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TRAINING GUIDE

Table of Contents

1.	INTRODUCTION	1
2.	OVERALL PROCESS: PETIT JURORS	1
3.	OVERALL PROCESS: GRAND JURORS	2
4.	PETIT ANNUAL POOL YEARLY SETUP	2
5.	PROCESS QUESTIONNAIRE ANSWERS	3
5.1	Scanning Questionnaires with Handwritten Answers.....	4
5.2	Reprinting A Questionnaire.....	4
5.3	The Juror Portal	4
5.3.1	Juror Login.....	5
5.3.2	Completing The Questionnaire.....	7
5.3.3	Updating Personal Information.....	9
5.3.4	Viewing Upcoming or Past Service	10
5.3.5	Requesting Exclusions or Deferments.....	11
5.3.6	Printing Employer Letter.....	11
5.4	Manually Entering Answers	12
5.5	Processing Undeliverable Questionnaires.....	12
5.6	Monitoring Questionnaire Processing.....	14
5.6.1	Likely Qualified Juror Count	14
5.6.2	Percent Completed.....	15
5.6.3	Completed By Status	15
5.6.4	Completed By Date	16

6.	JURY COMMISSIONERS: CERTIFY AND FINALIZE POOL.....	17
7.	WORKING WITH PANELS / TERMS OF SERVICE	17
7.1	Assigning Qualified Jurors to Panels	17
7.2	Generating The Summons.....	18
7.3	Moving Random Jurors to Another Panel	19
7.4	Moving Groups of Jurors to Another Panel.....	20
7.5	Moving Specific Jurors to Another Panel.....	22
7.6	Reprinting No-Reply Questionnaires	23
7.7	Juror Info Report.....	23
7.8	Panel Calendar View	23
7.9	Exporting Addresses.....	25
7.10	Printing a Case List	25
8.	WORKING WITH CASES	26
8.1	Creating a New Case.....	26
8.2	Canceling / Settling a Case	27
8.3	Assigning Jurors To an Active Case	27
8.4	Generating the Counsel / 72-Hour Report.....	28
8.5	Maintaining Juror Attendance Records	28
8.6	Generating a Seating Chart	29
8.7	Seating Jurors on to The Case	29
8.8	Closing The Case.....	30
8.9	Linking Cases	30
8.10	Random Juror Seat Assignments	31
9.	GRAND JURY ANNUAL POOL YEARLY SETUP.....	31

9.1	Create The Grand Jury Annual Pool.....	31
9.2	Manually Enter Jurors Into The Pool.....	33
9.3	Import Jurors from an Excel File.....	35
9.4	Randomly Select Unused Jurors from an Existing Petit Pool.	37
9.5	Import Jurors from an Excel file Exported from a Prior Petit Pool.....	38
9.6	Pull Unused Jurors from a Previous Grand Jury Pool	40
9.7	Finalize Grand Jury Pool and Update Term Dates	41
10.	WORKING WITH JUROR RECORDS.....	42
10.1	Locating a Juror Record	42
10.2	Juror Record Details.....	44
10.3	Marking a Juror Deceased.....	45
10.4	Activating an Inactive Juror	45
10.5	Creating an Exclusion or Deferral	46
10.6	Print Juror Profile	47
10.7	Cancelling Service.....	48
10.8	Juror Calendar View	50
10.9	Juror Correspondence.....	52
11.	PROCESSING EXCLUSION AND DEFERRAL REQUESTS	52
11.1	Approving an Exclusion	53
11.2	Approving a Deferral.....	53
11.3	Converting Between Exclusions & Deferrals	54
11.4	Adding Supporting Documents	54
11.5	Resetting An Exclusion Approval/Denial	55
11.6	Automation of Exclusion and Deferment Processing	56

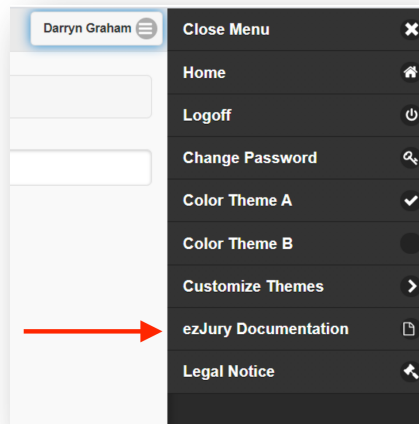
12.	JUROR NOTIFICATIONS	56
13.	REPORTS.....	58
13.1	Attendance Report.....	58
13.2	Absentee Report.....	58
13.3	Attendance Summary Report	59
13.4	Failure To Appear.....	59
13.5	Show Cause.....	59
13.6	Payment Report (Excel, Signature Sheet)	59
13.7	Payment Report (DC-43).....	59
13.8	Payment Letters	59
13.9	Court Funds Export.....	59
13.10	Manage Court Funds.....	59
13.11	Service Confirmation Report.....	59
13.12	Exclusion / Deferral Report	59
13.13	Inactive Juror List	59
13.14	Juror Audit Report.....	60
14.	ADMINISTRATIVE FUNCTIONS.....	60
14.1	Maintain Terms of Service.....	60
14.2	Managing ezJury Users	60
14.3	About ezJury	61
14.4	Upload File.....	61
15.	THE USER MENU.....	61

1. Introduction

This ezJury training guide is designed to introduce the user to the ezJury system. It explains the overall process of determining eligibility of potential jurors all the way through to getting jurors paid for their service. All of the ezJury documentation can be found at the following URL:

<http://www.ezjury.com/docs>

Additionally, all users can find this link directly within ezJury 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: Petit Jurors

The ezJury system supports the end-to-end process for preparing jurors for Petit service, summoning them, recording their service, and finally getting them paid. The overall process for Petit jurors is described below:

- Each year, Now Applications will work with you to design and finalize your questionnaire template. We will work with the printing vendor to test and ensure the highest quality of scan processing.
- The clerk obtains the randomly selected addresses for questionnaires from the Supreme Court of Virginia and uploads the .CSV data file to their ezJury system for processing.

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- Now Applications support will create an annual pool for the new year.
- Now Applications support will send the SCV data file to the printing vendor for NCOA and cleansing and upload the cleansed data into the new annual pool in ezJury.
- Once the questionnaire template is approved by you, Now Applications support will send the data to the printing vendor.
- Once the questionnaires are sent, the system will allow you to capture the answers to the questionnaires electronically and using paper replies.
- Your Jury Commissioners will use ezJury to review and certify the qualified jurors.
- You will randomly select jurors for terms of service and generate summons documents.
- You will randomly select jurors from the term of service onto cases.
- You will enter attendance records for those who report for service.
- You will generate payment reports for juror service.

3. Overall Process: Grand Jurors

The ezJury system also supports the end-to-end process for preparing Grand Jurors for service summoning them, recording their service, and finally getting them paid. Overall, the Grand Jury annual pools work very similarly to the Petit Juror pools. The exceptions are how the pool is initially populated with jurors, and the fact that Grand Jurors do not answer a questionnaire. There are several options for initially populating a Grand Jury annual pool:

- Manually enter jurors into the pool.
- Import jurors from an Excel file.
- Randomly select unused jurors from an existing Petit annual pool.
- Import jurors from an Excel file created from unused jurors from an existing Petit annual pool.
- Pull unused jurors from a previous Grand Jury pool.

The ezJury system can support one or more of these options at any locality.

4. Petit Annual Pool Yearly Setup

Petit Jury Annual Pools are created yearly by randomly selecting residents from the locality. The Supreme Court of Virginia (SCV) provides the random list of potential jurors using Motor Vehicle and/or Voter Records. You **MUST** complete a form each year that the SCV uses to provide this list. In addition to selecting the source of your data (Voter Only or Combined Voter and DMV), you will also need to select the DELIMITED Data File Type from Section B. An example of this form is shown below:

SECTION A: For All Courts Requesting a Jury Service

<p>Jury List Requested</p> <p><input checked="" type="radio"/> Merged List (DMV and Voter Registration combined)</p> <p><input type="radio"/> Voter Registration only</p>	<p>Jury List Requested</p> <p><input type="radio"/> Merged List (DMV and Voter Registration combined)</p> <p><input type="radio"/> Voter Registration only</p>
<p>Voter Address Preference Requested</p> <p><input type="radio"/> Residential Addresses</p> <p><input checked="" type="radio"/> Mailing Addresses</p>	<p>Voter Address Preference Requested</p> <p><input type="radio"/> Residential Addresses</p> <p><input type="radio"/> Mailing Addresses</p>
<p>Email Address</p> <p>zjug@albemarle.org</p> <p>krouillard@albemarle.org</p>	<p>Email Address</p> <p>Copy →</p>

Non-Questionnaire Courts go to Section D. *Courts Using Virginia Jury Must Continue to Section B*****

SECTION B: For Courts Requesting a Randomized Juror List Only or the Full Questionnaire Service

<p>Data File Type</p> <p><input type="radio"/> Virginia Jury System</p> <p><input type="radio"/> JuryPlus Next Generation</p> <p><input type="radio"/> Fixed format</p> <p><input checked="" type="radio"/> Delimited format</p>	<p>Data File Type</p> <p><input type="radio"/> Virginia Jury System</p> <p><input type="radio"/> JuryPlus Next Generation</p> <p><input type="radio"/> Fixed format</p> <p><input checked="" type="radio"/> Delimited format</p>
--	--

Once you receive the data file from the SCV, you can start the process by uploading the CSV data file into ezJury by navigating to Main Menu -> Administration -> Upload File.

5. Process Questionnaire Answers

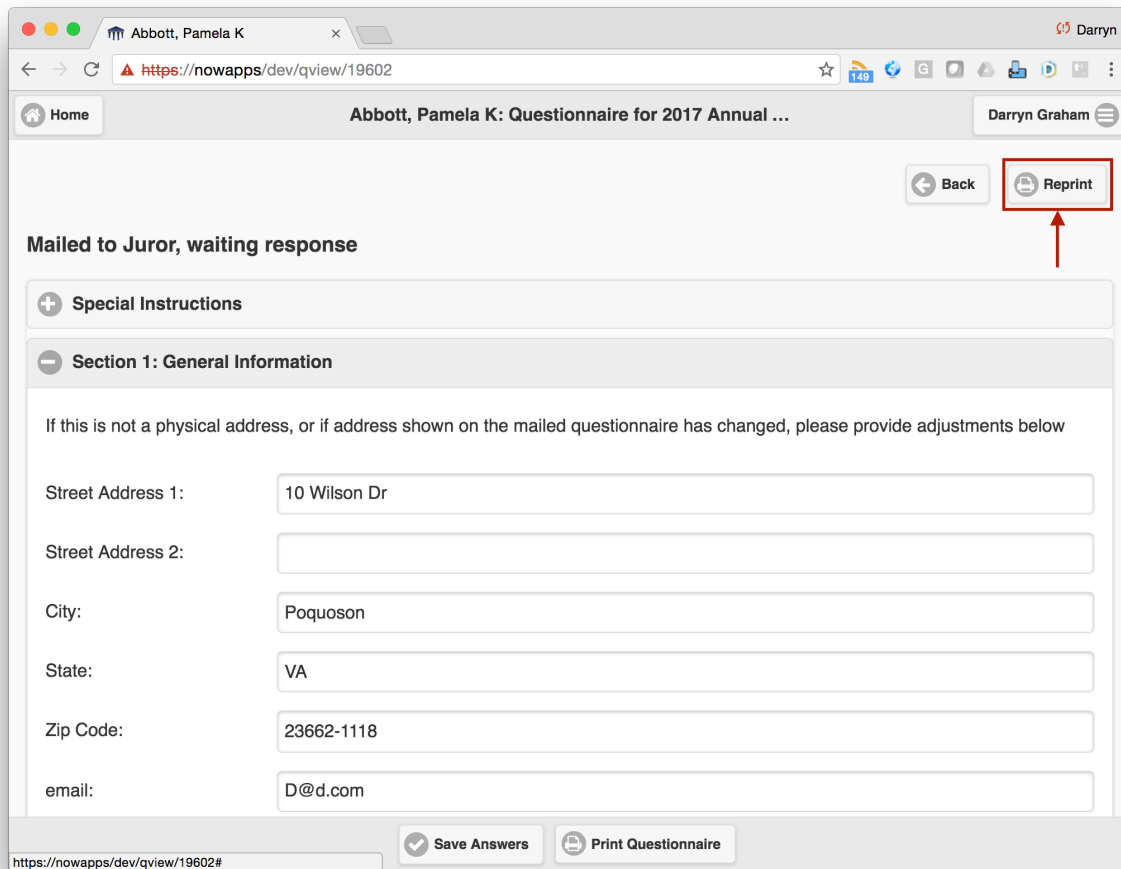
This section will walk through the options for processing the questionnaires after they have been mailed as they are returned.

5.1 Scanning Questionnaires with Handwritten Answers

Please see the *ezJury Scanning Workstation User's Guide*.

5.2 Reprinting A Questionnaire

You can reprint individual questionnaires in the case where a potential juror needs a duplicate (questionnaire was lost, mangled, etc.). Navigate to the questionnaire (either through the Annual Pool or using the juror's detail record) and click the "reprint" button.



Please note that if you intend to scan the reprinted questionnaire using the ezJury Scanning Workstation to convert handwritten answers to data, the reprinted questionnaire must be printed in color.

5.3 The Juror Portal

This section will describe the features of the Juror Portal, which is the secured self-service ezJury website. There are 5 key functional capabilities of the Juror Portal:

- Provide Questionnaire Answers Electronically

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- Update Personal Information
- View Upcoming and Past Service
- Request Deferrals or Exclusions
- Print Proof of Jury Duty Letters

Additionally, the Juror Portal is designed to be a simple interface that is responsive to support tablets and other devices.

The image shows two views of the ezJury Juror Portal login interface. On the left is a mobile device view, and on the right is a desktop view. Both views feature a welcome message from the Clerk of the Court, explaining the purpose of the portal and the login process. The login form includes fields for Social Security Number and Date of Birth, with a Login button.

Answers electronically, you can login below with your information. Once inside, we will walk you through the questionnaire process.

As Clerk of the Court, I strive to make your interactions with The Court as easy and efficient as possible. This online questionnaire portal is a great example of how, based on direct feedback from citizens, I effectively and affordably apply modern technology - always with the taxpayer in mind.

Social Security Number:
 - -

Date of Birth:
--Select Month-- --Select Day-- --Select Year--


Login

5.3.1 Juror Login


Jurors login to the portal by securely providing 2 pieces of information: Social Security Number and Date of Birth. Note that ezJury has been specifically designed to secure and protect this information.

Your County Here

SECURE JUROR PORTAL



Juror Portal



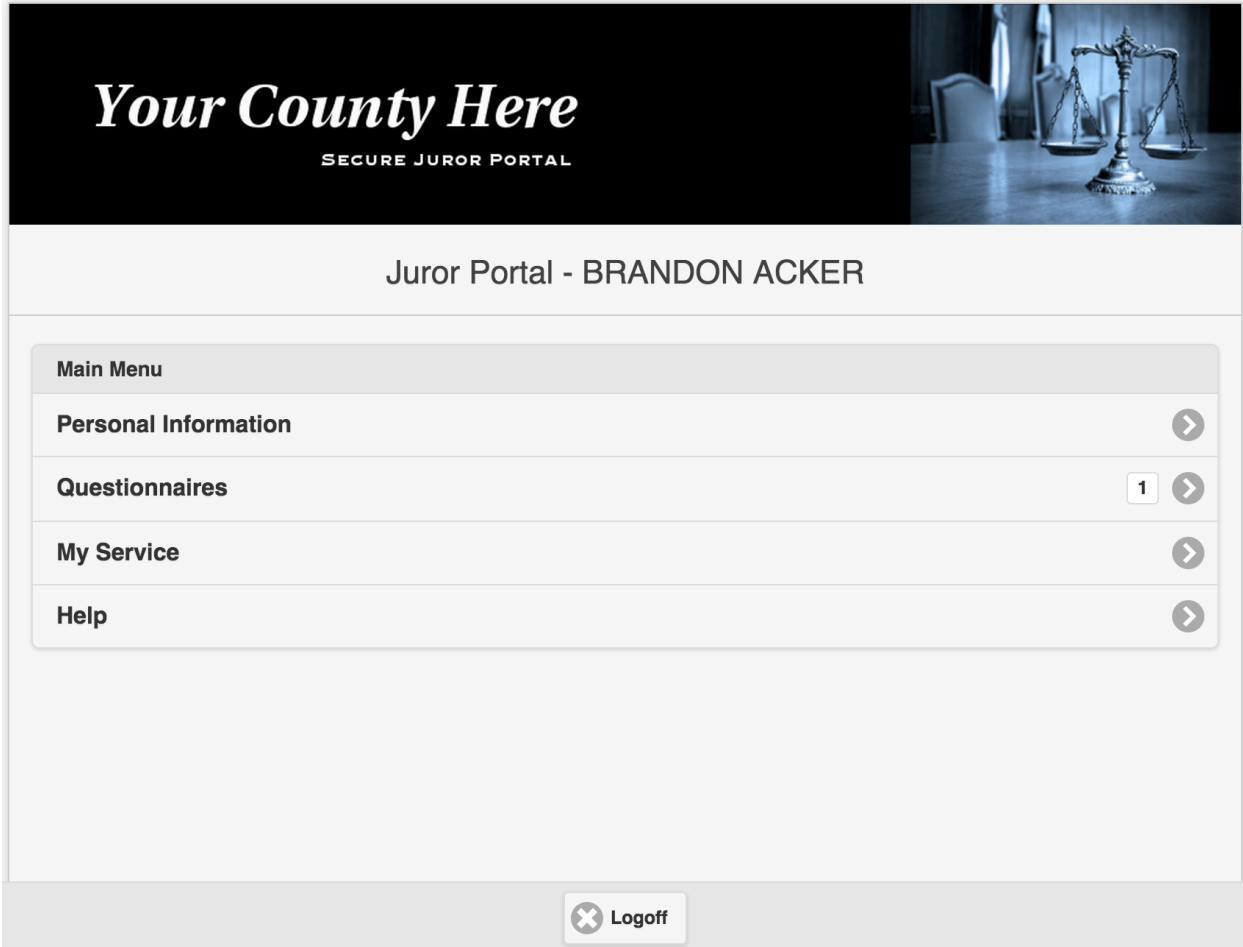
Welcome to the Juror Portal. I am the Clerk of the Court. You are likely visiting this page because you have received a juror questionnaire in the mail from me. If you would prefer to provide your answers electronically, you can login below with your information. Once inside, we will walk you through the questionnaire process.

As Clerk of the Court, I strive to make your interactions with The Court as easy and efficient as possible. This online questionnaire portal is a great example of how, based on direct feedback from citizens, I effectively and affordably apply modern technology - always with the taxpayer in mind.

Social Security Number: - -

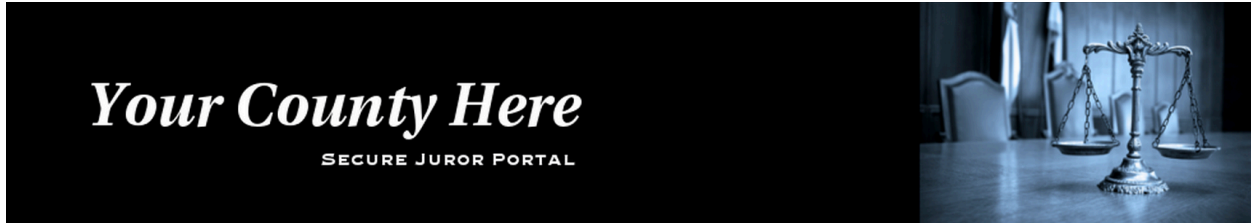
Date of Birth: --Select Month-- --Select Day-- --Select Year--

The Juror Portal can be branded for your specific locality. After their credentials have been verified, ezJury will check to see if the user has an unanswered questionnaire. If one is found, the questionnaire wizard will be immediately displayed (see section 2.2.2 Completing The Questionnaire), otherwise the user will be presented with the main menu.



5.3.2 Completing The Questionnaire

The user will provide answers to the questionnaire through a simple, guided wizard. The portal will enforce required fields as per your requirements. For example, some clerks require an email address and others do not. As the user moves through the wizard process, their answers are saved along the way. This ensures that the user can always return to their answers if they close their browser or otherwise return at a later date.



Questionnaire - BRANDON ACKER

Step 1 of 3: General Information

i

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Throughout the questionnaire wizard process, the portal uses simple user interface components that adapt well to touchscreens. For example, yes/no questions are answered via a sliding switch.

Step 2 of 3: Qualifications

I am a United States Citizen: Yes No

I have been a resident of Virginia for the past 12 months: Yes No

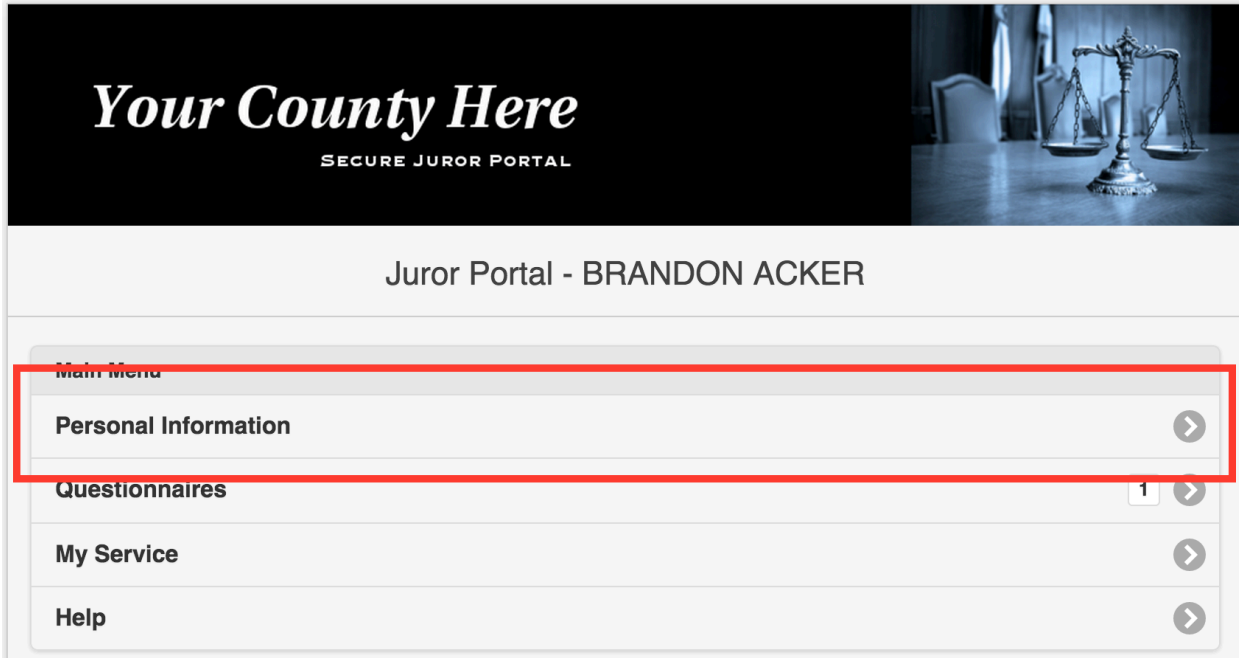
I have been a legal resident of the City or County of Harrisonburg for the past 6 months: Yes No

I am 18 years of age or older: Yes No

I am able to communicate in the English language: Yes No

5.3.3 Updating Personal Information

At any time (during the questionnaire phase or even after the juror has been summonsed), the user may update their personal information using the Juror Portal. To do this, the user must click the Personal Information button on the main menu and then click button labeled "Make Corrections to Your Information."



Your County Here

SECURE JUROR PORTAL

Juror Portal - BRANDON ACKER

Personal Information

BRANDON X ACKER
 123456789 Any Street
 BROADWAY VA 22815-9158
email address: demo@demo.com
daytime phone: 410-761-0000
evening phone: 410-761-0000
Date of Birth: 01-05-1979
Gender: male
Landowner?: yes
Occupation: clerk
Employer: walmart
Spouse Occupation: teacher
Date Last Served:

Back to Main Menu

Make Corrections to Your Information

5.3.4 Viewing Upcoming or Past Service

Once a summons has been generated for a panel, the panel information becomes visible in the Juror Portal. From the Main Menu, the user can click on the button labeled "My Service".

Upcoming Service YOU HAVE BEEN SUMMONSED. Failure to appear shall result in a fine of up to \$200.00

Panel B: Tuesday August 18th 2015 through Friday September 18th 2015

Date of first appearance: Tuesday August 18th 2015

Due to the last minute changes in jury schedules, please verify the Tuesday August 18th 2015 appearance date by calling our office after 5:00 pm, on Monday August 17th 2015 at [540-555-1234](tel:540-555-1234). You will hear our recording detailing the jury schedule.

In addition to your date of first appearance above, below are dates for which cases are tentatively scheduled. These are subject to change at any point in time.

- o 08-24-2015 through 08-25-2015

5.3.5 Requesting Exclusions or Deferments

Once summonsed, the juror may request to be excluded for certain dates, or have their service deferred to a different panel. The buttons labeled “Request an Exclusion” and “Request a Deferment” provide the mechanism for jurors to make the requests.

Upcoming Service YOU HAVE BEEN SUMMONSED. Failure to appear shall result in a fine of up to \$200.00

Panel B: Tuesday August 18th 2015 through Friday September 18th 2015
Date of first appearance: Tuesday August 18th 2015
 Due to the last minute changes in jury schedules, please verify the Tuesday August 18th 2015 appearance date by calling our office after 5:00 pm, on Monday August 17th 2015 at [540-555-1234](tel:540-555-1234). You will hear our recording detailing the jury schedule.

In addition to your date of first appearance above, below are dates for which cases are tentatively scheduled. These are subject to change at any point in time.

- o 08-24-2015 through 08-25-2015

Exclusions

An "EXCLUSION" may be made for 1) a specific date, 2) a range of date, or 3) all jury service as applicable by the Code of Virginia.

Request an Exclusion

Deferment

A "DEFERMENT" may be requested if you are unable to serve between Tuesday August 18th 2015 through Friday September 18th 2015. Please note that a deferment may only be requested once. The court will move your dates of service to dates needing additional jurors.

Request a Deferment

Previous Service

Once submitted, ezJury will generate an approval form that will be used by the judge staff to process. It will also generate an email with this form attached and sent to the email address of the clerk.

5.3.6 Printing Employer Letter

Jurors can download and print their own jury duty confirmation letters from the Juror Portal. There are buttons for each date served on the bottom of the “My Service” page in the section titled “Previous Service”. The confirmation letters are generated as PDF documents and are not editable.

Deferment

A "DEFERMENT" may be requested if you are unable to serve between Tuesday August 18th 2015 through Friday September 18th 2015. Please note that a deferment may only be requested once. The court will move your dates of service to dates needing additional jurors.

Request a Deferment

Previous Service

Sunday August 23rd 2015: **Print Employer Letter**

Back to Main Menu

5.4 Manually Entering Answers

The clerk staff may enter questionnaire answers or corrections as well. Simply click on the button labeled "Questionnaire Answers" next to the questionnaire.

Home
New Annual Pool
Darryn Graham

Back to Pools
 Pool Menu
Status: Mailed - Gathering Responses 15% complete (3 of 20)

A

[ACKER, BRANDON X \(000-00-2419\)](#) **Questionnaire Answers**

Status: Answers have been submitted online

B

[BOCOCK, PAMELA X \(000-00-2427\)](#) **Questionnaire Answers**

Status: Mailed to Juror, waiting response

C

5.5 Processing Undeliverable Questionnaires

Despite the pre-processing that is performed by the printing vendor to ensure addresses are accurate, some questionnaires may be returned as undeliverable. You will need to mark these as undeliverable in the annual pool using a hand scanner. First, navigate to your annual pool and select "Scan in Returned/Undeliverable Mail."

Home Example Pool Darryn Graham

Percent Completed

By Status

No data

View All Questionnaires

Scan in Returned/Undeliverable Mail

Manage Mailings 1

Disqualify "No Replies" 100

Move Disqualified "No Replies" To Different Pool 0

Make sure the cursor is in the "scan bar codes" field, and use your hand-held scanner to read the bar codes of the returned envelopes. The bar code is visible in the address window so you will not need to open the returned envelope in order to process it.



Home Undeliverable Questionnaires Darryn Graham

Use the hand scanner to record the bar codes of questionnaires that have been returned as undeliverable.

scan bar codes:

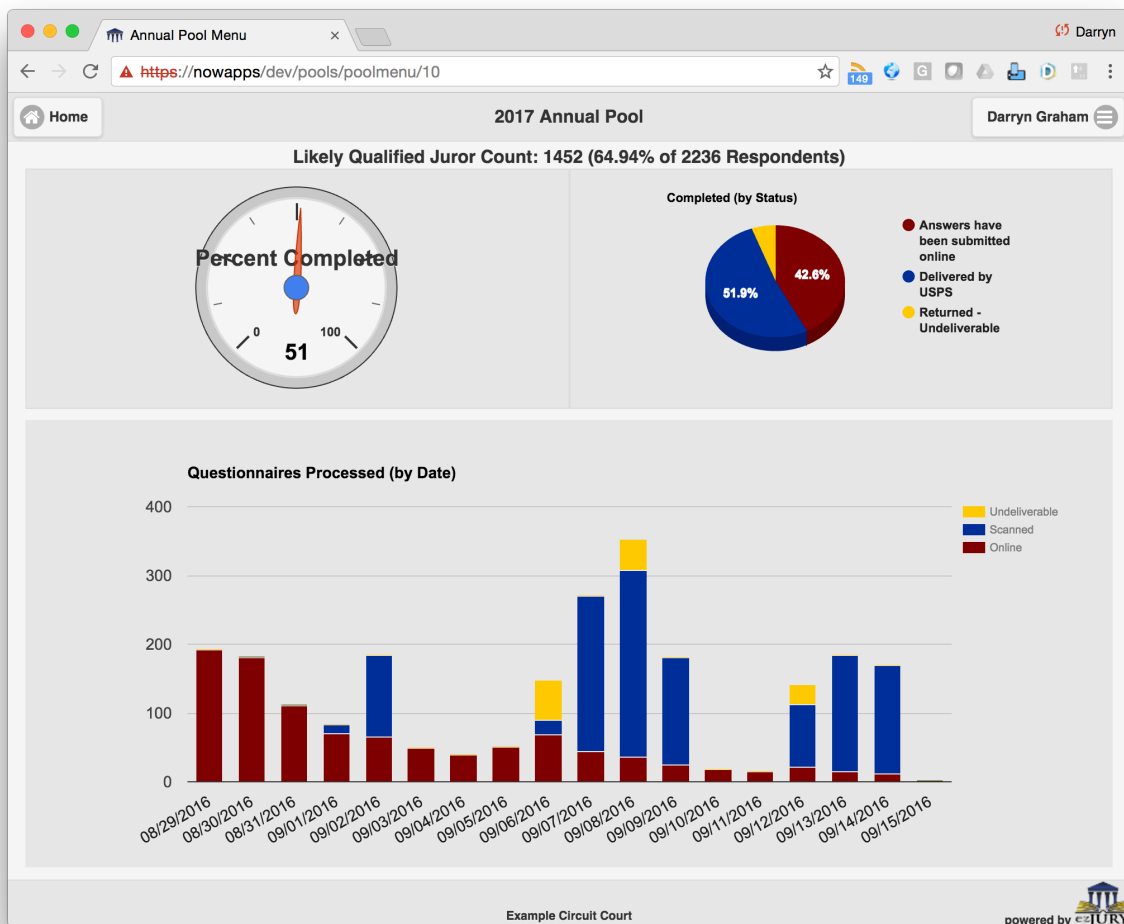
000000123
000008276

Save

Once you have scanned in a batch of undelivered mail, click the “save” button to update the status of the appropriate questionnaires in the annual pool.

5.6 Monitoring Questionnaire Processing

As questionnaires are answered online and through the scanning process, ezJury will automatically categorize all questionnaire responses. While the Annual Pool status is “Mailed – Gathering Responses”, you will see a dashboard that provides visibility to monitor the overall progress.

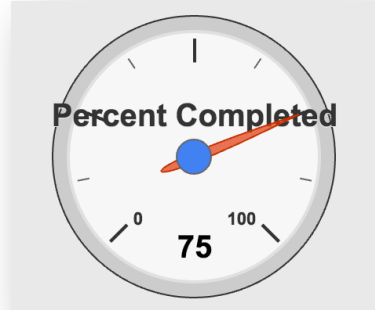


5.6.1 Likely Qualified Juror Count

The very top of the dashboard contains the “Likely Qualified Juror Count”. This number represents the total number of questionnaires where the respondent did not indicate any disqualifications or exemption requests.

5.6.2 Percent Completed

The Percent Completed gauge in the upper left indicates the total number of questionnaires processed relative to the number mailed.

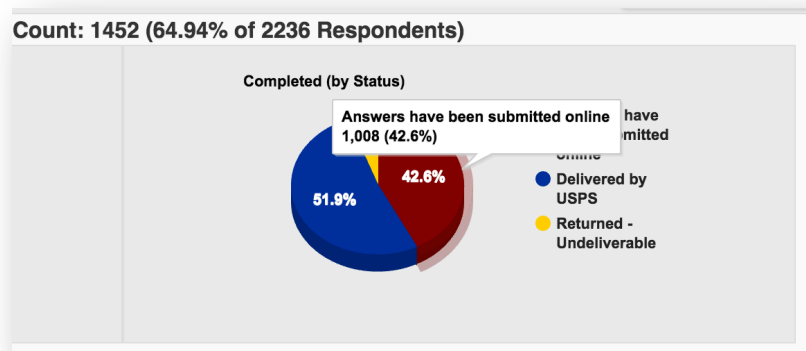


A processed questionnaire includes any of those that are:

- Returned Undeliverable
- Completed Manually and returned via USPS
- Entered Manually by Clerk Staff
- Answered Online through the Juror Portal

5.6.3 Completed By Status

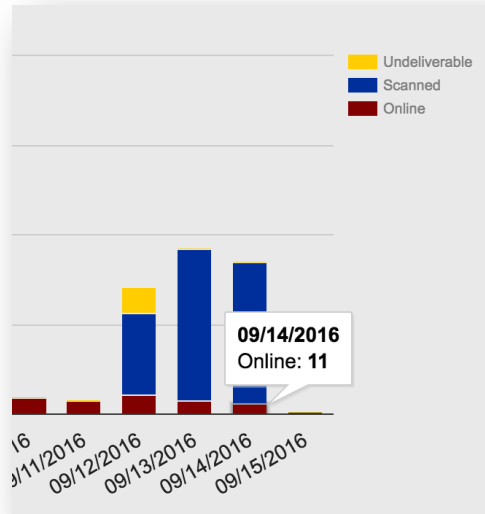
The Completed By Status pie chart in the upper right counts the processed questionnaires and categorizes them by the way in which they were answered (Submitted Online, Delivered by USPS, and Returned Undeliverable). It is especially useful to determine how many jurors use the online Juror Portal as this is the most time- and cost-effective way for the clerk to process questionnaires.



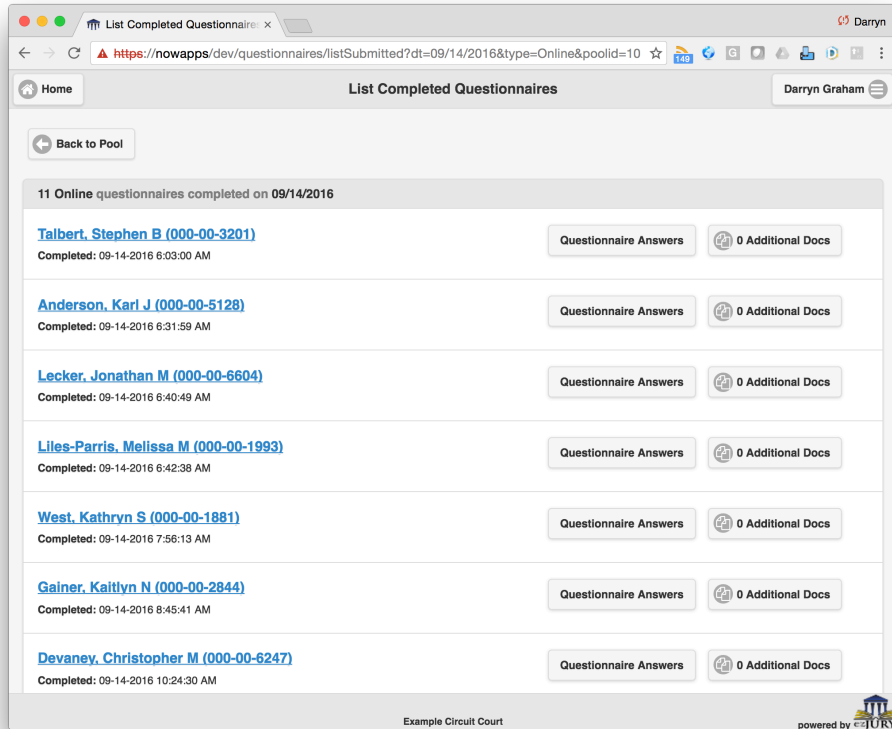
Note that you can hover over each of the slices of the pie chart to see the exact number of questionnaires relative to that category.

5.6.4 Completed By Date

The Completed By Date stacked bar chart at the bottom of the dashboard provides visibility into the same data in the pie chart, but further categorized by date processed.



Like the pie chart, you can hover over the bars of this chart to see the total number of questionnaires processed relative to the category and date. Further, you can click on these bars and drill down into the specific questionnaires.



This provides detailed visibility into the specific questionnaires related to that category and date.

6. Jury Commissioners: Certify and Finalize Pool

Once all answers have been received, please refer to the *ezJury Commissioner's Guide* for instructions on certifying the annual pool.

7. Working With Panels / Terms of Service

Panels and Terms of Service refer to the same things. They are groups of jurors who are assigned to a specific set of dates for potential service. They are populated from randomly selected jurors from the Annual Pool. Once in a Term of Service, jurors can be summonsed and randomly selected for assignment to cases where the case dates coincide with the Term of Service.

7.1 Assigning Qualified Jurors to Panels

Once your annual pool has been finalized and certified by the Jury Commissioners, the default view of the annual pool will change.

Home 2015 Annual Pool: 665 currently unassigned Darryn Graham

Status: Certified & Finalized

- Assign Jurors To Panel
- View Questionnaires
- Audit Records
- Export Addresses
- State Board of Elections Export

Pool Qualification Breakdown

● Qualified
● Disqual...

Disqualification Types

Terms & Panel Assignments

January Panel A	jurors assigned: 71
January Panel B	jurors assigned: 67
January Panel C	jurors assigned: 63
April Panel A	jurors assigned: 62
April Panel B	jurors assigned: 73
April Panel C	jurors assigned: 71

The clerk now has the ability to assign jurors to panels. ezJury can be configured to randomly assign all of the Jurors evenly across all panels, or randomly assigned to each panel individually. Click on the button labeled “Assign Jurors To Panel.” This will present a screen that will allow you to specify the number of jurors to assign along with the panel to assign them to.

Assign Jurors from 2015 Annual Pool to Panel

Select the number of random jurors to assign to the panel (665 currently unassigned):

172

Select the panel:

choose...

- ✓ July Panel B (08-18-2015 to 09-18-2015)
- July Panel C (09-22-2015 to 10-16-2015)
- October Panel A (10-20-2015 to 11-13-2015)
- October Panel B (11-17-2015 to 12-18-2015)
- October Panel C (12-22-2015 to 01-15-2016)

Click the “Assign” button and ezJury will randomly select jurors from the annual pool and assign them to the panel.

7.2 Generating The Summons

ezJury can be configured to generate a Summons at the Panel level, or the Case level. When summoning on a Panel level, once you have jurors assigned to a

Panel you can generate a Summons for the group. Click on the panel within the annual pool to navigate to the panel view.

Home

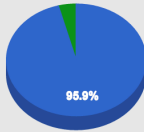
April Panel B
 05-19-2015 to 06-12-2015

Darryn Graham

Total Jurors: 73

- [Move Random Jurors To Another Panel](#)
- [Generate Summons](#)
- [Map View](#)
- [Export Addresses](#)
- [Audit Records](#)

Current Status of Panel

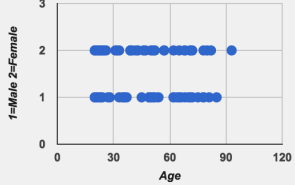


● Available

● Assign...

95.9%

Age and Gender Distribution



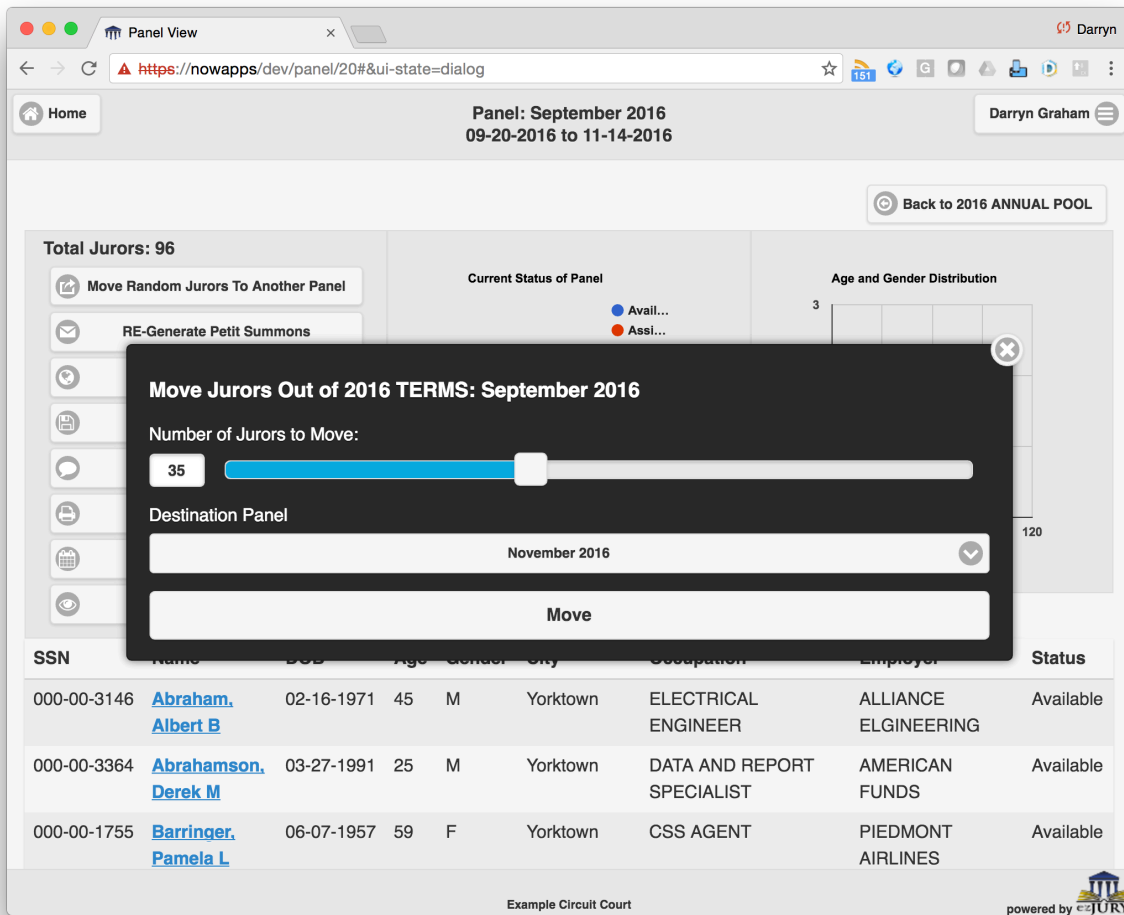
SSN	Name	DOB	Age	Gender	City	Occupation	Employer	Status
000000476	ALLEN, ETHA X	07-20-1943	72	F	HARRISONBURG	production worker	virginia poultry growers	Available
000000809	AMOSS, STEPHEN X	03-07-1961	54	M	HARRISONBURG	LAWYER	LITTEN SIPE	Available
000002046	ANDERTON, ANDREW X	02-28-1995	20	M	PORT REPUBLIC	retired	retired	Available

Click on the “Generate Summons” button to have ezJury create and download the file containing the summons for this panel. Once the summons had been generated, users of the Juror Portal will see service details.

Some localities “outsource” the printing and delivery of the Petit summons to their Sherriff or a private company like Peregrine. For these localities, a separate Panel Action will appear that will export the panel data suitable for printing. Note that during this export process, the group assignments will be regrouped.

7.3 Moving Random Jurors to Another Panel

ezJury supports the ability to take a random sample of any number of jurors in a panel and move them to another future panel.



Click the “Move Random Jurors to Another Panel” and use the slider to indicate how many jurors to randomly select. Finally, select the Destination Panel and click the “Move” button to execute the action.

7.4 Moving Groups of Jurors to Another Panel

Some localities manage jurors within a Panel using groups. In this case, specific groups of unused jurors are selected to move to another Panel.

Home

Panel: September 2021
 09-01-2021 to 09-30-2021

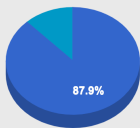
Darryn Graham

Back to 2021 Petit Pool

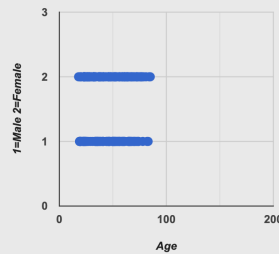
Panel Actions

Current Status of Panel

● Available
● Cancel...



Age and Gender Distribution

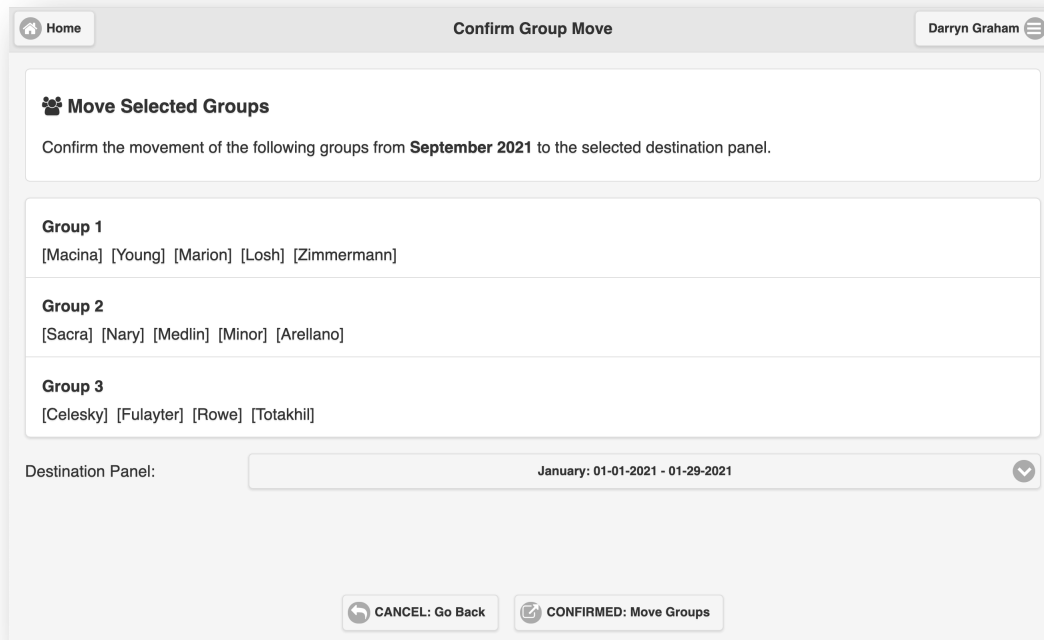


Select the checkbox next to the group to move those jurors to an alternate term of service.

This panel has 175 remaining jurors in 41 Groups. Click to move 14 selected jurors

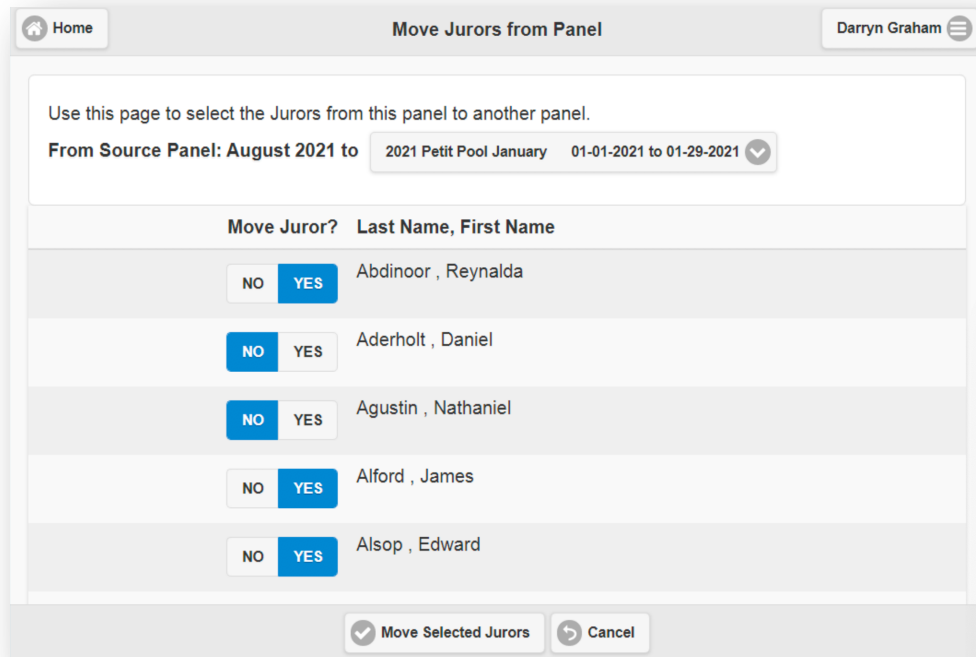
<input checked="" type="checkbox"/>	Group 1 (5): [Joseph H Macina] [Brandon Young] [Karen V Marion] [Donna K Losh] [Regina L Zimmermann]
<input checked="" type="checkbox"/>	Group 2 (5): [Brittany C Sacra] [Verly L Nary] [Jeffrey W Medlin] [Tenisha S Minor] [Martin A Arellano]
<input checked="" type="checkbox"/>	Group 3 (4): [Angela M Celesky] [Iana L Fulayter] [Douglas A Rowe] [Abdul H Totakhil]
<input type="checkbox"/>	Group 4 (3): [Thomas J Henry] [Halley N Kornicker] [James C Williams]

When groups have been selected using the checkbox on the left hand side of each group, a new button will appear above the group list titled "Click to move X selected jurors". This number will reflect the number of jurors being moved. Once all of the jurors are selected and the move button is clicked, a confirmation screen will appear and the user can select the destination Panel.



7.5 Moving Specific Jurors to Another Panel

If the ezJury system has been configured to allow it, specific jurors within a Panel can be moved to another Term of Service. To select which juror(s) to move, the user clicks the “Move Specific Jurors to Another Panel” button.



Home Darryn Graham

Move Jurors from Panel

Use this page to select the Jurors from this panel to another panel.

From Source Panel: August 2021 to 2021 Petit Pool January 01-01-2021 to 01-29-2021

Move Juror?	Last Name, First Name
<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	Abdinoor , Reynalda
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	Aderholt , Daniel
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	Agustin , Nathaniel
<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	Alford , James
<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	Alsop , Edward

Move Selected Jurors

The next screen will allow the user to select the destination panel, as well as the specific juror(s) to move by clicking the yes/no toggle buttons.

7.6 Reprinting No-Reply Questionnaires

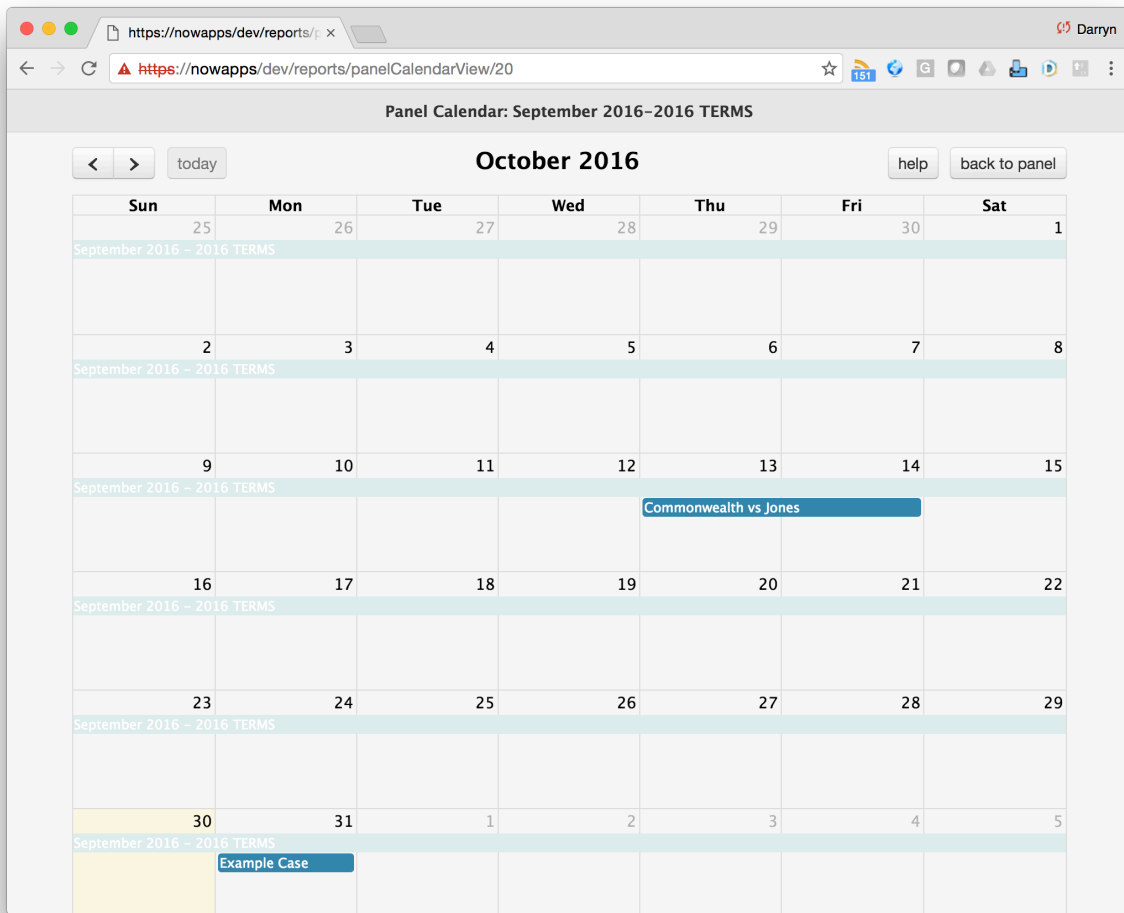
During the Commissioner's review process, some localities choose not to disqualify those potential jurors who did not answer/return the questionnaire. In these cases, the locality may elect to print blank questionnaires for no-reply jurors to include in their summons. The "Re-print No-Reply Questionnaires" Panel Action will generate the questionnaires for those who did not reply to be included with their summons.

7.7 Juror Info Report

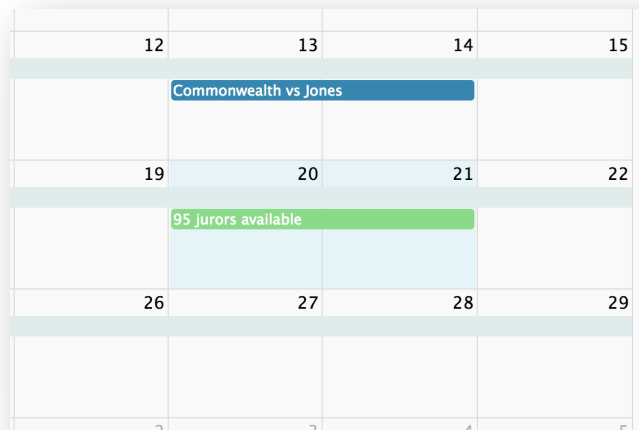
The "Generate Juror Info Report" Panel Action will create a Word document containing an alphabetical list of each juror assigned to the Panel. It includes name, address, landowner status, date of birth, group number (if applicable), occupation, and employer.

7.8 Panel Calendar View

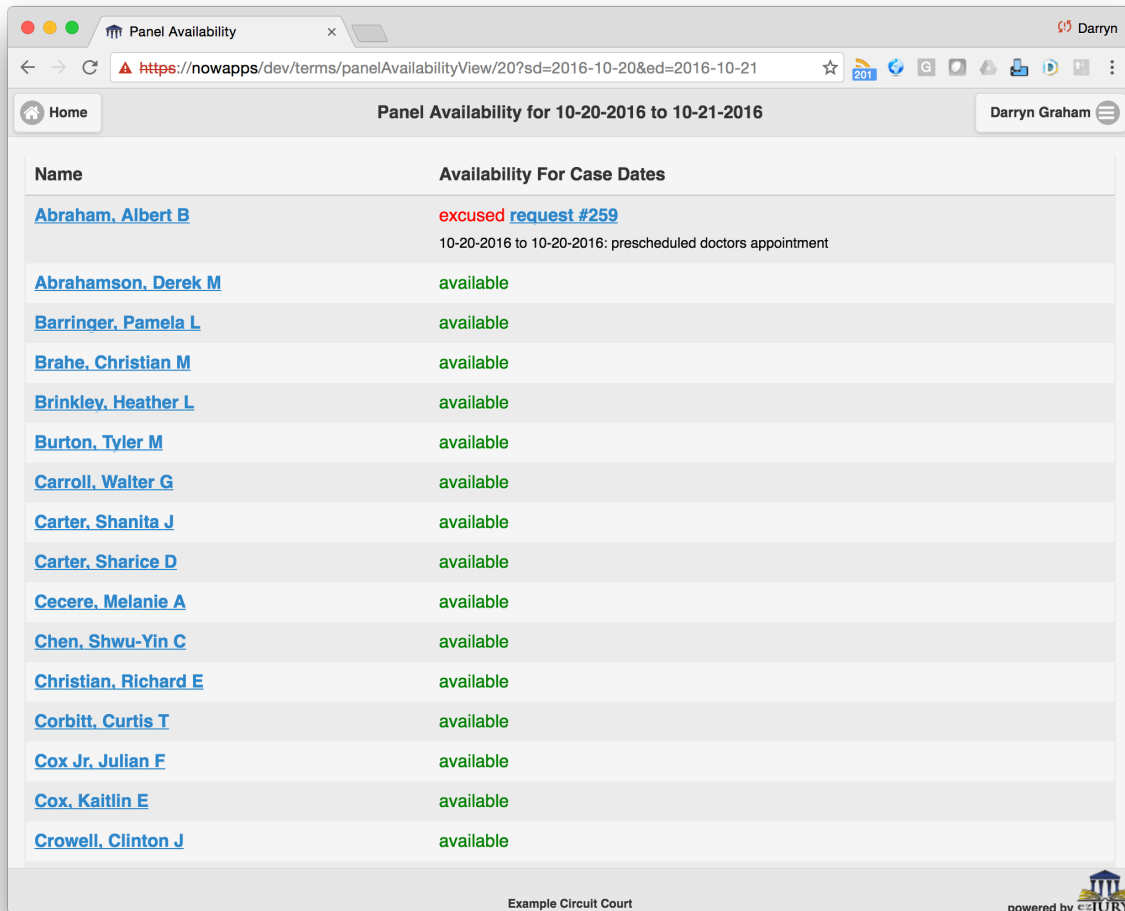
ezJury provides a calendar view for Panels, which displays the Panel's date range along with the cases that fall within it.



This is especially useful for scheduling cases. You can determine the count of jurors (based on exclusions and assignment to existing cases) for any date span within the Panel by clicking on a start date and dragging to an end date.



In the example above, the user clicked on the 20th and dragged to the 21st to determine how many jurors are actually available those dates. Click on the entry to see the availability details of the panel. If jurors are already excluded or assigned to cases during which the dates overlap, you will see the details here.



7.9 Exporting Addresses

ezJury provides a way to export the addresses of all of the jurors in a panel to a file that can be opened with Excel. This is useful if the clerk needs to do a custom mail merge or other function. Click on the "Export Addresses" button in the Panel View to download the file.

7.10 Printing a Case List

Click on the "Print Case List" button in the Panel View to generate a report of all of the cases in ezJury that fall within the start and end date of the Panel.

8. Working with Cases

This section will describe how to manage cases. The case page displays all of the cases, filtered by month and year.

Click on the filters and sorting options at the top of the page to change the list of cases below.

8.1 Creating a New Case

Click the button labeled “New Case” in the upper right hand area of the cases page. You will need to provide some minimal information about the case. Note that ezJury is not designed to replace a full docket management system. Cases are only entered into ezJury in order to facilitate the management of jurors.

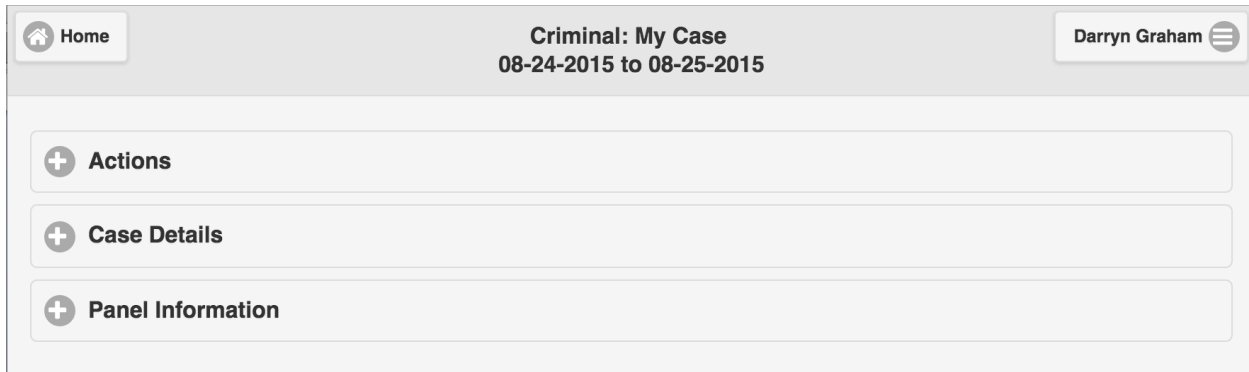
Cases are created in an initial “Pending” state. In order to assign jurors to the case, you will need to activate it by navigating into the case and clicking the button labeled “Activate.”

8.2 Canceling / Settling a Case

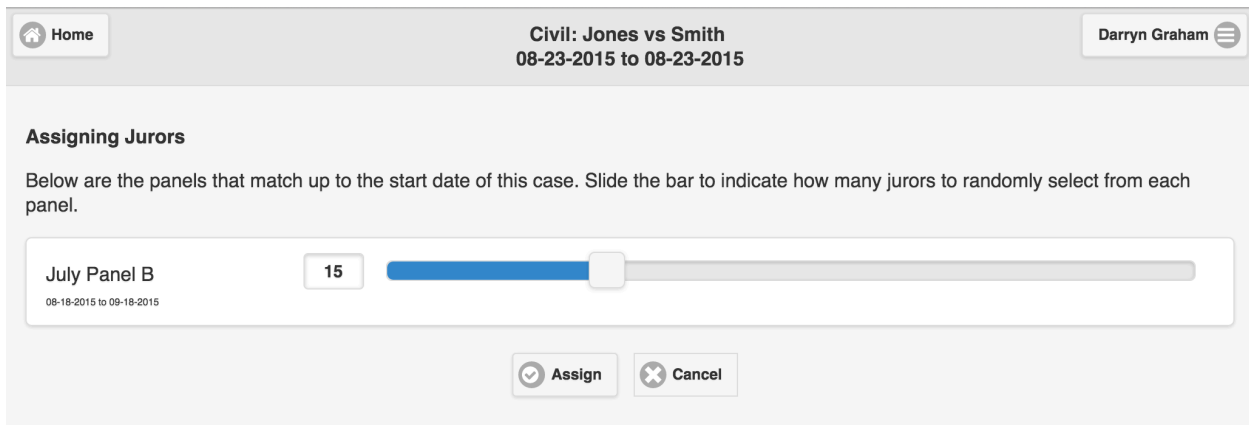
First, navigate to the case. Expand the Actions button and select “Case Cancelled/Settled”.

8.3 Assigning Jurors To an Active Case

Once the case is active, the clerk may randomly assign jurors from the panel onto the case. When navigate into the case, note that the case details view has changed. Each of the sections (Actions, Case Details, and Panel Information) is made up of an expandable view. Click on the sections to reveal additional details.



To randomly assign jurors from the panel to the case, first expand the Actions section. Next, click on the button labeled “Assign Jurors from Panel” and the assignment screen will be shown.



Use the slider to select the number of jurors to assign to this case. Or, instead of using the slider, you can optionally enter a value in the field. Click the assign button to complete the action. You will then be returned to the Case Details screen. Note that there is a new section labeled “Case Roster” which initially shows

the number of jurors assigned to the case. Expand this section to see the list of jurors assigned.

It is also important to note that you can assign only landowners as jurors on cases. This feature is available by clicking the Action button labeled "Assign ONLY LANDOWNERS from Panel".

8.4 Generating the Counsel / 72-Hour Report

This report is generated by first navigating the case. Expand the Actions button and select "General Counsel / 72-Hour Report".

8.5 Maintaining Juror Attendance Records

In order to record the attendance of jurors, you will need to take a roll call and record the results in ezJury. From the Main Menu, select the button labeled "Daily Roll Call".

Click here to change the date → **Daily Roll Call for**
08/23/2015

Home Darryn Graham

Jones vs Smith: 15 Jurors Select the attendance status of jurors assigned to the case

Present	SSN	Name	DOB	Age	Gender	City
<input type="checkbox"/> No	000-00-1712	BOWMAN, KAREN X	05-27-1930	85	F	BRIDGEWATER
<input type="checkbox"/> No	000-00-0575	BRADLEY, RUTH X	10-24-1957	58	F	DAYTON
<input type="checkbox"/> No	000-00-1406	CLINE, ZACHARY X	09-13-1957	58	M	BROADWAY
<input type="checkbox"/> No	000-00-2018	CRANSTON, SHEILA X	01-11-1987	28	F	HARRISONBURG
<input type="checkbox"/> No	000-00-1935	D'ORO, JASON X	01-05-1989	26	M	HARRISONBURG
<input type="checkbox"/> No	000-00-2151	DEAN JR, RACHAEL X	02-19-1955	60	F	BERGTON
<input type="checkbox"/> No	000-00-1407	EMSWILER, S X	01-13-1991	24	F	HARRISONBURG

Save Roll Call

The roll call screen defaults to today's date, however you can click and change this value to maintain attendance records for any date. Use the "Present" sliders to select the attendance status of each juror. If there are multiple cases scheduled for this date, the jurors will be grouped by case.

ezJury also supports a configuration switch that will also capture whether the jurors' identification was checked (not shown here).

Further, ezJury supports a configuration switch that will control whether absent, unexcused jurors will be marked as INACTIVE. Once a juror is marked as inactive, they will no longer be included in future case assignments until the clerk marks them ACTIVE again.

Jurors who have had an Exclusion approved since they have been added to the case will be highlighted.

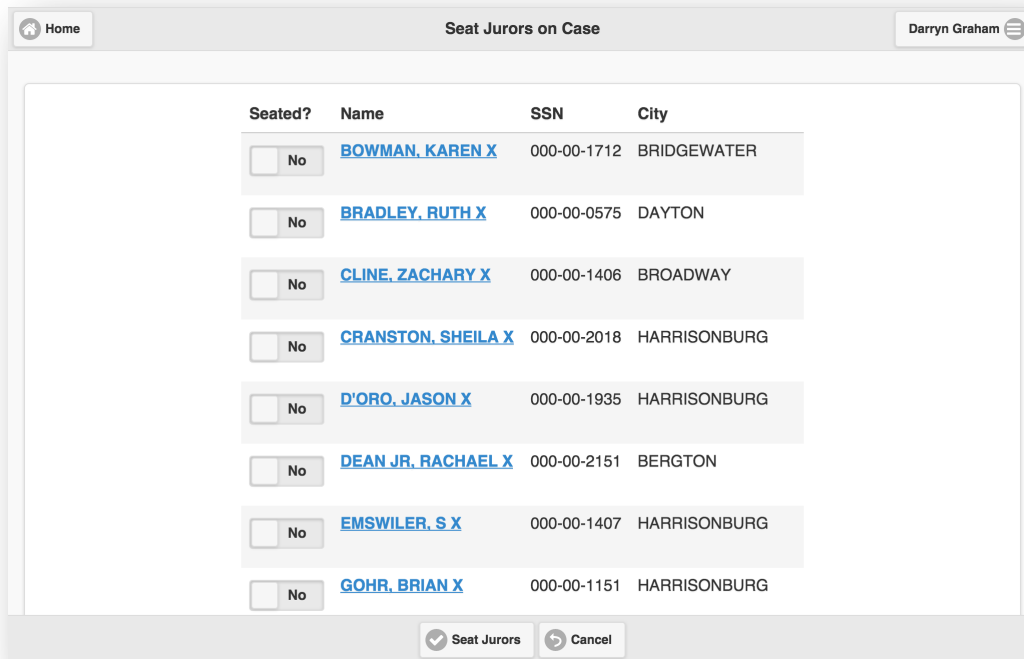
<input checked="" type="checkbox"/> Yes	000-00-2165	NEGUSE, REBECCA X	01-27-1986	29	F	HARRISONBURG
<input checked="" type="checkbox"/> Yes	000-00-0729	SAUFLEY, MARTIN X	01-19-1954	61	M	MOUNT CRAWFORD
<input type="checkbox"/> No	000-00-0977	SPITLER, PHYLLIS X EXCUSED 08-23-2015 to 08-23-2015 called in sick - will not be present	10-28-1944	71	F	SINGERS GLEN

8.6 Generating a Seating Chart

This report is generated by first navigating the case. Expand the Actions button and select "Generate Seating Chart". Note that ezJury can be configured to only include jurors who have previously marked present by a roll call.

8.7 Seating Jurors on to The Case

Once jurors have been selected by the voir dire process, you will need to indicate which assigned jurors were actually seated. First, navigate to the case. Expand the Actions button and select "Seat Jurors". Use the "Seated" sliders to indicate which jurors were selected.



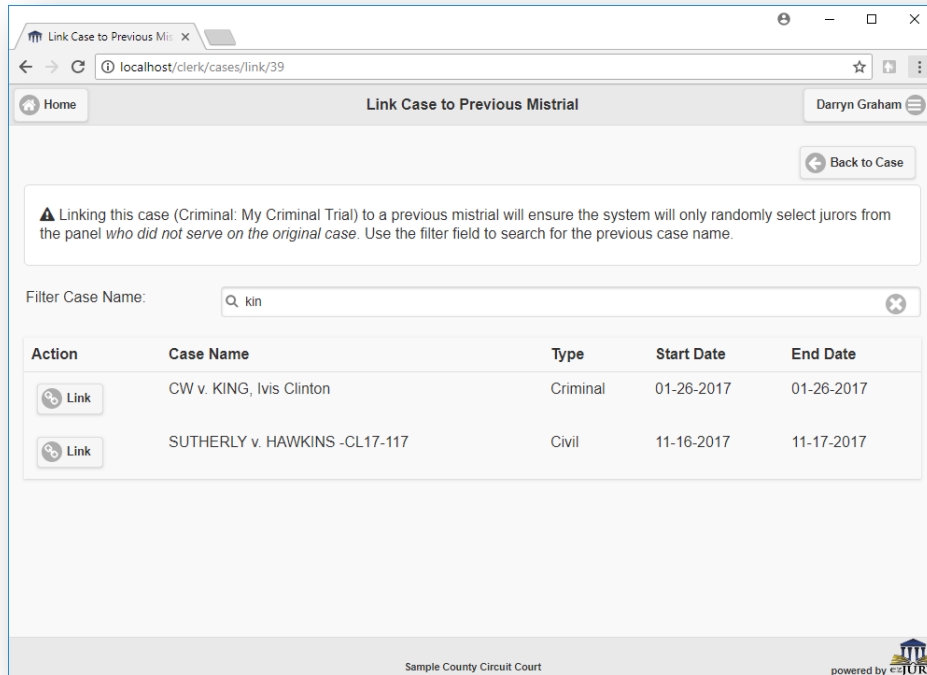
8.8 Closing The Case

Once the case has concluded, navigate to the case, expand the Actions button and select "Close Case". Note that this step will remove all of the unseated jurors from this case. Closing the case is an *optional* action. Many localities will chose not to close the case so that the assigned jurors (even though they are not seated) will remain on the roster for future reference.

8.9 Linking Cases

In a scenario where you want to prevent certain jurors from being randomly selected onto a case, you can use the Link Case feature. A common scenario for this type of action is when a mistrial occurs and the re-trial happens within the same Term of Service. You would not want any of the jurors from the first mistrial to be selected for the re-trial. This is why you would link the 2nd re-trial to the 1st mistrial before assigning jurors to the re-trial.

To link a case to a previous mistrial, expand the Actions button and select "Link this Case to a Previous Mistrial". A list of cases will be displayed, and you can use the "Filter Case Name" field to search for the case that ended in mistrial. Select the "Link" action on the left to choose the case.



8.10 Random Juror Seat Assignments

By default, ezJury generates random seat assignments to jurors assigned to cases every time the Seating Chart is generated. Alternatively, the system can be configured to provide a button under Case Actions that will perform this step and assign the juror a seat number that will not change.

When this feature is enabled, there are additional reports that can be run: Clerk Check-In and Bailiff Check-In. This feature was added to allow for a more streamlined juror check in on the day of the trial...especially when using numbered badges.

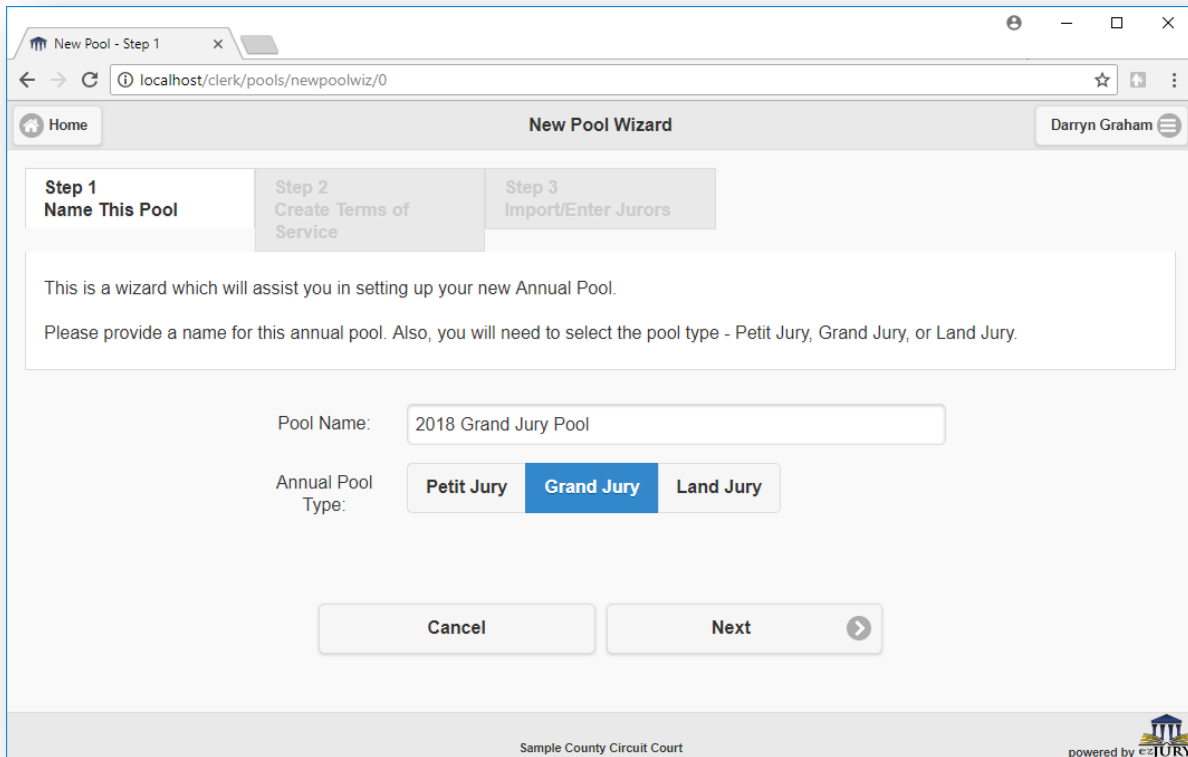
9. Grand Jury Annual Pool Yearly Setup

Petit pools and Grand Jury pools behave the same way for the most part. The main differences between the Grand Jury annual pools and the Petit annual pools is that the Grand Jury pool is not randomly selected from the SCV and the Grand Jurors within the pool do not answer questionnaires. All other functions (randomly selecting for terms of service, assigning to cases, daily roll call, etc) remain the same within ezJury. As such, the new annual pool wizard only contains 3 steps for creation of a Grand Jury annual pool. As specified in the Grand Jury Overview section, there are many ways in which a Grand Jury pool can be populated. The sub-sections below will detail each option.

9.1 Create The Grand Jury Annual Pool

To create the Grand Jury annual pool from the Main Menu click Annual Pools to arrive at the Annual Pools screen. Select the New Pool button and the system will display

the New Pool Wizard. The wizard will walk you through the 3 step process to create a Grand Jury annual pool. The first step is to enter a pool name (for example, "2018 Grand Jury Pool"). ezJury defaults the Annual Pool Type to Petit, so you will need to select the "Grand Jury" option.



Click Next to move to the second step of the wizard which is to create a Term of Service to associate with your new Grand Jury Annual Pool. From the Term Type drop down, select the appropriate Term of Service configuration. Next, give your Term of Service a name (alphanumeric only please - no special characters). You will edit the dates for this Term of Service later after the data for the annual pool has been loaded.

New Pool - Step 2

localhost/clerk/pools/newpoolwiz2

Home New Pool Wizard: 2018 Grand Jury Pool Darryn Graham

Step 1 **done**
Name This Pool

Step 2
Create Terms of Service

Step 3
Import/Enter Jurors

Create a new set of term dates for the year that will be associated with this annual pool. You need to identify the configuration of the terms by selecting from the Term Type drop down box. You will edit the dates later after the data for the annual pool has been loaded.

Term Type: default

Term Name: 2018GJTermOfService

Previous Next

Sample County Circuit Court powered by ezJURY

Click Next to move to the third step of the wizard which is used to populate the Grand Jury annual pool with jurors. Please see the following sections on the options that you can use to add jurors into your newly created Grand Jury annual pool.

9.2 Manually Enter Jurors Into The Pool

Grand Jurors can be added to pools manually to support a Grand Jury. Select the "Manually Enter Jurors" option in a Grand Jury Annual Pool. This will take you to a screen where you can manually enter juror details. The top of the screen is the juror entry screen, and the list of the jurors that are in the pool are displayed immediately below it.

Employer:

email:

Daytime Phone:

Evening Phone:

 **Save**

- [Evans, Bob \(-\)](#)
Status: Manually Added by Clerks Staff
- [Redcliff, Daniel \(-\)](#)
Status: Manually Added by Clerks Staff

If the SSN of the juror is available, ezJury will look up the juror in the database to see if that juror is already known. If it finds a valid record, the data fields will be automatically populated. The SSN field is not required.

Because the SSN is often not known and thus not required, ezJury is designed to take additional steps to avoid duplicate entries for jurors. After entering a last name and a first name, ezJury will perform an automatic search against the existing juror records in the database to see if there is a match. If any records are found where the first and last name match, a red button will appear under the last name field displaying the number of matches found.

Home **Manually Enter Jurors** Darryn Graham


Back to Pool Menu

SSN (no dashes):

First Name:

Middle Name:

Last Name:

 found 2 possible matches

Suffix:

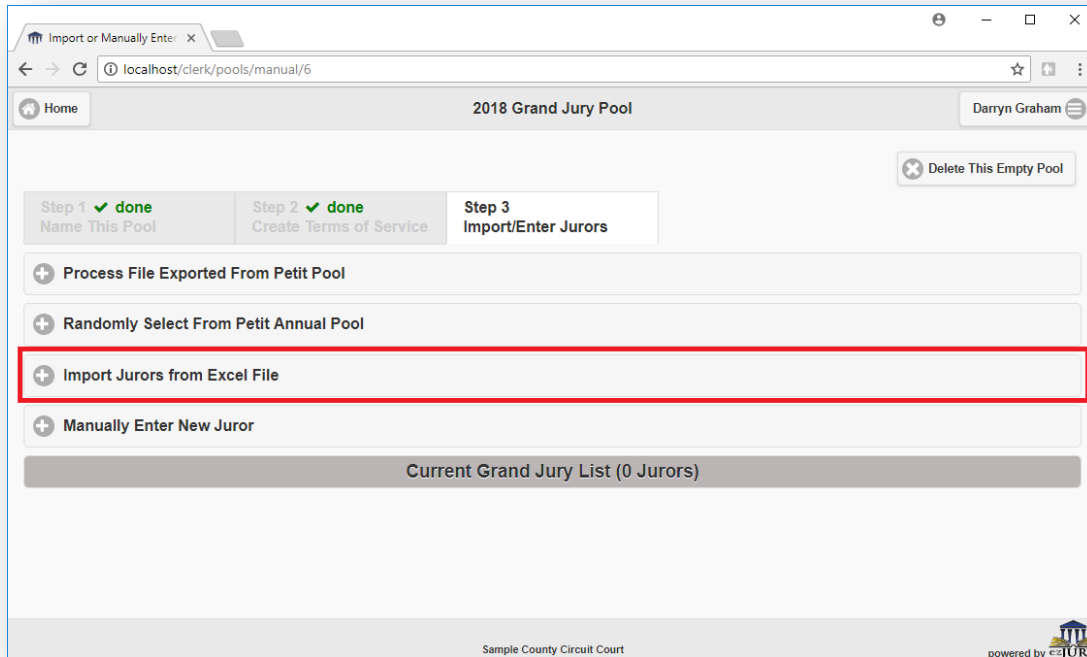
Clicking on the red button will open a window with additional details of matches found. This allows the user to associate an existing record with this Grand Jury juror.

The screenshot shows a web application interface for 'Manually Enter Jurors'. A modal window titled 'Possible Matching Jurors' is open, displaying a message: 'The following juror records are already in the database for Jones, Frederick:'. Below this message are two entries, each with a blue 'select' link followed by an address: '110 Vivian Ct Yorktown, VA 23690-3706' and '105 Pioneer Ln Yorktown, VA 23692-4719'. The background form is partially obscured but shows fields for 'SSN (no d', 'First Name', 'Middle Name', 'Last Name', 'Suffix:', and 'Street Address 1:'. A red warning icon with the text 'found' is visible near the 'Last Name' field. The top navigation bar includes 'Home', 'Manually Enter Jurors', and a user profile for 'Darren Graham'.

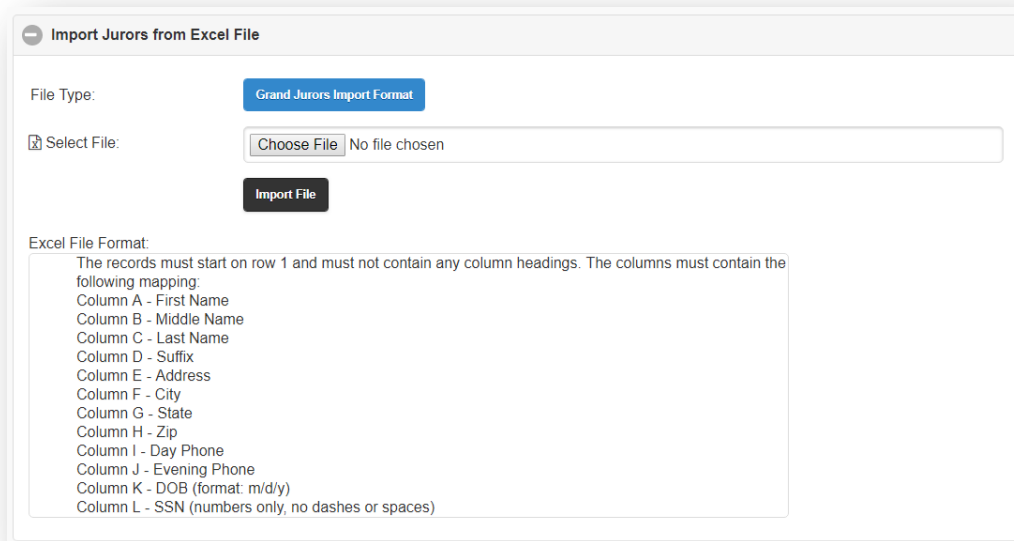
Clicking on the “select” link will tell ezJury to use the existing juror record, rather than creating a new duplicated record.

9.3 Import Jurors from an Excel File

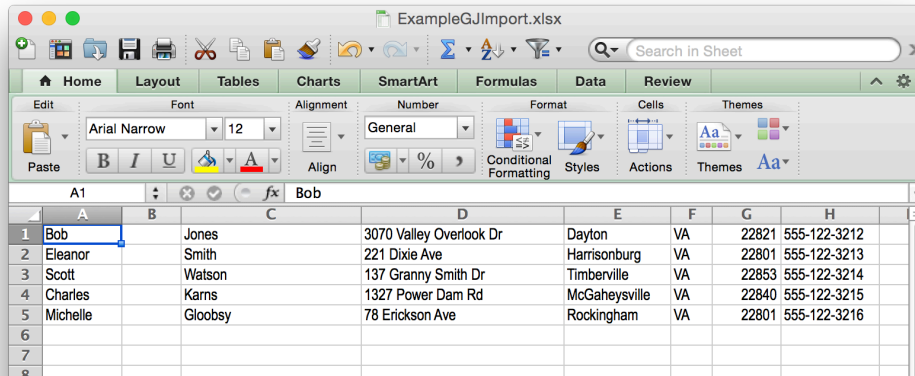
In addition to entering jurors manually, you can populate the Grand Jury Annual Pool by importing an Excel spreadsheet. After creating a new Grand Jury Annual Pool, select the “Import Jurors from Excel File” option.



The File Import screen will appear. Click the “Choose File” button, navigate to the Excel file on your workstation and choose it, and then click the “Import File” button.



Note that the records must start on row 1 in the first worksheet of the file and the file must not contain any column headings. The columns in the Excel sheet must appear in a certain order:



	A	B	C	D	E	F	G	H
1	Bob	Jones	3070 Valley Overlook Dr	Dayton	VA	22821	555-122-3212	
2	Eleanor	Smith	221 Dixie Ave	Harrisonburg	VA	22801	555-122-3213	
3	Scott	Watson	137 Granny Smith Dr	Timberville	VA	22853	555-122-3214	
4	Charles	Karns	1327 Power Dam Rd	McGaheysville	VA	22840	555-122-3215	
5	Michelle	Gloobsy	78 Erickson Ave	Rockingham	VA	22801	555-122-3216	
6								
7								
8								

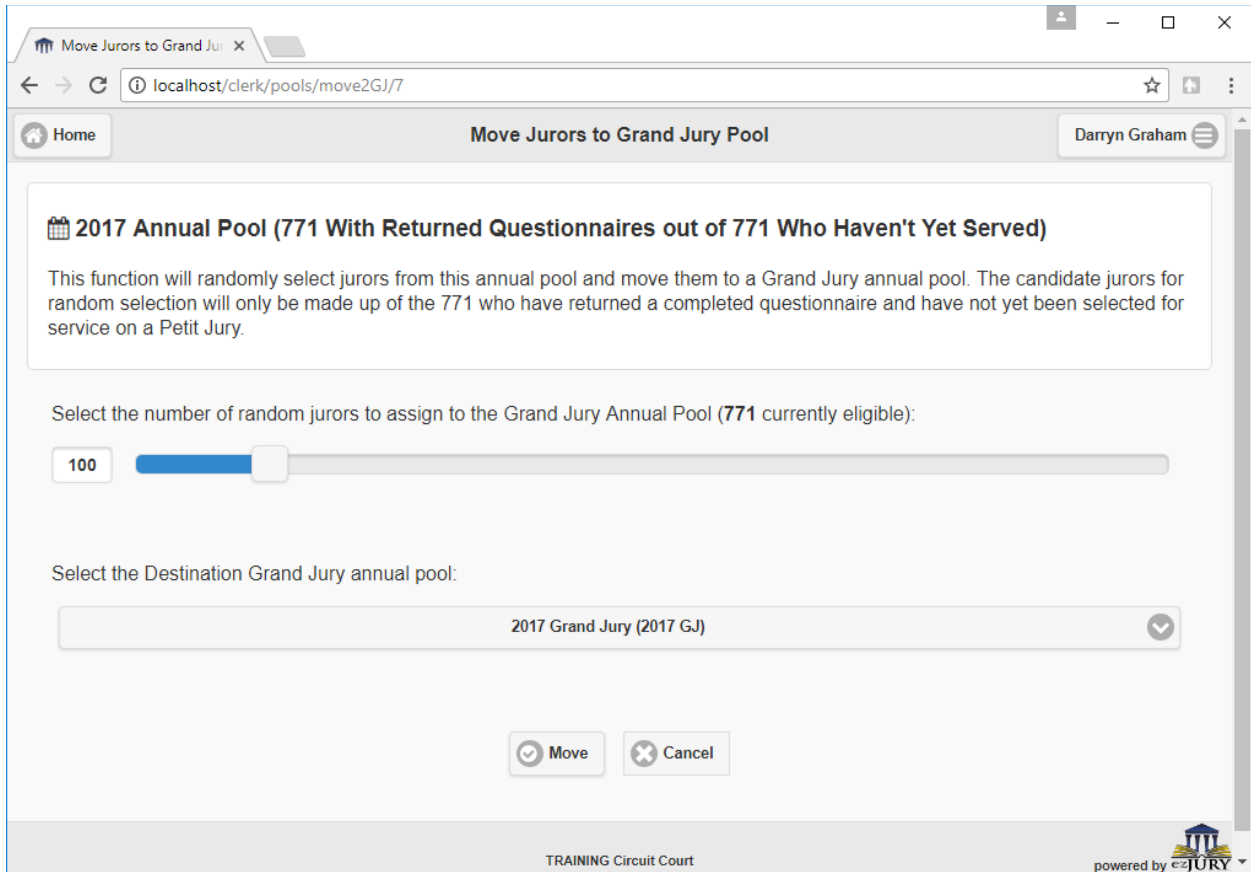
The columns must contain the following data field mappings:

- Column A - First Name
- Column B - Middle Name
- Column C - Last Name
- Column D - Address
- Column E - City
- Column F - State
- Column G - Zip
- Column H - Phone

9.4 Randomly Select Unused Jurors from an Existing Petit Pool.

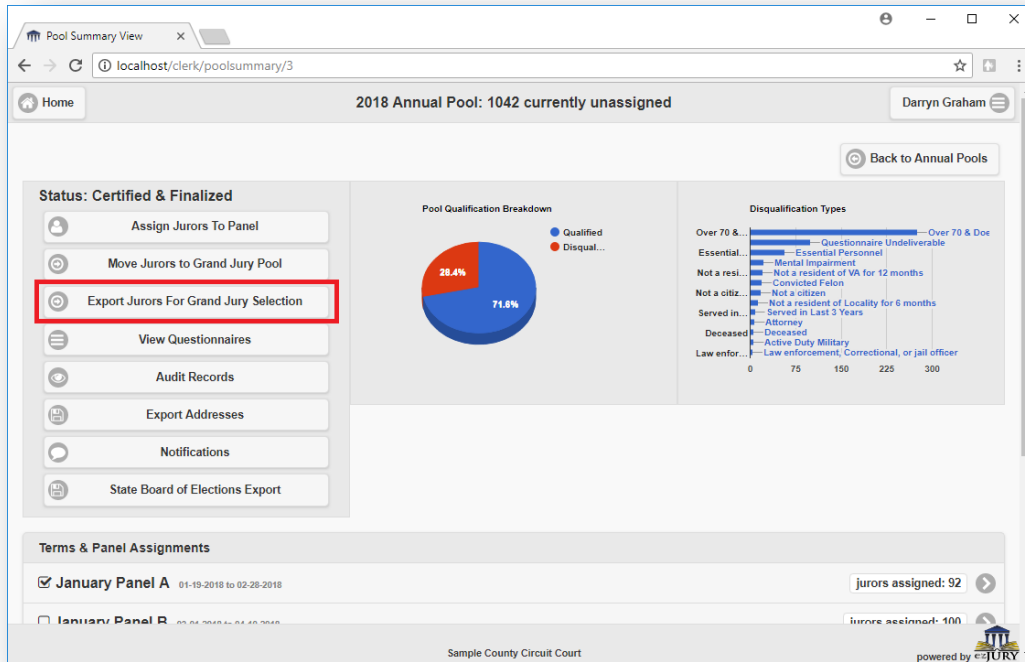
Some localities choose to populate their Grand Jurors by randomly selecting from an existing certified Petit Annual Pool. After creating a new Grand Jury Annual Pool using Step 2.1, navigate to the Petit Annual Pool from which the Grand Jurors will be selected. Click the button labeled "Move Jurors to Grand Jury Pool".

On the next screen, use the slider to select the number of random jurors to assign to the Grand Jury Annual Pool from the Petit pool. Note that only jurors who have answered a questionnaire (online or paper) and who haven't yet served are eligible to be selected. Next, select the Destination Grand Jury Annual Pool to send them to and click the button labeled "Move".



9.5 Import Jurors from an Excel file Exported from a Prior Petit Pool

Some localities choose to populate their Grand Jurors by first reviewing “unused” jurors from an existing certified Petit Annual Pool. To facilitate this, you can export jurors who have actually answered a questionnaire (online or paper) and who haven’t yet served and save this list to an Excel file. First, navigate to the Petit Annual Pool from which the Grand Jurors will be selected and select the “Export Jurors For Grand Jury Selection” button.



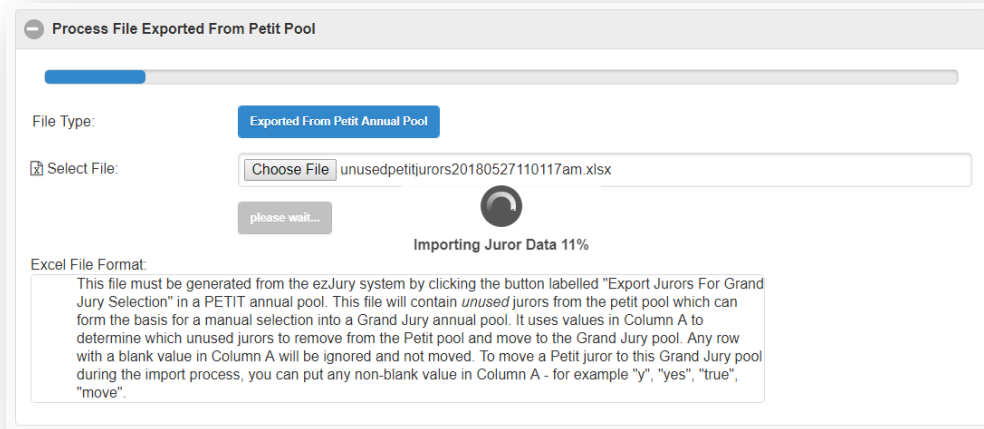
This file will contain the names of jurors to be reviewed and includes their address, phone numbers, age, employer, and occupation. There are some special data columns included in the file as well. Column A is labeled "Mark As Selected" and it is initially blank for each record. You will use this column to indicate the rows of jurors you would like moved from the Petit pool to the Grand Jury pool. Any non-blank value will serve as an indicator to move – for example "yes", "true", "x", etc. Note that if you put the word "no" in Column A for any row, it is still treated as a non-blank value and the system will move that juror. The system does not distinguish any meanings from values entered in Column A.

A	B	C	D	E
1 Mark As Selected	Name	Street	City/State	Zip
2	Abe I, Vivian	991 Dutchess Cir	Strasburg VA	22657-27
3	Acker, Nicole M	139 Hillview Dr	Maurertown VA	22644-26
4	Acker, Tina M	139 Hillview Dr	Maurertown VA	22644-26
5 yes	Adkins, Nancy S	448 Barn Owl Ln	Strasburg VA	22657-44
6	Ahmad, Mushtaq	749 MONET DR	HAGERSTOWN MD	217

Also, it is very important to ensure that the format of this Excel file remain intact. There are two other key columns (Column K and Column L) which contain record identifiers that the system uses to process this data file. Please keep all columns intact and only make changes to rows in Column A to indicate your selections.

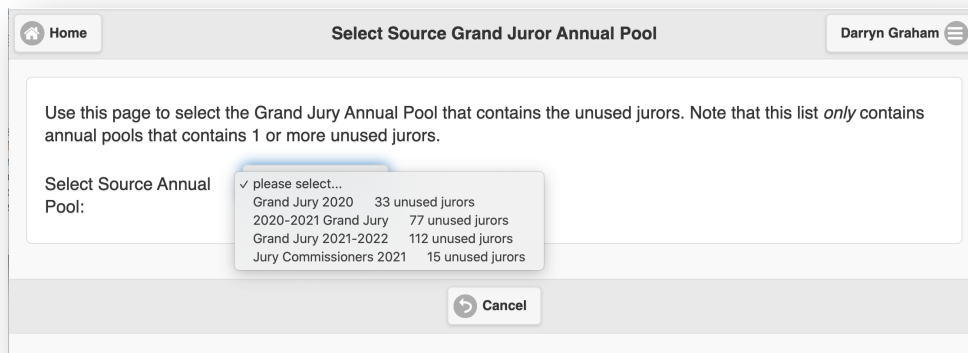
Once your final selections how been made by placing some value in Column A next to the appropriate rows, you will need to process this file within the target Grand Jury annual pool. Open the "Process File Exported From Petit Pool" section, browse to the

Excel file and click Import File. The system will provide a progress meter as it processes the file and moves the appropriate juror records from the Petit Pool to the Grand Jury pool.

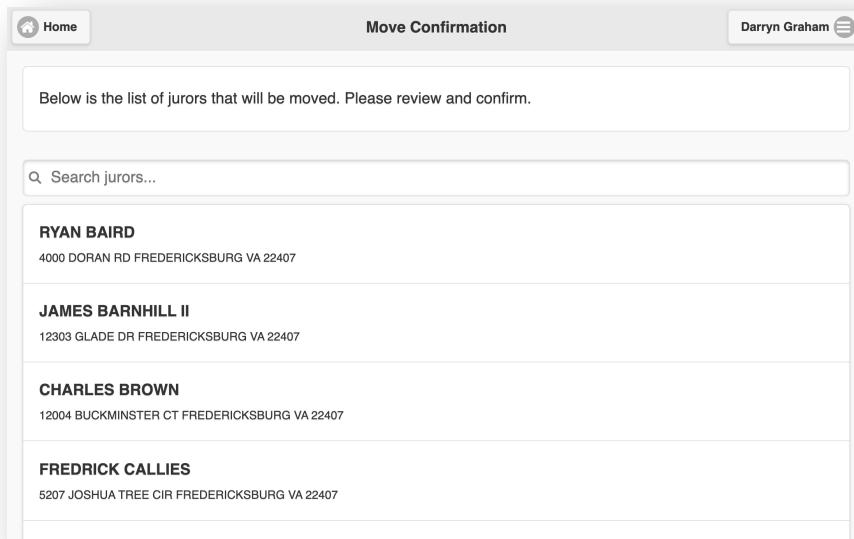


9.6 Pull Unused Jurors from a Previous Grand Jury Pool

This option moves all Grand Jurors from a previous Annual Pool who have not served. To use this option, click the button labeled "Click Here to Choose Grand Jury Annual Pool". This button will allow you to select the Grand Jury annual pool that you would like to pull the unused jurors from. The following screen will provide the ability to select the previous annual pool.



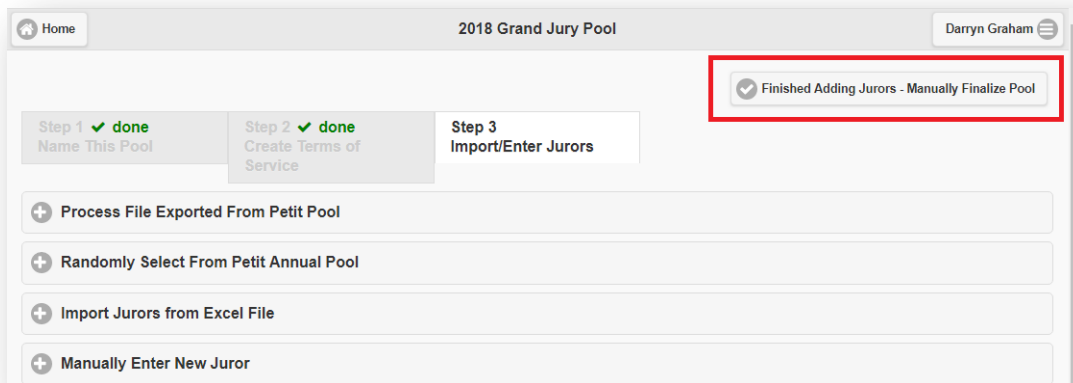
The dropdown will contain the list of Grand Jury pools along with the number of unused jurors within that pool. Once selected, click the button labeled "Move Unused Jurors from This Pool" and the system will display a list of all of the remaining unused jurors from that pool that will be moved.



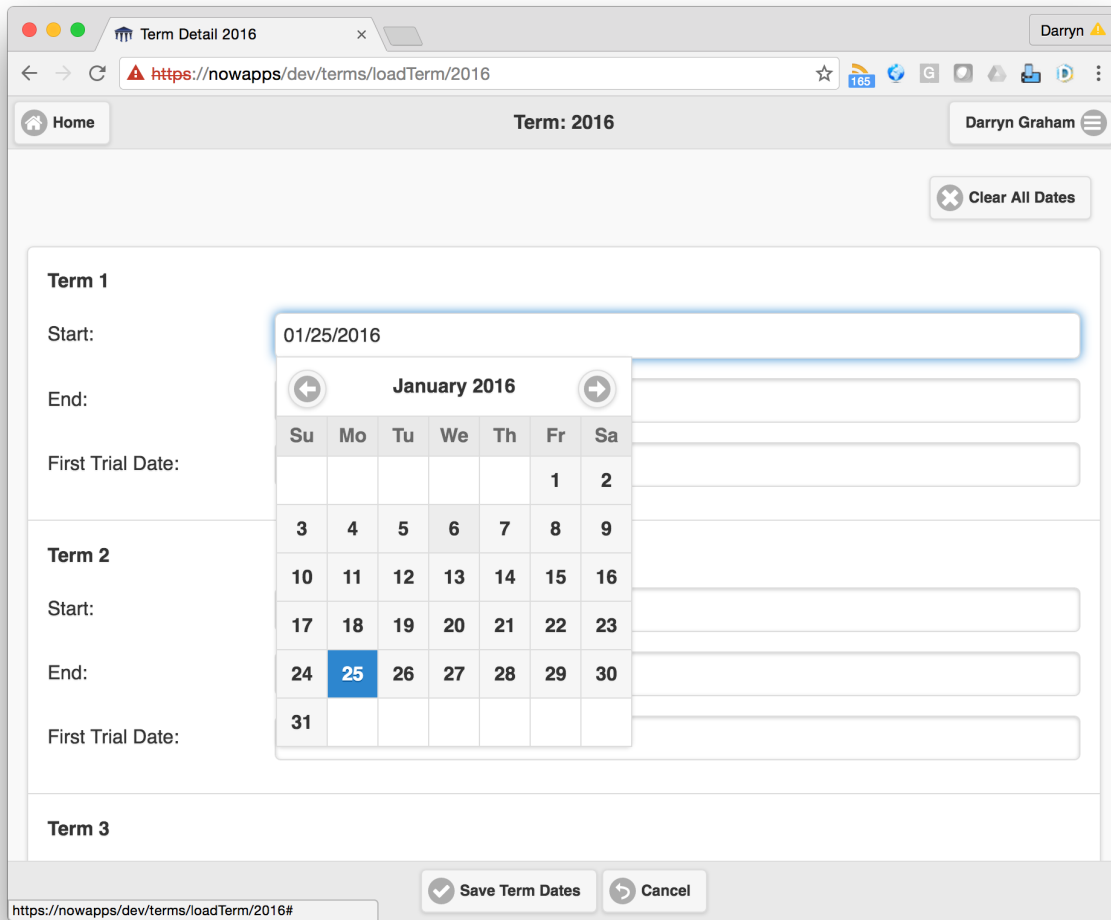
To confirm the move, scroll to the bottom of the list and click the button labeled "Confirm – Move These Jurors".

9.7 Finalize Grand Jury Pool and Update Term Dates

Once the pool population is completed, you will need to manually finalize the pool so it can be used. Within the Grand Jury annual pool, select the "Finished Adding Jurors – Manually Finalize Pool" button in the upper right.



Now that the Annual Pool is populated and finalized, you will need to maintain the dates for the underlying Terms of Service. From the Main Menu click Administration -> Maintain Term and Panel Dates and select the term of service for your Grand Jury annual pool. Use the selectors to set the Start and End dates along with an optional First Trial date. Save your entries by clicking the "Save Term Dates" button at the bottom of the screen.

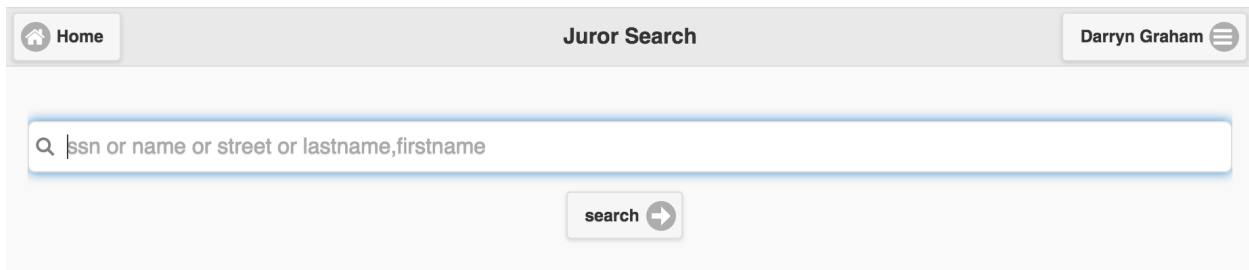


10. Working with Juror Records

This section describes how to maintain juror records.

10.1 Locating a Juror Record

From the main menu, select the button labeled "Juror Search".



By default, searching for juror records is based on a simple design that allows the clerk’s staff to locate juror records by entering any part of the following fields:

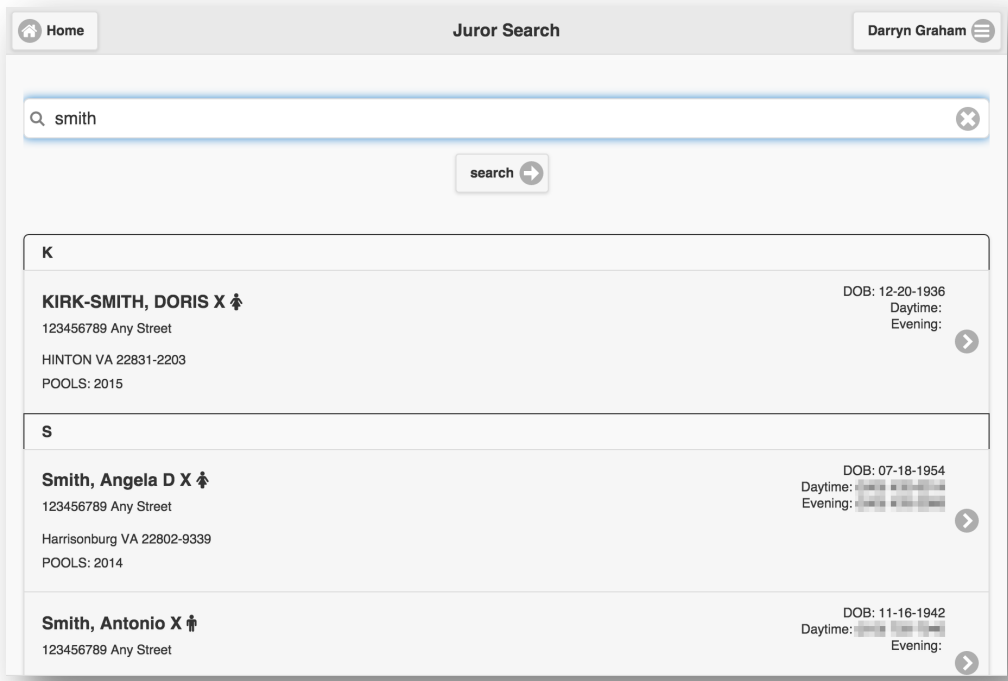
ezJury™ Training Guide

- Social Security Number
- First Name
- Last Name
- Street Address
- Last Name, First Name

Additionally, advanced searching can be accomplished by indicating the field you would like to search against followed by a colon and followed by the value of the field. Examples below are in **bold**.

- You can search a specific juror's name by entering the Last Name, First name. For example: **Monroe, Marylin**
- You can search for a specific juror by their unique ID by entering "id:" followed by the id, for example **id:1234**
- You can search for a specific juror by their Questionnaire ID by entering "qid:" followed by the id, for example **qid:5446**
- You can search for jurors of a specific age by entering "age:" followed by the age, for example **age:44**
- You can search for jurors born on a specific date by entering "dob:" followed by that date, so for someone born on December 15, 1992 you would enter **dob:12/15/1992**
- You can search for jurors who served on a specific date by entering "servicedate:" followed by that date, so for someone who served on January 19, 2019 you would enter **servicedate:1/19/2019**

If more than one juror record is returned, an alphabetized list is returned.



10.2 Juror Record Details

Users can view the details of a juror record by clicking on one of the juror search results. In addition, there are many places throughout various ezJury screens where the juror name is hyperlinked to allow the user to conveniently drill-down into their juror record. The juror details page contains all of the information about a juror from across ezJury in a neat and organized place.

Home Juror #190: Smith, Angela D X Darryn Graham

– Juror Details

Smith, Angela D X
123456789 Any Street
Harrisonburg, VA 22802-9339
Landowner: yes

SSN: 000000190
DOB: 07-18-1954
Daytime: [REDACTED]
Evening: [REDACTED]

DAIRY CLERK at FOOD LION
spouse:

Female

[Click here to edit the juror record](#) → **Edit**

+ Attendance Records	1 day
+ Exclusions / Deferments	0 / 0
+ Panel Assignments	1
+ Case Assignments	2
+ Questionnaires	1
+ Audit History	23
+ Update Juror	

Users can edit the details of the juror record by clicking the button labeled "Edit".

10.3 Marking a Juror Deceased

Users can mark a juror as deceased by navigating to their juror record, expanding the "Update Juror" section, and selecting the button labeled "Mark Juror Deceased".

+ Questionnaires	1
+ Audit History	23
– Update Juror	
Permanent:	Mark Juror Deceased

10.4 Activating an Inactive Juror

If ezJury has been configured to inactivate unexcused jurors, absent jurors will be marked as INACTIVE during the Roll Call and will no longer be included in juror assignments to cases from that point in time on. This gives the clerk time to establish communications with the absentee juror and ensures that the clerk will not expecting them to show for other cases. Within an inactive juror's detail record, there status is clearly marked in red at the top of the page.

JUROR IS INACTIVE

– Juror Details

SAUFLEY, MARTIN X
 123456789 Any Street
 MOUNT CRAWFORD, VA 22841-2713
 Landowner: unknown

SSN: 000000729
 DOB: 01-19-1954
 Daytime: 540-820-7691
 Evening: 540-820-7691
 MREVERCOMB@GMAIL.COM
 Male

FARMHAND at CAVE VIEW FARMS INC
 spouse:

Edit

+ Attendance Records 1 day

+ Exclusions / Deferments 1 / 1

To re-activate an inactive juror, expand the Update Juror section and select the button labeled "Mark Juror Active".

+ Questionnaires 1

+ Audit History 12

– Update Juror

INACTIVE: Mark Juror Active

Permanent: Mark Juror Deceased

10.5 Creating an Exclusion or Deferral

While the majority of exclusions and deferrals are created by juror using the portal, the clerk’s staff can also enter a new exclusion or deferral request by expanding the Exclusions / Deferments section of the juror detail record and selecting the button labeled "New Exclusion / Deferral".

The screenshot shows a web browser window with the URL <https://nowapps/dev/exclusions/createExclusion?jurorid=659>. The page title is "New Exclusion/Deferment" and the user is logged in as "Darryn Graham". The main heading is "Add New Exclusion/Deferment for Albert Abraham". The form contains the following fields and options:

- Request Type:** Radio buttons for "exclusion" (selected) and "deferment".
- Starting Date:** Text input field containing "10/11/2016".
- End Date:** Text input field containing "10/13/2016".
- Reason:** Text area containing "Business trip."
- Approved:** Radio buttons for "pending" (selected) and "yes".
- Download Form After Create?:** A checked checkbox.

At the bottom of the form are two buttons: "+ Create" and "Cancel". The footer of the page includes "Example Circuit Court" and "powered by ezJURY".

Enter the required information and click the "Create" button. If the checkbox "Download Form After Create" is checked, after the record is created you will have the ability to download and print the Exclusion/Deferral Request Form. Also, the "Approved" field may or may not be available depending on the configuration settings of your ezJury system.

10.6 Print Juror Profile

Click the "Print" button in the "Juror Details" section of the Juror Details screen. The Juror Profile contains all of the detailed records for the Juror stored in ezJury. It includes:

- Juror Details
- Clerk Notes
- Attendance Records
- Exclusions & Deferments
- Panel Assignments
- Case Assignments
- Questionnaires

ezJury™ Training Guide

- Audit History

NOTE: The Juror Profile report contains Personally Identifiable Information (Date of Birth, Social Security Number, etc.). You will need to handle this confidential information appropriately.

CONTAINS CONFIDENTIAL INFORMATION – Personally Identifiable Information

Juror Profile

Abraham, Albert B 103 Polaris Dr Yorktown, VA 23693-2621 ELECTRICAL ENGINEER at ALLIANCE ELGINEERING	SSN: 000-00-3146 DOB: 02-16-1971 Daytime: Evening: 757-373-1775 Mobile: Email: dargra@yahoo.com
---	--

NOTES

Staff Name	Entered Date	Notes

ATTENDANCE RECORDS

Call Date	Status	Excused?

EXCLUSIONS / DEFERMENTS

ID	Type	Requested	Start	End	Reason	Status
250	excl	10-31-2016	10-23-2016	10-26-2016	Previously scheduled Dr's appt.	Requested/Under Review
259	excl	10-30-2016	10-20-2016	10-20-2016	prescheduled doctors appointment	Approved

PANEL ASSIGNMENTS

Panel Name	Term of Service
2016 TERMS-September 2016	09-20-2016 through 11-14-2016

CASE ASSIGNMENTS

Case Name	Type	Start Date	End Date	Juror Status
Commonwealth vs Smith	Criminal	10-31-2016	10-31-2016	Assigned

QUESTIONNAIRES

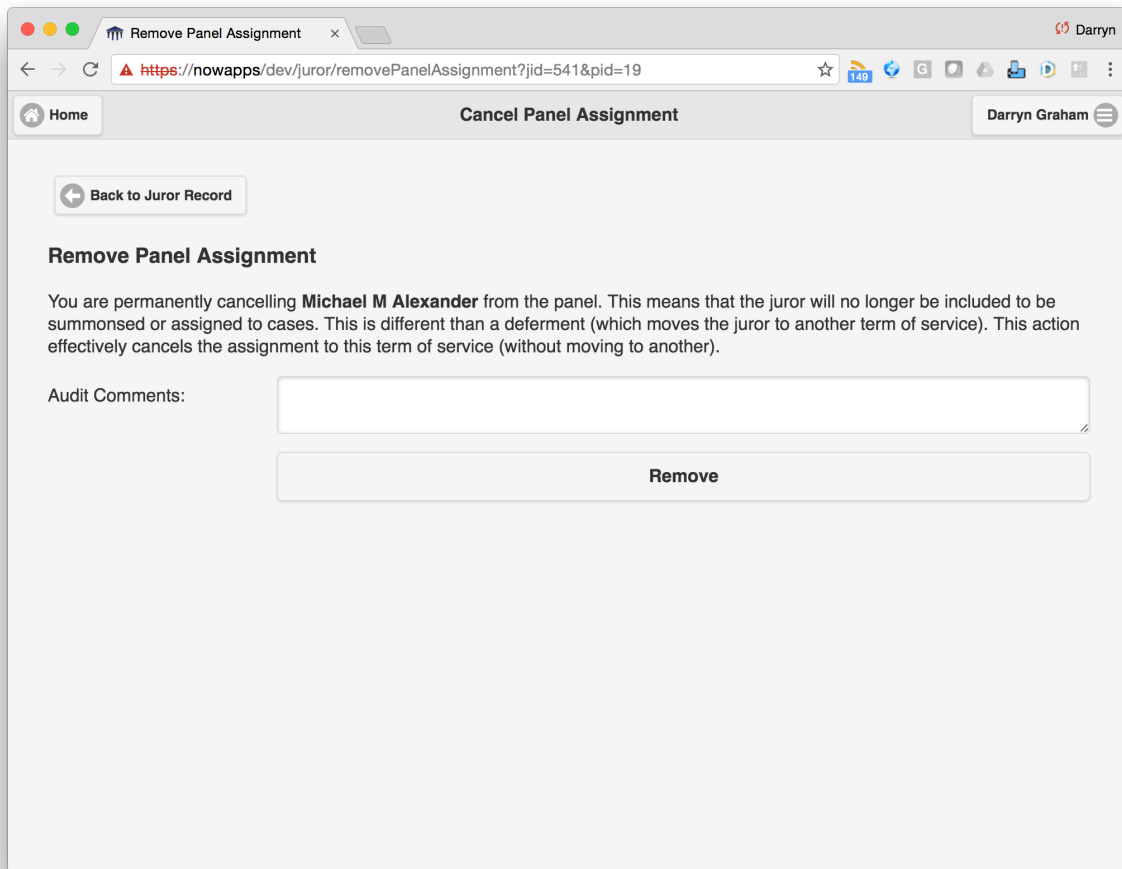
Annual Pool	Status	Disqualified?
2016 ANNUAL POOL	Scanned	no

10.7 Cancelling Service

There may be situations where the court decides that a juror already assigned to a panel may forgo jury service (juror moves away, becomes incapacitated, etc.). To cancel the juror's service, navigate to the jurors detail record and open the "Panel Assignments" section.

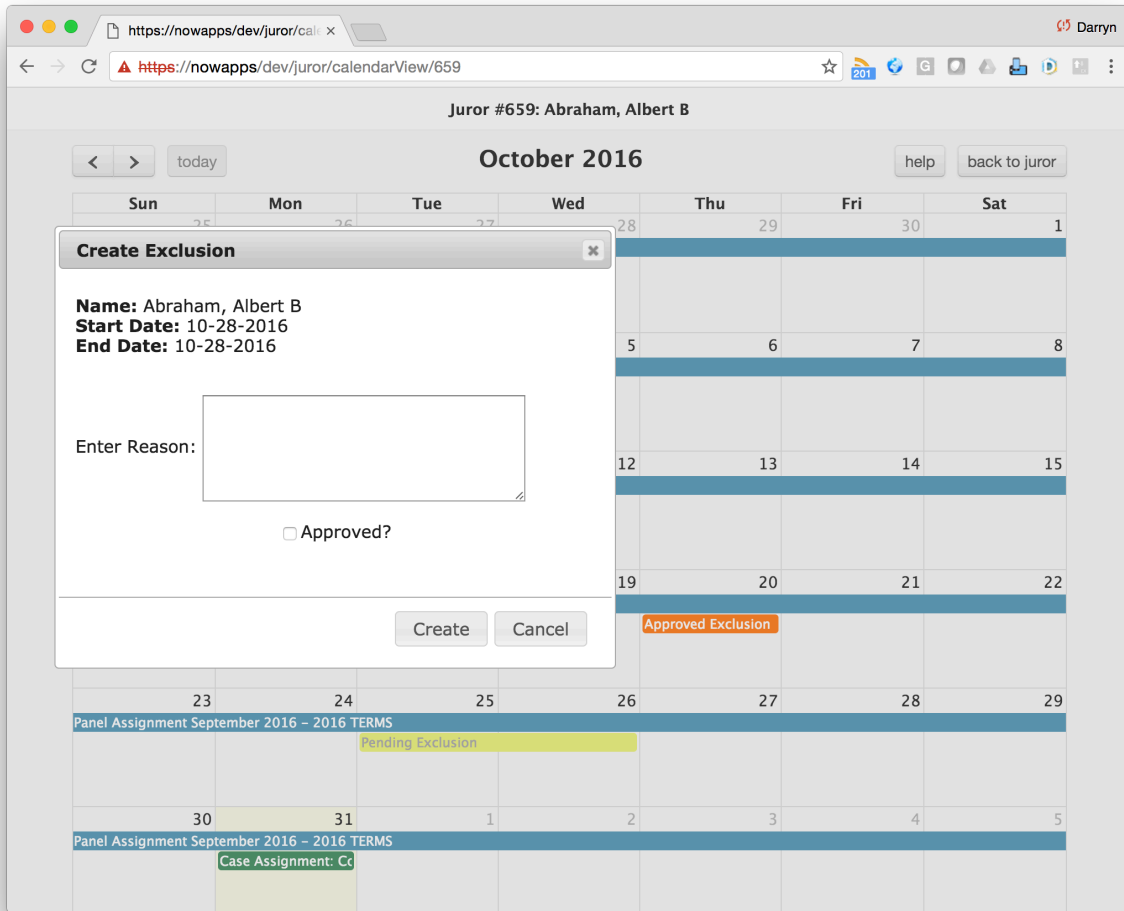
The screenshot displays the 'Juror Details' page for Juror #541: Alexander, Michael M. The page is viewed in a browser window with the URL <https://nowapps/dev/juror/541>. The user is logged in as Darryn Graham. The page features a navigation bar with a 'Home' button and a 'Back' button. Below the navigation bar, there are several sections, each with a plus sign icon and a count: 'Juror Details', 'Clerk's Notes' (0 notes), 'Attendance Records' (1 day), 'Exclusions / Deferments' (0 exclusions / 0 deferments), 'Panel Assignments' (1 panel), 'Case Assignments' (0 cases), 'Questionnaires' (1 questionnaire), 'Audit History' (10 records), and 'Update Juror'. The 'Panel Assignments' section is expanded, showing a list of assignments. The first assignment is '2016 TERMS - July 2016 (07-19-2016 through 09-19-2016)'. Next to this assignment is a 'Cancel Panel Assignment' button, which is highlighted with a red box and a red arrow pointing to it. The footer of the page includes the URL <https://nowapps/dev/juror/541#>, the text 'Example Circuit Court', and the logo for ezJURY powered by NOW-APPLICATIONS LLC.

Click the "Cancel Panel Assignment" button to cancel this juror's service. After cancelling their Panel Assignment, the juror will no longer be available to be summonsed or assigned to cases. This is different than a deferment (which moves the juror to another term of service). This action effectively cancels the assignment to this term of service (without moving to another). You will be required to enter an audit comment to capture this action.

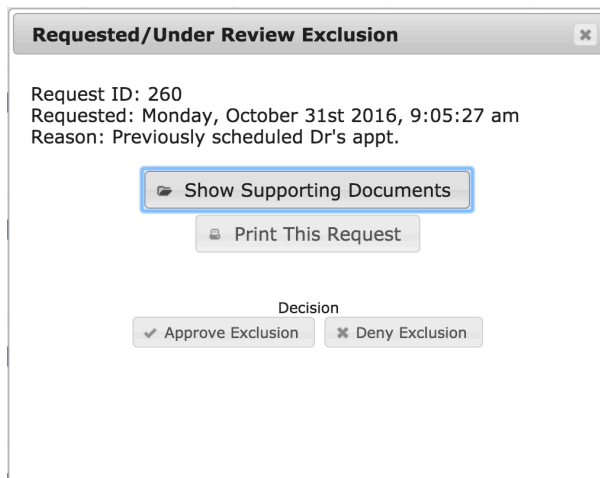


10.8 Juror Calendar View

For each Juror, ezJury provides a convenient calendar view of their availability based on case assignments and exclusions. Additionally, you can create new exclusions by clicking on the date. Further, you can click and drag to for ranges of dates.



The Juror Calendar View also allows the clerk to view, approve, deny, or reset existing exclusion requests. Click on the request entry to see the details and enter a decision on pending requests.



10.9 Juror Correspondence

For each Juror, ezJury provides a folder within which any files associated with the juror can be stored. In the juror detail page, there is a section titled “Correspondence” that will allow the user to maintain and view the files associated with the juror. Note that if a file will the same name as an existing file is uploaded, it will replace the existing file.

11. Processing Exclusion and Deferral Requests

When jurors are summonsed, the Juror Portal exposes the ability for them to request exclusions and/or deferrals. When these are completed online, ezJury will generate a form that can be printed and used to process the request. This form is automatically emailed to the clerk’s staff for processing.

Additionally, the clerk’s staff may create exclusion and deferment requests within the Juror Detail record, or on the Juror Calendar View.

Regardless of how exclusion and deferral request are created (by the clerk staff or by jurors through the Juror Portal), all requests can be managed by selecting “Exclusion / Deferral Requests” from the Main Menu. The requests are first categorized by status:



Exclusions and Deferral Requests for 2015 ...	
Requested/Under Review	1
Approved	278
Denied	117

The user will then select the status for which to view, and ezJury will provide the list of requests grouped by request type (exclusion or deferment).

Home Pending Requests for 2015 Annual Pool Darryn Graham

Filter by Year & Month: 2015 J F M A M J J **A** S O N D

Back to Exclusion List

Requests are filtered by Start Date

Pending Exclusions

Juror	Type	Request Date	Start Date	End Date	Reason	
DEAN JR, RACHAEL X	exclusion	08-23-2015	08-26-2015	08-27-2015	traveling	Menu

All requests have a menu button

Pending Deferments

Juror	Type	Request Date	Reason
		none	

Depending on the status, the request menu will offer several choices. Pending requests have Approve and Deny options.

Exclusion Request: DEAN JR, RACHAEL X

Supporting Documents: 0

Print

Approve

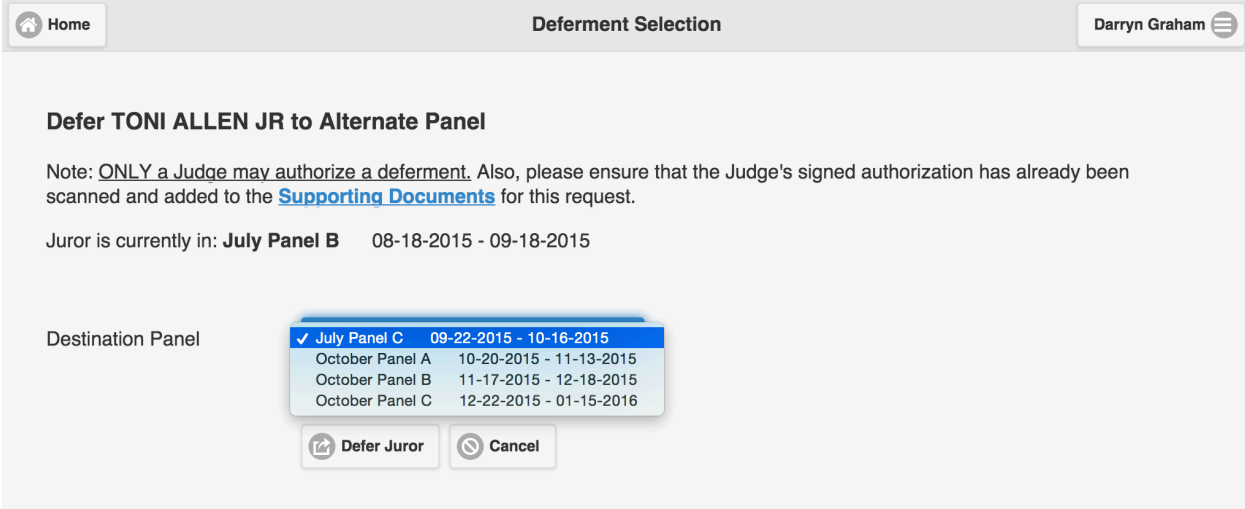
Deny

11.1 Approving an Exclusion

When an exclusion request is marked as approved, ezJury will not include the juror in random assignments to cases if any part of the case dates overlap the dates on the exclusion.

11.2 Approving a Deferral

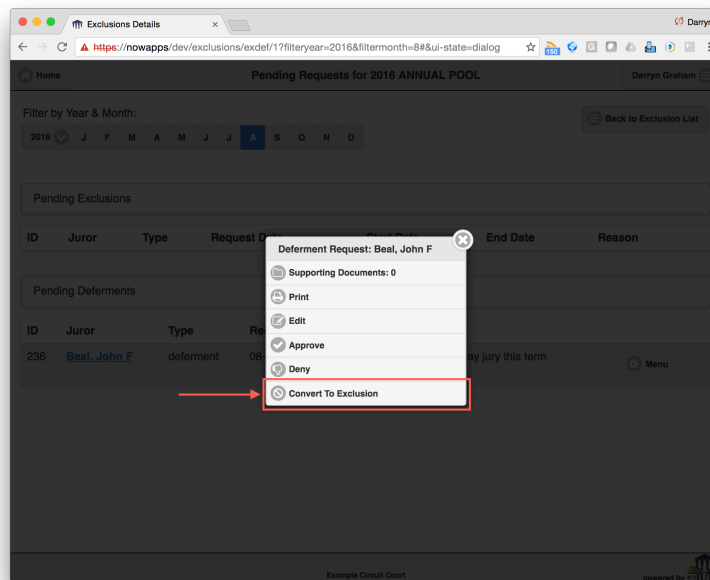
When a deferral request is marked as approved, the user must tell ezJury to which alternative panel the juror should be moved.



When selecting the panel, ezJury will first filter the panels to ensure that only future panels are available for selection.

11.3 Converting Between Exclusions & Deferrals

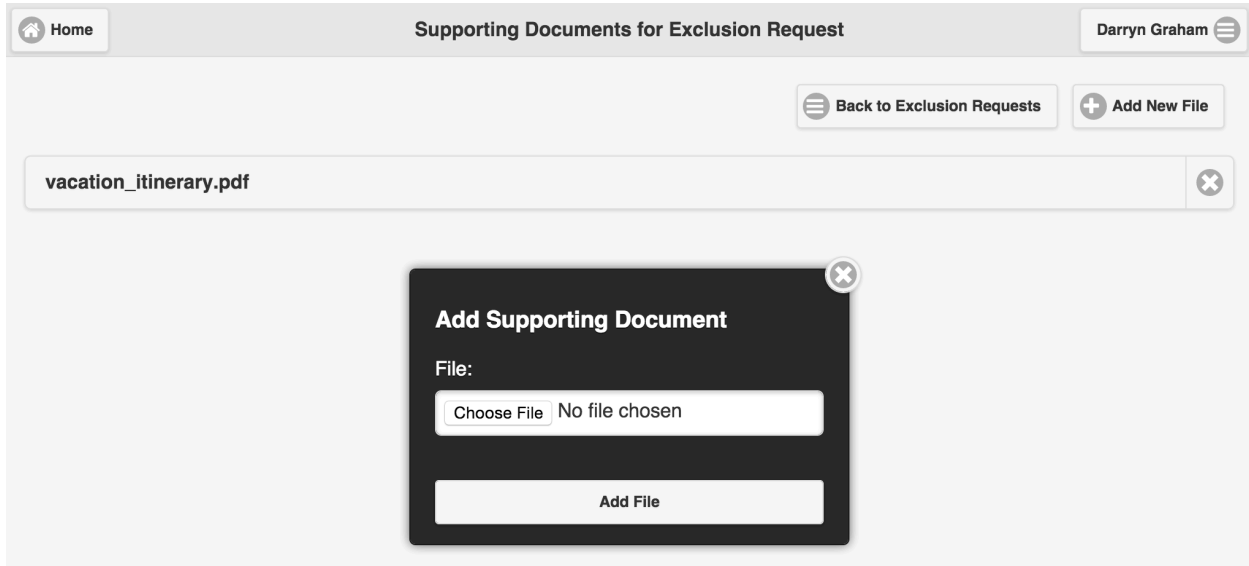
Any Exclusion with a Pending status can be converted to a Deferral request, and vice versa. Use the "Convert To Exclusion" option on the Deferral menu, or the "Convert To Deferral" option on the Exclusion menu to change the type of request.



11.4 Adding Supporting Documents

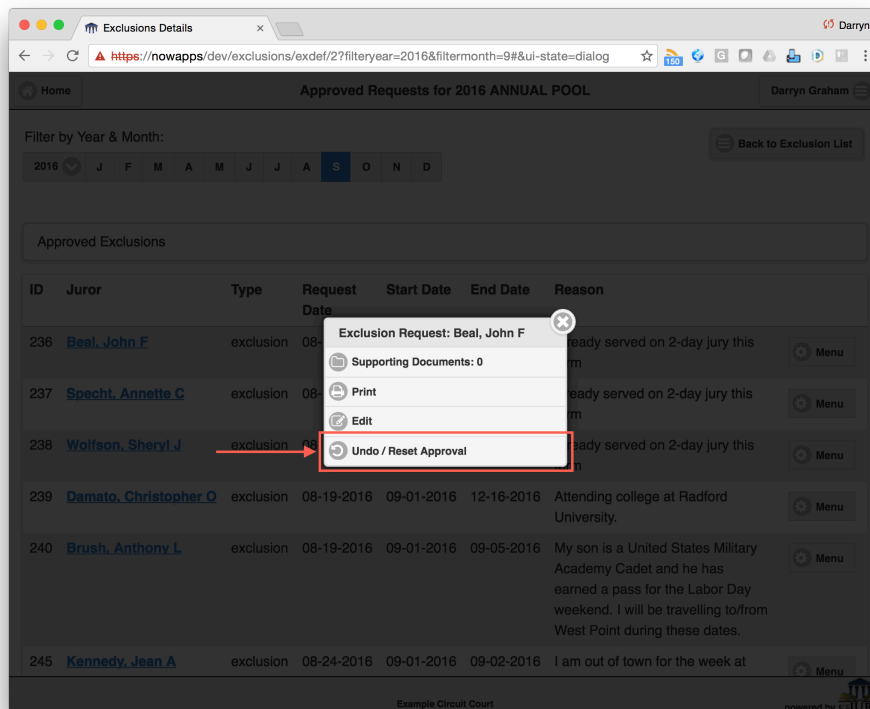
Both exclusions and deferrals can have additional documentation associated with them. This provides the clerk with a convenient way of keeping these documents together with the request. Simply select the option labeled "Supporting

Documents” from the Exclusion/Deferment Menu. Note that this menu option displays the number of associated documents to the right of the label.



11.5 Resetting An Exclusion Approval/Denial

If you have mistakenly approved or denied an exclusion, this action can be reversed by selecting the “Undo / Reset Approval” (if approved) or “Undo / Reset Denial” (if denied) action on the Exclusion Menu. Note that this action is audited on the Juror’s record.



11.6 Automation of Exclusion and Deferment Processing

The ezJury desktop scanning tool (which is used for scanning completed questionnaires) can be used to automate and simplify the processing of exclusion and deferment requests.

When an Exclusion or Deferment Request is printed, it contains a barcode that is generated by ezJury that uniquely identifies the request. When the ezJury desktop scanning tool scans an Exclusion or Deferment Request document, it will read the printed barcode. The scanning tool will automatically upload the scanned image into the appropriate "Supporting Documents" area of the request.

Exclusion Request processing: ezJury will read the checkboxes "Approved for dates as requested" and "Request Denied" and automatically update the status of the Exclusion request. Any other checkbox on the form requires a user action in ezJury and cannot be processed automatically.

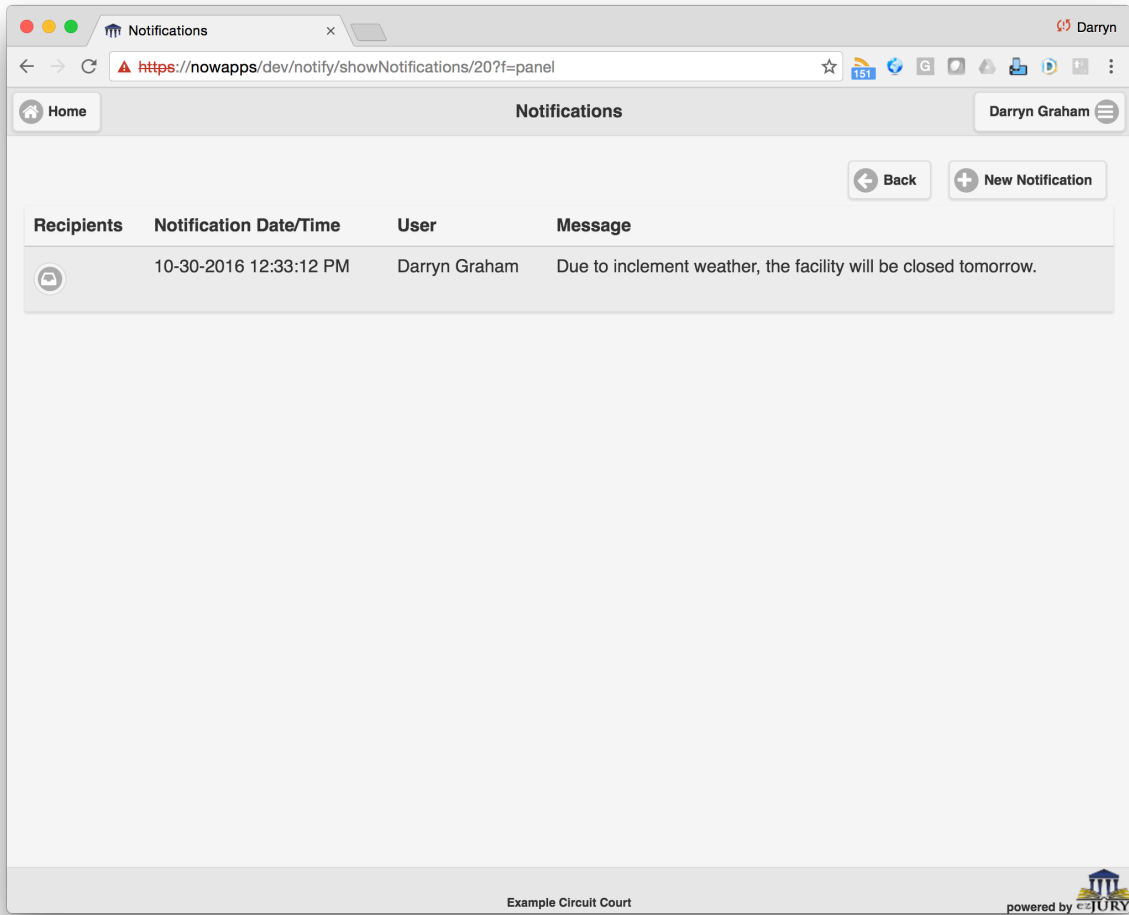
Deferment Request processing: ezJury will read the checkbox "Request Denied" and automatically update the status of the Deferment Request. For Deferment Requests, any other checkbox on the form requires a user action in ezJury and cannot be processed automatically.

12. Juror Notifications

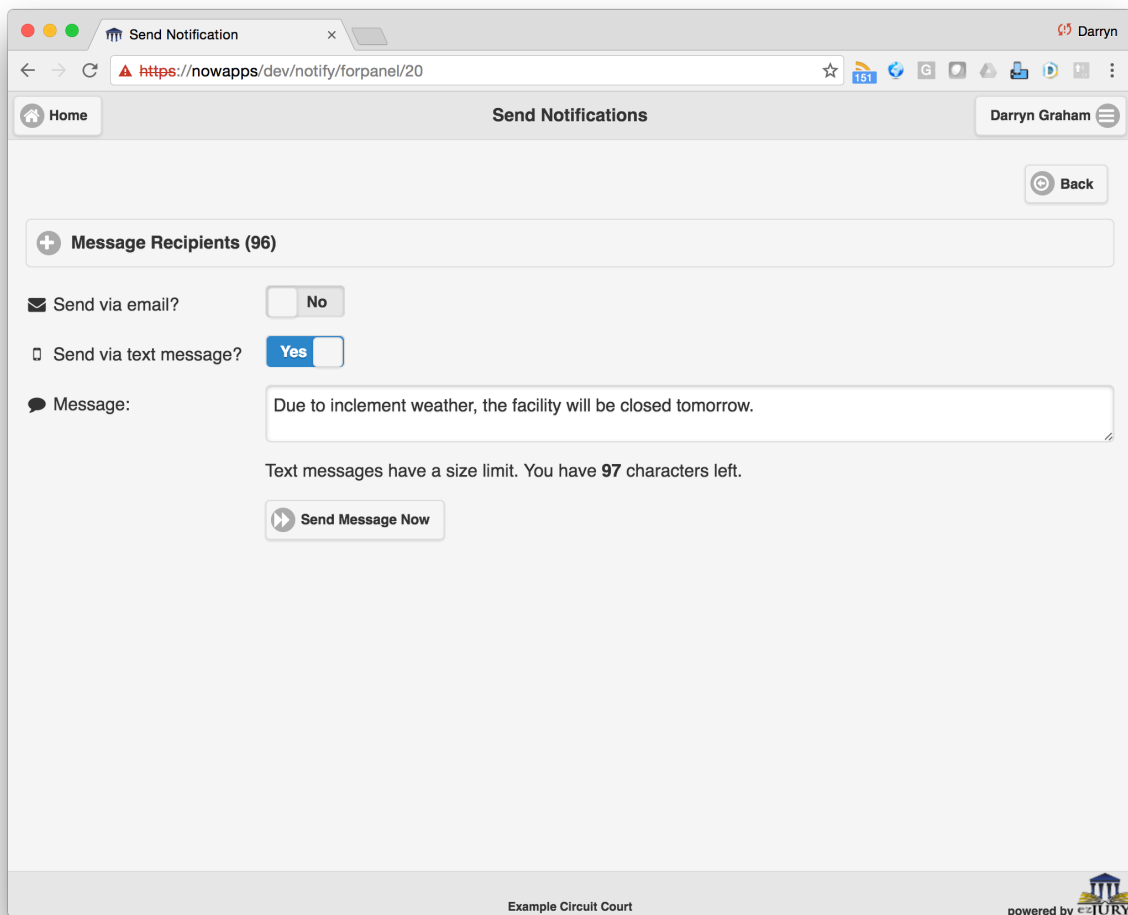
ezJury is designed to be able to send broadcast messages to jurors using email and/or mobile text messages (using SMS – Short Message Service). Note that in order to send SMS messages to a juror, they must opt-in to this by providing their mobile phone number using the Juror Portal. All notifications are audited, and can be sent to the following:

- All Jurors in an Annual Pool
- All Jurors in a Panel
- All Jurors on a Case
- An Individual Juror

To send a broadcast notification, click on the "Notifications" button. You will see a screen that shows the audit of all of the notifications already sent.



Click on the “New Notification” button to create a new notification. You will be presented with a screen to enter the message and select options.



Click on the “Message Recipients” section to reveal all of the jurors that will be eligible for receiving your message. You can also control which mechanism to use – email and/or text message. Note that for text messages, the juror must first opt-in through the Juror Portal because text messages are typically an additional expense for many mobile plans.

13. Reports

This section will provide a list of the reports that are available along with a short description of each. Selecting the button labeled “Reports” from the Main Menu will display the list of reports.

13.1 Attendance Report

This report provides a list of jurors and their status (present, excused, absent) for a given date.

13.2 Absentee Report

The Absentee Report lists the jurors who did not report as expected for a specified date span.

13.3 Attendance Summary Report

This report provides a list of jurors and count of total days served by case type (Criminal, Civil, Grand Jury).

13.4 Failure To Appear

The Failure To Appear Report will generate letters for all unexcused jurors that were marked absent on the date selected.

13.5 Show Cause

This report generates show cause orders for jurors who have an unexcused absence for a given date.

13.6 Payment Report (Excel, Signature Sheet)

This payment report generates an Excel document containing detailed report for juror payments for service. It can also generate a Payment Sheet for approval signatures. This report can be run for a date span, and can be based on civil or criminal records, or both civil and criminal records.

13.7 Payment Report (DC-43)

This report generates a DC-43 for a given date span for courts who prefer to have the state issue checks to jurors for duty.

13.8 Payment Letters

This report will print a letter that can be included with the check that is mailed for juror payments based on the case type (civil, criminal, or grand jury) and a date span for their service.

13.9 Court Funds Export

If the system is configured to use Court Funds for electronic payments, this report will generate an export (CSV formatted) of the payment data suitable for importing into Court Funds.

13.10 Manage Court Funds

If the system is configured to use Court Funds for electronic payments, this option will allow the clerk to generate batch transmittals for direct payments, get card details, and query transaction history.

13.11 Service Confirmation Report

This report generates a confirmation letter for all jurors who reported on a given date.

13.12 Exclusion / Deferral Report

This report shows the number of requests processed for a given date span.

13.13 Inactive Juror List

ezJury can be configured to automatically inactivate jurors who were summonsed but did not appear. When a juror is inactive, they are not eligible to be randomly

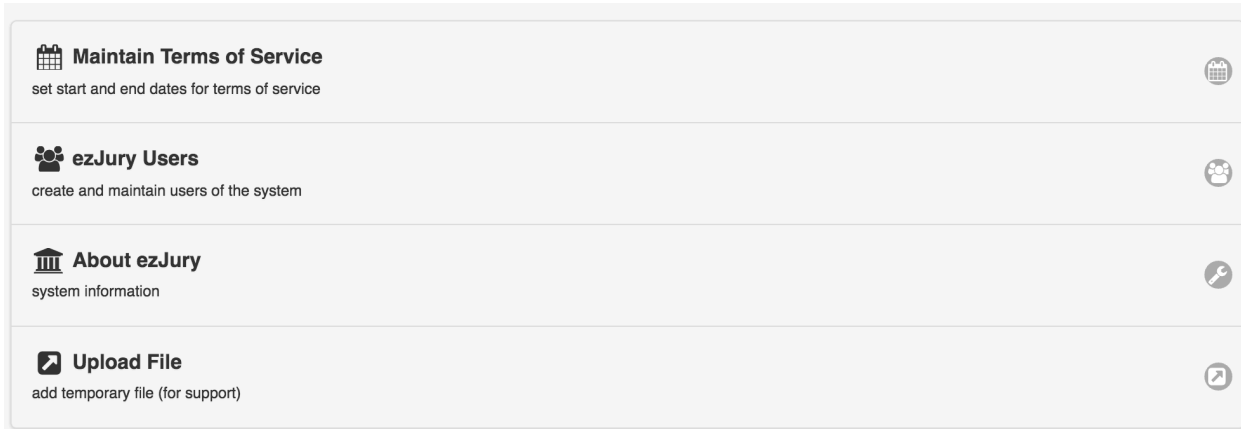
assigned to cases. This can help prevent shortages in jurors if they are not in active contact with the court. This report will list all of the jurors who are inactive and provide last known contact information to assist the clerk’s staff in reconnecting with the absent juror.

13.14 Juror Audit Report

This report will export all of the juror audit records for a date span to an Excel spreadsheet.

14. Administrative Functions

Users of ezJury can be granted an Administrator role. Administrators have additional privileges, for example the ability to manage ezJury users. Administrator users have an additional item on the Main Menu “Administration.” Clicking the Administration menu option will navigate the user to the Administration area of ezJury.



14.1 Maintain Terms of Service

See Section 1 – “Maintaining Terms of Service For The Year”.

14.2 Managing ezJury Users

Click on the ezJury Users button to manage the users of the clerk’s interface.

14.3 About ezJury

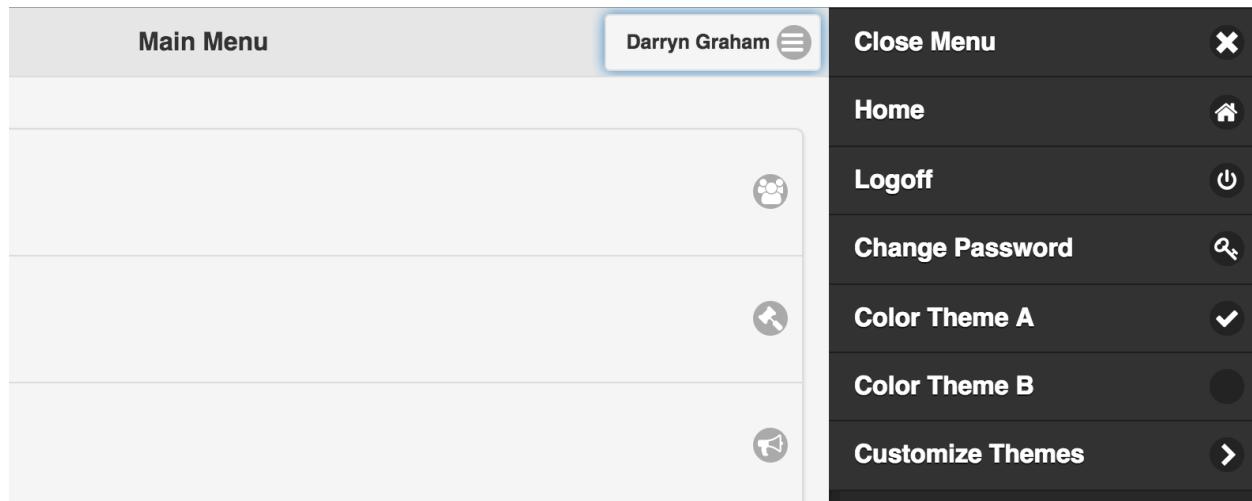
This function provides various details that Now Applications Support staff will use to help troubleshoot issues.

14.4 Upload File

This function provides the ability to upload a file to the ezJury server. Now Applications Support staff typically uses this to help troubleshoot issues.

15. The User Menu

The user menu can be opened by clicking on the button in the upper right that is labeled with the user's name.



This menu contains several options that any user can change:

- Home – takes the user back to the Main Menu
- Logoff – logs the user out of the ezJury system
- Change Password – allows the user to change their password
- Color Themes – by default ezJury comes with 2 color schemes
- Customize Themes – this link will take the user to the “ThemeRoller” tool. An external company that allows users to build their own color schemes and save them provides this tool. You will need to work with Now Applications support to add any customized themes into ezJury.
- ezJury Documentation – this link will take the user to the latest version of the documentation guides for the system.
- Legal Notice – this link will display the terms and conditions of the ezJury software license.