QID# 00000	1519 Name Verified = Gloria A Ollice		
-	01725 Name Venfied = EUNICE A MULLENAX	THIS IS A 2 SIDED FORM PLEASE TURN OV	EP AND COMPLETE SIDE 2
	2299 Name Verified = Joan A Ma	V THIS IS A 2 SIDED FORM PLEASE TORN OV	LIC PORD COMPLETE DIDE 2

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.



mm ezJury™ Scan Damaged Questionnaires X	maged Questionnaires X
Questionnaire IDs Use the hand scanner to scan damaged questionnaires that are not recognized by the normal scanning process. It is important to keep the order of the questionnaires on the scanner as they were scanned with the hand scanner. NO DATA will be	Questionnaire IDs 0000018533 0000026744 0000028465 It is important to keep the order of the questionniares on the scanner as they were scanner as they were scanner. NO DATA will be
recognized with this process. You will need to enter all text and checkboxes manually with the editor.	recognized with this process. You will need to enter all text and checkboxes manually with the editor.

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:

the Edit View L			
o	Documents Questionnaires Help	Tenant ID 20	Sean Williams
Questionnaire Processing		Document Processing	
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	add_document-30082021124045-00.png		
	add_document-30082021124045-01.png		
	add_document-30082021124045-02.png		
Ő.	add document-30082021124045-03.png		
	add document-30082021124045-04.png		
Ő.	add_document-30082021124045-05.png		
\$ 0000018533	Sean C Bauer		
\$ 0000026744	Melanie L Batchelor		
\$ 0000021234	Abigail G Cook		
\$ 0000028465	Owen L Cedarburg		
\$ 0000015199	Amanda L Poole		
\$ 0000026851	Owen A Darrow		
Status			
(a) 12:41 Annual Pool :		^	
	Enabled - Loading demo web parameters d questionnaires found. Scanning will be disabled.		
	d documents found. Scanning additional documents is enabled.		
12:41 No update file	found on server.		
12:41 Checking for e			
12:41 Permissions : 12:41 Current User :	Everyone: Allow FullControl		
	swilliams canner : NO SECONDARY SCANNER		
12:41 Default Scann	ner : PaperStream IP fi-7160		
12:41 Total Physical	I Memory : 8303604 MB - Available : 4538680 MB	×	

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.



ile Edit View [Ocuments Questionnaires Help	Tenant ID 20	Sean Williams
Questionnaire Processing		Document Processing	Jedi i Wiliditis
AA		😹 🖆 딁 🚔 🍣	
Questionnaires/Documer	nts	Images	
Files Data			9
QID	Name		#18533
 0000018533 0000026744 0000021234 0000028465 0000015199 0000026851 	add_document-30082021124045-00.png add_document-30082021124045-01.png add_document-30082021124045-02.png add_document-30082021124045-03.png add_document-30082021124045-04.png add_document-30082021124045-05.png Sean C Bauer Melanie L Batchelor Abigail G Cook Owen L Cedarburg Amanda L Poole Owen A Darrow	Level Address : Level	er affirm that
		Subscribed and sworn before me this, 2, (DATE)	
Status		Notary Public Commission Expir	ation Date
12:41 6 unprocesse 12:41 6 unprocesse 12:41 8 unprocesse 12:41 No update file 12:41 Checking for 12:41 Chermissions : 12:41 Current User 12:41 Secondary S 12:41 Secondary S 12:41 Secondary S	Enabled - Loading demo web parameters d questionnaires found. Scanning will be disabled. d documents found. Scanning additional documents is enabled. • found on server. = zulvy ^m updates Everyone: Allow FullControl	Upon completion return this affidavit to: Falora County Jury Services 185 Adamta GA 1983 Adamta GA 1983 Facet 404 6423-663 Emult: info.juryservices@fultencountyga.gov	

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.



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	locuments Questionnaires Help		Tenant ID 20	0	Sean Williams
Questionnaire Processing	010		Document Processing)	
Questionnaires/Documer	ts		Images		8
Files Data	Name				Landing Land
0000018533 0000026744 0000026744 0000021234 0000028465 0000015199 0000026851	add_document-30082021124045 add_document-30082021124045 add_document-30082021124045 add_document-30082021124045 add_document-30082021124045 add_document-30082021124045 Sean C Bauer Melanie L Batchelor Abigail G Cook Owen L Cedarburg Amanda L Poole Owen A Darrow	Sean C Bauer #18533 Melanie L Batchelor #26744 Abigail G Cook #21234 Owen L Cedarburg #28465 Amanda L Poole #15199 Owen A Darrow #26851 Delete	Affidavit for E Jurer Name (Print Name) Jurer Address: Jurer Telephone Number: I hereby affirm the Lan correctly e College of Charless school or other post-secondary education will b		er affirm that d.)
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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.



î ezJury™ v1.76	- □ >
File Edit View Documents Questionnaires Help	Tenant ID 20 Sean Williams
Questionnaire Processing	Document Processing
Questionnaires/Documents	Images
Files Data	
QID Name 0000018533 Sean C Bauer #18533 pg01 0000026744 Melanie L Batchelor #26744 pg01 0000021234 Abigail G Cook #21234 pg01 0000028465 Owen L Cedarburg #28465 pg01 0000018533 Sean C Bauer 0000028451 Owen A Darrow #26851 pg01 000002651 Owen A Darrow #26851 pg01 0000026744 Melanie L Batchelor 0000026744 Melanie L Batchelor 0000026744 Melanie L Batchelor 0000026744 Melanie L Batchelor 0000021234 Abigail G Cook 0000028465 Owen L Cedarburg 0000028465 Owen L Cedarburg 0000028465 Owen A Darrow 0000026851 Owen A Darrow	CERTIFICATION OF MILITARY EXEMPTION FROM JURY SERVICE As commanding efficient previour, I hereby certify that (name) <u>Owner Danow</u> is: a matche days method of the United States Arnod Forces; or a matche days method of the Mary that degratized militiz, and is exempt at this time from jury service for which nummoned by the Circuit Court for (specify Baltimore City or County) because jury service would: a county interfere with the performance of the member's military daties: a county interfere with the performance of the member's military daties: a county interfere with the performance of the member's military daties: b county interfere with the performance of the member's military daties: county interfere with the performance of the member's military daties: county interfere with the performance of the member's military daties: county interfere with the performance of the member's military daties: county interfere with the performance of the member's military daties: county interfere with the performance of the member's military daties: county interfere with the performance of the member's military daties: county interfere with the performance of the member's military daties: county interfere with the performance of the member's military daties: county interfere with the readences of the activity, command, or unit to which the member is assigned. To be completed by ladividual requesting exemption: county interfere or Militia Member or county interfere (specify relationship)
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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^M 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.

O1:17 Completed getting DOBs from ezJury [™] database	· · · · · · · · · · · · · · · · · · ·
✓ 01:17 QID# 0000026851 DOB = 09/12/1974	
✓ 01:17 QID# 0000015199 DOB = 09/30/1998	
✓ 01:17 QID# 0000028465 DOB = 07/24/1968	
✓ 01:17 QID# 0000021234 DOB = 08/24/1960	
✓ 01:17 QID# 0000026744 DOB = 09/04/1964	
✓ 01:17 QID# 0000018533 DOB = 07/06/1982	
✓ 01:17 QID# 0000021471 DOB = 05/14/1988	
01:17 Getting DOBs from ezJury [™] database	
01:17 7 records created in local ezJury ^{**} database.	
01:17 7 forms processed; 14 images stored locally.	

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



C Deceased 000:	IBET DOB INSVISITIES AGE 67 Scan Order 1 Name	ALBEMARLE COUNTY CROUIT COURT CLERK S OFFICE an automative Today State Today of New Day	0003 I Rater Bare
Address	Current Address	Suite 106 Culturellan, MD 231346	
Oby: WOODBINE State: VA Zp: 22227 Location: ARLINGTON COUNTY: VA 201 22227	WOODBINE VA 22227-	Gregory A Smith 1108 Red Marcun	ALEENAALE COUNTY COURT HOUSE On AUAPT** Providing Center 1202 on Definition Theo Sets 100 Departure 401 Filled
General Information	Current Information	Groboel, Wi 24441-0521	հոկականութեցիններունըներերութենների
😵 Phone: 123-456-7850 🔤 Mobile: (098-765	-4321 Phone: 123-456-7890 Mobile: 056-765-4321		ADDRESSEE IS DECEASED
Occupation SOFTWARE	SOFTWARE		
Employer: EZJURY	EZJURY		Questionnaire
Email: [seqn0n064-0h5-000		You may fill this form out online at Put the web attracts into your web news into, not your search engine.	t www.jurorportal.com/albemarle
Qualifications	Possible Exclusions	OR RETURN COMPLETED OF	LESTIONNAIRE WITHIN 10 DAYS
Check Al	Thave reported as a juror in a Circuit Court within the last 3 years	In accordance with Virgana tare, your name has been random The is NOT a summum to appear. Please complete the CD pacified, ear may be summarial for any data within the seni	ny selected as a prospective julior for Alternative County Deput Count INFIDENTIAL questionnaise and relum it eithint en days. If you are year. FAALINE TO SubMIT A COMPLETED GUESTICHNAIRE
I am a United States citizen	Year Court	may result in your terring summorized to complete the torin. SPECIAL MCTICE: Thirds IS MCT A SUMMONS THIS OWN	DRMATION IS DATHERED TO OBTAIN POTENTIAL AURORE
	I am unable to serve as a suror due to mental impairment.	GENERA	AN TO SUBNIT A COMPLETED QUESTIONNAME
I have been a resident of Virginia for the past 12 months.	I have been convicted of treason or a felory.	Number Street	nged please provide adjustments below
I have been a resident of the locality for the past 6-norths.	Yeer/Conviction	123 MAIN ST	
I am 18 years of age or older.	I have had my civil rights restored	City	Statu Zip VA 2122.7
I am able to communicate in the English language	I have had my right to vote restored on	WOODBINE	VA 21227
		Home or Work Phone Mobile	
Possible Exemptions	Special Instructions/Questions	123 456 7890 098	765 432 1
🗹 Age 70 years or over	Landowner lased for County only localities)	SOFTWARE	
🗹 Continuous Care Provider	County Landowner	Englower	
Nursing Mather		EZJURY	
Active Duty Military	(*) Oly Landowner	Email Address	
Atomey/Judge, etc.		seanenowtechs.co	Sm
Z Law Enforcement, Correctional, or Jail Officer		0	
Essential Personnel / Special Circumstances		THIS IS A 2 SIDED FORM PLEASE	

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 ezJuryTM 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

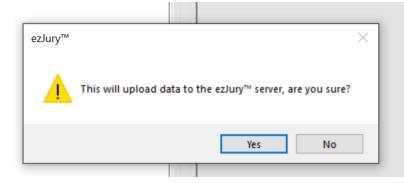
The juror's name list is used to select a record for editing/correcting. Each time you move to a new record the previous one is saved with all the changes made. The image is updated for reference each time a new record is selected.

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



Status	
(0) 02:12 200 OK	~
O2:12 Questionnaire 0000021471 uploaded to ezJury [™] database.	
02:12 200 OK	
02:12 0000026851.jpg created successfully for upload	
02:12 0000015199.jpg created successfully for upload	
02:12 0000028465.jpg created successfully for upload	
02:12 0000021234.jpg created successfully for upload	
02:12 0000026744.jpg created successfully for upload	
02:12 0000018533.jpg created successfully for upload	
02:12 0000021471 jpg created successfully for upload	
02:12 Converting images for processing & uploading	~
m powered by ezJury™	

- 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.

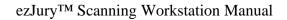
Status	
✓ 02:13 No additional documents found in document database.	^
✓ 02:13 All questionnaires and data uploaded to ezJury [™] server database.	
02:13 Questionnaire 0000026851 uploaded to ezJury ^{***} database.	
02:13 200 OK	
02:13 Questionnaire 0000015199 uploaded to ezJury ^{***} database.	
3 02:13 200 OK	
02:13 Questionnaire 0000028465 uploaded to ezJury ^{***} database.	
3 02:13 200 OK	
02:13 Questionnaire 0000021234 uploaded to ezJury ^{***} database.	
3 02:13 200 OK	
O2:12 Questionnaire 0000026744 uploaded to ezJury [™] database.	~
m powered by ezJury™	



7. Exclusion/Deferment Form Processing

Exclusion/Deferment requests can also be scanned by the ezJury^M 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.

۲		4999
c	Demo Circu	
ut	ror Request for EXCLU	ISION
Nam	e: Johnson , Jarr	rett E (ID #9532)
Cont		6 E:5406230176 n53193@gmail.com
Date	Requested : Wednesday 11	1th of August 2021 06:44:29 AM
Start	Date: 08-11-2021	
End (Date : 08-31-2021	
Reas		bosteswiere istrifer from extreme bibt o fanxiety and o o die aulieg meit nable to tid me. Assto k,i do to the lieue filbe fribe parto faijtry.
For Judge's Use :	d for dates as requested	Request Denied
Approve	d for these dates:	
	later term	
بىل	dge's Signature	Date
For Clerk's Office Us	e : Sent to judge on	
i in ittak	Date	
h ittak	Contacted juror on Date	by





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.

m ezJu	ıry™ Appl	ication Prefe	rences						_			\times
Scan	Process	Form Setup	Database	Web S	etup	Options						
Defa Xero Defa NO	x DocuMa ult Flatbed SECONDA Display Sca Jse Default	nnaire Scanne	R	own	Res 300	Select Select olution e Conver	 sion T	hresh	Thresho 128 old	old	~	
Image	e Directory	anned Images		lose Sca	anned	Images			Save Sca		nages	

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.

m ezJury™ Application Preferences	- 🗆 X
Scan Process Form Setup Database Web Setur Form Processing Preferences	Date Error Action
Processing Engine All Engines ~	Leave Date/Time Blank
Use Multiple Engines for Registration	Auto Save Processed Forms
 ✓ Use Dictionary for Registration ✓ Load Engines on Start 	Show Field Processing Warnings Processed Value Must Match Dictionary
HTML Process Report Preferences	
Generate HTML Process Report Report Directory	Generate Report Index Table
C:\Program Files (x86)\ezJury\Reports	
Engine Control	
Use Maximum Confidence Factor	Use Engine Match Over Confidence
	OK Apply Cancel

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.

m ezJu	ury™ Appli	ication Prefer	ences				-		\times
Scan	Process	Form Setup	Database	Web Setup	Options				
Direc	tory Control s								
C:\P	rogram Files	(x86)\ezJury	Forms						
Dictio	onaries								
C:\P	rogram Files	(x86)\ezJury	Dictionary						
Temp	olates								
C:\P	rogram Files	(x86)\ezJury	Templates						
					ОК	Ap	oply	Cance	sl –



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.

m ezJu	ury™ Appl	ication Prefe	rences					-		×
Scan	Process	Form Setup	Database	Web S	Setup	Options				
Table	e Attributes									
	Create a Re	cord Number	for Each Tal	ble		dd Form Im	age Pat	h to Datab	ase	
	Create GUI	D's for Databa	se Records		S S	ave Confid	lence Fa	ectors to Da	atabase	
Auto	Export									
	Auto Export	Database Re	cord on Sav	e	Auto	Export Del	limiter			
 	Auto Export	Database Ima	iges		Com	na			~	
	base Direct bases	tory								
C:\Pr	rogram Files	s (x86)\ezJury\	Databases							
Data	base Expor	t Directory								
C:\Pr	rogram Files	s (x86)\ezJury\	Database E	xports						
Valid	ation									
	Show Valida	ation Value and	d Image		S	how Valida	ation Ima	age Over Fi	eld	
	Show Valida	ation Value Ov	er Field							
						ОК		Apply	Cance	el



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.

m ezJ	ury™ Appl	lication Prefe	rences			_		×
Scan	Process	Form Setup	Database	Web Setup	Options			
	cessing URL abase Quer					Te	nant ID	3
http	s://www.c	lerkportal.com	/test/scang	uery?]		_
Post	t Exclusion	URL						
http	s://www.c	erkportal.com	/test/exclint	erface]		
Post	t Questionn	aire URL				,		
http	os://www.c	lerkportal.com	/test/scanin	iterface]		
Post	t Document	t URL				,		
http	os://www.c	elerkportal.com	/test/docint/	erface]		
Auto	o Update U	IRL						
http	os://www.c	lerkportal.com	/test/getupd	date?]		
Get	Gathering I	Pool URL						
http	os://www.c	lerkportal.com	/test/getgat	heringpool?]		
Get	Date of Birt	th URL						
http	os://www.c	elerkportal.com	/test/getdob	o?]		
					OK	Apply	Canc	el



8.6 Options

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

m ezJury	y™ Appli	cation Prefe	rences			—		×
Scan F	Process	Form Setup	Database	Web Setup	Options			
	able ezEd	itor 70 Agressive	Clean Up (/	ACU)				
		Case Text Er	itry					
		Batch Scan ering Pool Ch	eck					
Administ	trator Opt	ions						
Debug S	Scanner	Value 0						
Sho	ow Securi	ty Groups						
	able Test							
	able Demo							
L] Ena	able Multi	Locality Mode	•					
					ОК	Apply	Ca	ancel

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.