



ACS Juror 12

User Manual

*Automated Jury Management
Software*

<http://juror.aoc.arkansas.gov>

JMS Manual – Version 12

Pool Module.....	5
Create a New Pool with Time*.....	7
Change Attendance Date for a Pool.....	8
Place a Group of People On Call*.....	10
Summons Printing.....	12
Enter Mass Responded and Undeliverable.....	14
Enter Mass Excuses and Disqualifications*.....	16
Add New People to an Existing Pool.....	17
Reassign a Person from One Pool to Another Pool.....	18
Reassign a Pool Member to a New Pool.....	19
Printing Labels for a Pool.....	20
Printing Labels for a Pre-Panel.....	21
Print Pool Ballots (Chips).....	23
Add Mileage in an Individual Participant Record.....	24
Excuse a Person for Part of the Term of Service.....	25
Excuse a Person for the Term of Service.....	26
Disqualify a Person from Service.....	28
Permanently Disqualify a Deceased Person.....	29
Defer a Person until the Next Term of Service.....	30
Mark an Individual as Undeliverable.....	31
Change Status from Disqualified (Deceased) to Responded.....	32
Change Status from Excused to Attended.....	33
Change Status from Undeliverable to Responded.....	34
Remove FTA Status to Excuse Pool Member.....	35
Contact Report*.....	36

Pool Selection List (Report)*	38
Current Status Report*	39
Available List (Pool Available Report)*	40
Printing the FTA Report and Letters*	41
Print Disqualify Letters*	44
Print Excuse Letters*	45
Create a Spreadsheet of the Pool – Doc Prep.....	46
Send a Text File through Email.....	48
<i>Panel Module</i>	51
Create an Event.....	53
Cancel an Event*	55
Enter a Disposition Date and Disposition.....	57
End an Event	59
Create a Pre-Panel*	61
Remove an Individual from a Pre-Panel.....	64
Remove a Group from Pre-Panel.....	67
Create a Panel from One or More Pools*	69
Create a Panel from Available Attendance*	71
Print Ballots after Creating a Panel*.....	73
Add People to a Voir Dire Panel.....	75
Return a Panel (Canceled or Postponed Event)	77
Empanel a Jury*	78
Change an Alternate to a Juror	81
Return a Jury after a Trial.....	82
Print Panel Summary Report*.....	83
Create a Pre-Panel to Print Bioforms for a Pool.....	84
Reset Panel Creation Flag after Error.....	87
Print a Jury List / Reprint an Ended Jury List.....	88

<i>Attend Module</i>	89
Print Persons to Attend Report* for Day of Trial.....	91
Attend People for an Event (Trial or Orientation).....	93
Jury Attend and Confirm*	95
Pre-Panel Attend for an Event*	96
Confirm a Panel for Payment*	97
Confirm a Panel for Payment and Add Expenses*	98
Pre-Payment Attendances Report*	101
Edit Unpaid Attendance Records*	102
Finalize Payment*	105
<i>Utilities Module</i>	107
Download and Email Accounts Payable Spreadsheet.....	109
Reset Panel Creation Flag after Error.....	111
Using Location Maintenance.....	112
<i>Miscellaneous</i>	115
Source List Edit Lookup*	117
Printing Customized Jury Oracle Reports	119
Practice from Home with the Juror Program	121
Add Juror Program to Trusted Sites in Internet Explorer*	123
Clipboard Access Dialog Box Cheat Sheet	126
Create a Desktop Shortcut*	127
Bar Code Scanner Carriage Return Cheat Sheet.....	129
Show Text on Buttons	130
<i>Example Reports</i>	131



Automated Jury Management Software

Pool Module

Quick Reference Guides

Create a New Pool with Time*

(Getting a new group of people ready for a new term of service)

1.	After logging into the program, click the Pool Module icon.
2.	Click the New Pool button. The Create New Pool screen appears.
3.	Click the blue calendar button to the right of the Response Date this Pool field to select the date of orientation (or the first day of the new term).
4.	Select the month, date, and year.
5.	Enter the number of pool members needed (as ordered by the judge) in the No. of Pool Members field.
6.	Select the appropriate jurisdiction in the Pool Jurisdiction field.
7.	Select the pool group in the Pool Type field. The default selection is Petit but other group designations (days of the week, Group A, Group B, etc.) are available. This field will print on the summons.
8.	The Court Location Code is determined at login and cannot be changed.
9.	Select the judge for this pool in the Judge field.
10.	Notice the new Time field. Select the time pool members need to be in the courtroom. This time will be recorded in each participant record.
11.	Do not check the Special Pool box. This is used for a Grand Jury or a special judge who wants their own group for a high profile trial.
12.	Do not check the On Call box if there is a date certain orientation (Response Date this Pool). Checking On Call enters a 00/00/0000 date on all records and no date prints on the summons form.
13.	Click Accept .
14.	Click Yes to confirm the creation of the new pool.
15.	A list of people randomly selected by the program will display. Click Accept . (Note that only the Participant Number and City of each person is displayed – names are not visible during pool creation.)
16.	A message box for printing the Pool Selection List appears. Click Yes .
17.	A message box for sorting appears with the default selection of Sort By Last Name . Click Accept .
18.	The printer's dialog box appears. Click OK to print the list. The Pool Maintenance window will appear.

Change Attendance Date for a Pool

	The icon for the Att Date screen is a blue calendar. There is a time field available within the change attendance date functionality.
1.	After logging into the program, click the Pool Module icon. The Pool Maintenance window will appear.
2.	Click the Att Date button.
3.	Click the arrow to the right of the Enter Pool No field to see a list of pools, and double click the needed pool number.
4.	Click the calendar button to the right of the Next Attendance Date field.
5.	Select the month, date, and year as needed.
6.	The field to the right of the calendar button is the Time field. Click the arrow to the right of the Time field, and select the time people need to be in the courtroom on the new date.
7.	The section of the screen with the three checkboxes acts like a filter for the records. Each check mark means “yes, apply that filter.” In most situations, an end user would <u>uncheck</u> Responded Participants Only and <u>check</u> both Include Panel Members For Selected Pool and Include Participants On Call .
8.	Click Accept . An alphabetical list of pool members (based on the filters chosen) will display with a check mark beside each name.
	For those counties (courts) which have the entire pool report for a trial, skip to step 13 . For those counties (courts) which have only part of the pool report for each trial, continue with step 9 .
9.	The names must be placed in random number order. Click the Untag button to remove all check marks.
10.	Click the column heading of the Seq# column. Doing this will put the names in random number order, making it easier to select the number of people ordered by the judge to appear for this specific event.
11.	As an example, the judge has ordered the clerk to have 50 people come for this trial. Holding down the Shift key on the keyboard, click the Tag column of the first person and then click the Tag column of a person further down the list. Repeat this process until 50 people have a gold check mark by their name. <u>Note</u> : Click the Count button to verify how many people have been tagged so far.

12.	If there are more than 50 people tagged, simply click the Tag column of the extra people to remove the gold check mark. <u>Note</u> : It is important to tag people in sequence number order. By doing this <u>and</u> writing down the sequence number of the 50 th person tagged, the next group of 50 people can be tagged in random number order for the next trial.
13.	If needed, review the list and make any changes.
14.	After tagging the correct number of people, click the Accept button. The Pool Maintenance window will appear.

Place a Group of People On Call*

	When a pool member is “on call,” their participant record has <u>no</u> Next Report Date (00/00/0000). For courts who send a letter or call people when a trial is on go, placing those members on call has advantages. It keeps the records cleaner by avoiding FTA’s. The steps below outline how to place a group of people on call.
1.	After logging into the program, click the Pool Module icon.
2.	Click Att Date . The Change Attendance Date screen will appear.
3.	Click the arrow to the right of the Enter Pool No field to see a list of pools, and double click the needed pool number.
4.	Do <u>not</u> select a Next Attendance Date or Time .
5.	To place responded people on call, check the Responded Participants Only box. <u>Note</u> : Checking this box will exclude anyone with a status of Pool, Excused, etc.
6.	Check the Include Panel Members and Include Participants on Call boxes.
7.	Click Accept .
8.	Click Yes in the dialog box which appears.  <p>A list of people who meet the criteria in Steps 5 and 6 will display.</p>
9.	Review the list and untag anyone if needed.
10.	Click Accept . The Pool Maintenance window will appear.
11.	To print a list of the people placed on call, click the Reports menu item.
12.	Click On-Call Report . The On-Call Report screen will appear.
13.	Click the arrow to the right of the Enter Pool No field to see a list of pools, and double click the needed pool number.
14.	Click Accept . The Pool On-Call Report will be displayed.

15.	Click Print . The printer's dialog box will appear.
16.	Click OK twice, and then click Close . The Pool Maintenance window will appear.

Summons Printing

1.	After logging into the program, click the Pool Module icon.
2.	<div style="text-align: center;">  <p>Summons</p> </div> <p>Click the Summons button.</p> <p>(if you don't see this icon go to: Reports > Documents > Summons)</p>
3.	Click the arrow to the right of the Pool Number field to see a list of pools, and double click the pool number for which summonses will be printed.
4.	Click Accept . A list of all pool members will appear in last name, first name order.
5.	Click the Free Text button. The Default Values screen will appear.
6.	<p>There are eight (8) 'free' text boxes where information can be entered, and then printed on the summons. These fields are:</p> <ul style="list-style-type: none"> • Local Return Address • Summons Return • Orientation Location • Box #1 • Box #2 • Box #3 • Box #4 • Box #5
7.	After entering the appropriate information for each field, click the Accept button.
☺	<p><u>IMPORTANT NOTE for the Summons Return Box.</u> If this box is used for mailing information back to the court, the address information must be in all capital letters and the zip must be ZIP+4. Your return zip code should look like this example: 72201-1021</p> <p>On all the text boxes the program saves what you have entered. You may adjust your wording/layout as necessary. <u>Always do a test print using one single form!</u></p>
	<p>At this point, a decision needs to be made on how many summonses will be printed at one time. If the printer can only handle small print jobs, continue with Step 8. If the printer can handle large print jobs, click the Tag All button and continue with Step 9.</p> <p><u>Note:</u> make sure summons forms are loaded into the printer. Fan (feather) the forms before loading.</p>

8.	<p>Click in the Tag column for the first 10 to 20 people. Make a note of the last person tagged. This will be the starting point for printing the next batch of summonses.</p> <p><u>Note:</u> 10 to 20 is an example and this number should be based on the printer's capabilities.</p>
9.	<p>Click Accept. The Specify Sort Columns dialog box will appear.</p>
10.	<p>The default sort order is zip code. To change this, click and drag zip from the right column to the left column. To sort by last name, click and drag Iname (last name) from the left column to the right column.</p> <p><u>Note:</u> Sorting by last name, first name is the most common method, but summonses can be sorted by any of the fields in the Source Data column.</p>
11.	<p>Click OK. The printer's dialog box will appear.</p>
12.	<p>Choose the options for the printer and click OK. Summonses will print for those pool members tagged with a gold check mark.</p>
13.	<p>The program returns to the Pool Maintenance window. To continue printing the next batch of summonses, repeat Steps 2 through 12 for each batch.</p>

Enter Mass Responded and Undeliverable

	<p>These steps are followed to enter a <u>responded</u> (qualified) status for multiple people in one screen within the program.</p> <p><u>Note:</u> This procedure can also be followed to enter an undeliverable status for multiple people. The only change would be to click the Undeliver button in Step 2 (6th button from the left) instead of the Responded button. The Mass Enter Undeliverables screen will open.</p>																																										
1.	After logging into the program, click the Pool Module icon.																																										
2.	<p>Click the Responded button (5th button from the left).</p> <div style="border: 1px solid gray; padding: 5px; text-align: center;">  </div> <p>The Mass Enter Responded/Qualified screen will appear.</p>																																										
3.	Click in the Scan Bar Code field.																																										
4.	Scan the participant number bar code from the summons or type the individual participant number into the Scan Bar Code field.																																										
5.	<p>Continue in this manner until all responded (qualified) people have been entered.</p> <div style="border: 1px solid gray; padding: 10px;"> <div style="border: 1px solid gray; padding: 5px; text-align: center; margin-bottom: 5px;">  </div> <div style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="7">Mass Enter Responded/Qualified</th> </tr> <tr style="background-color: #d3d3d3;"> <th>Part #</th> <th>DEL</th> <th>Last Name</th> <th>I</th> <th>Address</th> <th>City</th> <th>St</th> </tr> </thead> <tbody> <tr> <td>064579155</td> <td></td> <td>BOLLS</td> <td>D</td> <td>66B PHEASANT RUN DR</td> <td>GRAPE</td> <td>AR</td> </tr> <tr> <td>064590820</td> <td></td> <td>BANKS</td> <td>B</td> <td>46 PINWOOD DRIVE</td> <td>BANANA</td> <td>AR</td> </tr> <tr> <td>001186781</td> <td></td> <td>ALLEN</td> <td>F</td> <td>806 NEW ORLEANS AVE</td> <td>RASPBERRY</td> <td>AR</td> </tr> <tr> <td>064589772</td> <td></td> <td>BROWN</td> <td>D</td> <td>16 GLENDALE COVE</td> <td>HAZELNUT</td> <td>AR</td> </tr> </tbody> </table> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Scan Bar Code: <input style="width: 100px;" type="text"/> <input type="button" value="Sort"/> <input type="button" value="Print"/> <input type="button" value="Delete"/> <input type="button" value="Accept"/> <input type="button" value="Cancel"/></p> </div> </div>	Mass Enter Responded/Qualified							Part #	DEL	Last Name	I	Address	City	St	064579155		BOLLS	D	66B PHEASANT RUN DR	GRAPE	AR	064590820		BANKS	B	46 PINWOOD DRIVE	BANANA	AR	001186781		ALLEN	F	806 NEW ORLEANS AVE	RASPBERRY	AR	064589772		BROWN	D	16 GLENDALE COVE	HAZELNUT	AR
Mass Enter Responded/Qualified																																											
Part #	DEL	Last Name	I	Address	City	St																																					
064579155		BOLLS	D	66B PHEASANT RUN DR	GRAPE	AR																																					
064590820		BANKS	B	46 PINWOOD DRIVE	BANANA	AR																																					
001186781		ALLEN	F	806 NEW ORLEANS AVE	RASPBERRY	AR																																					
064589772		BROWN	D	16 GLENDALE COVE	HAZELNUT	AR																																					

- | | |
|----|--|
| 6. | After scanning or entering all names, click Accept . The Mass Enter screen will close and the Pool Maintenance window will appear. |
|----|--|

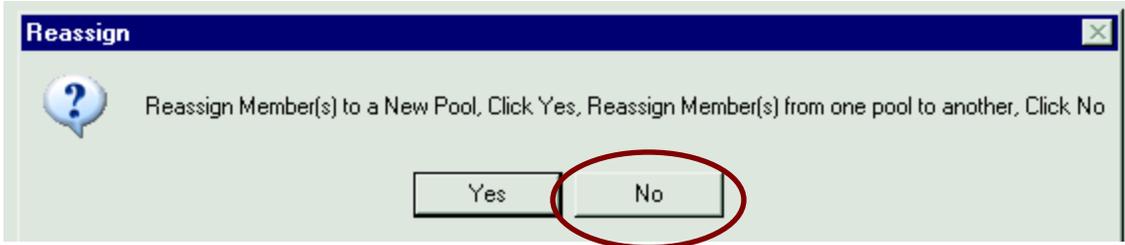
Enter Mass Excuses and Disqualifications*

	<p>These steps are followed to enter <u>excuses</u> for multiple people in one screen within the program. When entering mass excuses from returned summons forms, sort the forms into excuse categories first (i.e., small children, health, etc).</p> <p>This procedure can also be followed to enter <u>disqualifications</u> for multiple people. The only change would be the selection of codes in Step 3. Disqualification codes are listed at the bottom of this guide.</p>
1.	After logging into the program, click the Pool Module icon.
2.	Click the Excuse button. The Mass Enter screen will appear.
3.	<p>Click the Excuse code to be entered. Available codes are listed below.</p> <ul style="list-style-type: none"> • C – Jury Service Complete • F – Financial Burden • H – Health or Family Health • I – Doctor’s Letter • J – Job Related • K – Small Children • L – Moved to Different Jurisdiction • M – Military • O – Other • S – Served within 2 Years
4.	Click in the Scan Bar Code field.
5.	Scan the participant number bar code from the summons, or type the individual participant number, into the Scan Bar Code field.
6.	To excuse the next person for the same reason selected in Step 3, scan the bar code from the summons, or type the individual participant number, into the Scan Bar Code field. Continue in this manner until a <u>different</u> excuse code is needed.
7.	Repeat Steps 3 through 6 until all excuses have been entered.
8.	Click Print to print a list of names and excuses entered. (A sample list is on the back of this quick reference guide.)
9.	Click OK in the printer’s dialog box.
10.	After scanning or entering all excuses, click Accept . The Pool Maintenance window will appear.
	<p>Disqualification codes: (select from these codes in Step 3)</p> <ul style="list-style-type: none"> • A – Less than 18 years of age • C – Not a Citizen of US • F – Convicted Felon • L – Not able to speak English • M – Not Resident of Jurisdiction • D – Deceased • O – Other • E – Unable to Read/Write English • G – Not of Good Character • P – Physical / Mental Disability • S – Served within Two Years • Z – Out of County

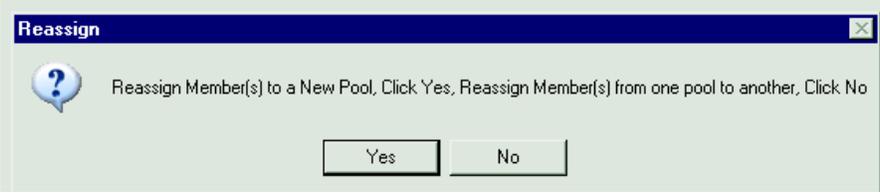
Add New People to an Existing Pool

	These steps illustrate how to add new member(s) to an existing pool.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Pool menu item, highlight Create/Maintain Pools , and click Add Members To An Existing Pool . The Add To An Existing Pool screen appears.
3.	Click the arrow to the right of the Existing Pool No field to see a list of pools, and select the pool which needs additional members.
4.	Enter the number of member(s) to be added in the No. Members To Add field.
5.	Click the arrow to the right of the Time field and select the time which appears on the records of the existing pool members. <u>Note:</u> If the existing pool is an 'on call' pool, check the On Call box.
6.	Click Accept .
7.	The Add To Pool screen appears with a list of randomly selected people who will be added to the existing pool. The number of members displayed will be the number entered in Step 4.
8.	Click Accept . The new people are added to the pool.
9.	The option to print a Pool Selection List is offered. If Yes is clicked, <u>only</u> the newly added pool members will be displayed on the report. The report is called the Add To Pool Report .
10.	If printing this report, the Sort Order screen will appear with the Sort By Last Name option selected. Select another option if desired and click Accept .
11.	The report will print and the Pool Maintenance window will appear.
<u>Note:</u>	To print a list with all pool members, use the Pool Selection List option under Reports .

Reassign a Person from One Pool to Another Pool

	This quick reference guide outlines the steps for moving a person (or persons) from one existing pool to another existing pool.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Pool menu item, highlight Create/Maintain Pools , and click Reassign Pool Members .
3.	Click No in the Reassign message box which appears. Clicking 'No' will cause the person(s) to be moved from one existing pool to another existing pool. 
4.	In the Reassign Pool Member(s) screen, click the arrow for the From Pool No field, and select the pool where the individual is currently assigned.
5.	Click the arrow for the Reassign To Pool No field, and select the pool where the individual will be reassigned.
6.	Click Accept .
7.	The Reassign screen will appear showing a list of members in the "From" pool.
8.	The names are listed in pool sequence number order. If the names need to be sorted in a different order, click the Sort button to change the order.
9.	Click in the Tag column beside the name (or names) of those people who <u>will be</u> reassigned. <u>Note:</u> The Count button can be clicked to verify the number of people being reassigned.
10.	After tagging the correct number of people, click Accept . The Pool Maintenance window will appear.

Reassign a Pool Member to a New Pool

	These steps illustrate how to reassign an individual from an existing pool to a newly created pool. The system will create a new pool during this process.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Pool menu item, highlight Create/Maintain Pools , and click Reassign Pool Members .
3.	Click Yes in the Reassign message box which appears. Clicking 'Yes' will cause the person(s) to be moved from an <u>existing</u> pool to a <u>new</u> pool. 
4.	The New Pool screen appears. Fill in the appropriate information for creating a new pool and click Accept .
5.	Click Yes in the message box to confirm you do want to create the new pool.
6.	The Reassign Pool Member(s) screen appears. Notice the Reassign To Pool No field is already filled in with the newly created pool number.
7.	Click the arrow for the From Pool No field to select the pool where the individual is currently assigned.
8.	Click Accept .
9.	A list of all members in the "From" pool will appear.
10.	Click in the Tag column by the name of anyone who will be reassigned to the newly created pool. (If more than one person is being reassigned, using the Sort and / or Count buttons may be helpful.)
11.	Click Accept . The Pool Maintenance window will appear.

Printing Labels for a Pool

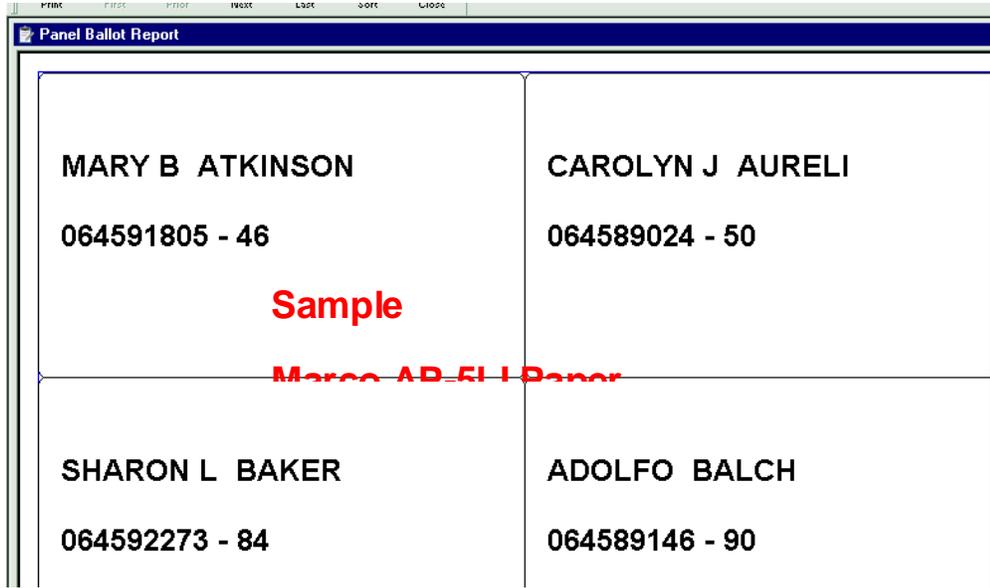
1.	After logging into the program, click the Pool Module icon. The Pool Maintenance window will appear.
2.	Click the Reports menu item and click Labels , the next to the last item on the menu. The Label Printing screen will appear. Note: This is a new location for the Labels menu item.
3.	Click the arrow to the right of the Pool Number field to see a list of pools, and double click the needed pool number.
4.	Place a check mark in the Print for Mailing box if the labels will be used for mailing. Mailing labels will have names, addresses, and postal bar codes (if the 4 digit zip code extension is in the program). If the labels will be used for bar code scanning, leave this check box empty.
5.	Click Accept . The Selection Criteria screen appears. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div>
6.	Place a check mark in the Select All box to print labels for <i>all</i> pool members. Note: If labels for all members are not needed, leave the Select All check box empty and check another Selection Criteria (i.e., Responded).
7.	Click Accept . An alphabetical list of pool members will display.
8.	The check mark by each name means a label will print for that person. If a label is not needed, click in the Tag column for that person to remove the check mark.
9.	Click Accept after reviewing the list and making any changes. A preview of the labels will appear in alphabetical order (last name, first name).
10.	After loading labels into the printer, click Print .
11.	Make the necessary selections for the printer and click OK .
12.	Click Cancel to close the Label Printing screen. The Pool Maintenance window will appear.

Printing Labels for a Pre-Panel

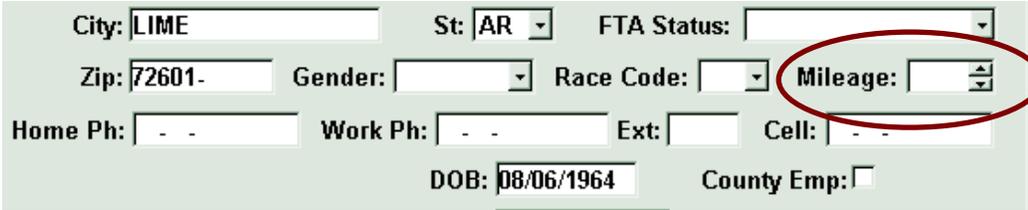
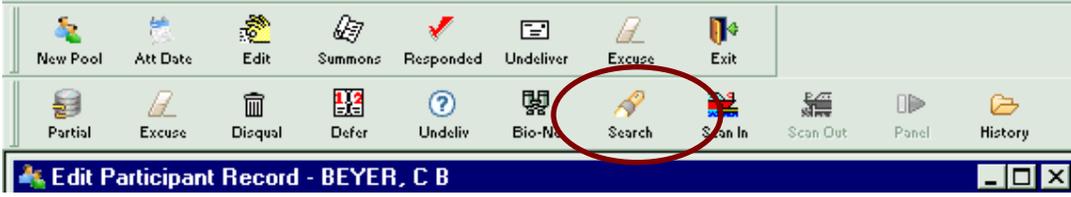
	This quick reference guide outlines how to print labels for a pre-panel group (a group of people attached to an event before the day of the event).
1.	After logging into the program, click the Pool Module icon. The Pool Maintenance window will appear.
2.	Click the Reports menu item and click Labels , the last item on the menu. The Label Printing screen will appear. <u>Note:</u> This is a new location for the Labels menu item.
3.	Click the arrow to the right of the Sched Event field to see a list of events, and double click the event which has a pre-panel. <u>Note:</u> Do not select a pool number.
4.	Place a check mark in the Print for Mailing box if the labels will be used for mailing. Mailing labels will have names, addresses, and postal bar codes (if the 4 digit zip code extension is in the program). If the labels will be used for bar code scanning, leave this check box empty.
5.	Click Accept . The Selection Criteria screen will appear.
6.	Place a check mark in the Select All box, and click Accept . An alphabetical list of all pre-panel members will display.
7.	The gold check mark by each name means a label will be printed for that person. If a label is not needed for someone, click in the Tag column for that person to remove the check mark.
8.	After reviewing the list and making any needed changes, click Accept . A preview of the labels will appear.

9.	The labels are sorted in zip code order for printing. To change the sort order to alphabetical, click the Sort button.
10.	Click and drag the zip field from the right column (Columns) to the left column (Source Data).
11.	Click and drag lname (last name) from the left column to the right column.
12.	Click and drag fname (first name) from the left column to the right column.
13.	Click OK . The labels will now be sorted in last name, first name order.
14.	After loading labels into the printer, click Print .
15.	Make the necessary selections for your printer and click OK .
16.	Click Cancel to close the Label Printing screen. The Pool Maintenance window will reappear.

Print Pool Ballots (Chips)

1.	After logging into the program, click the Pool Module icon. The Pool Module window will appear.
2.	Click the Reports menu item and click Pool Ballots , the last item on the menu. The Pool Ballots Printing screen will appear.
3.	Click the arrow to the right of the Enter Pool No field to view a list of pools, and double click the needed pool.
4.	Click the arrow to the right of the Paper Type field to view the paper options, and select the type of paper which will be used. Note: If ballot paper is not available, card stock or regular paper may be used. Ballots printed on these types of paper will need to be cut apart.
5.	Click Accept . A preview of the ballots will appear with name, participant number (part no), and pool sequence number (random number). 
6.	Review the ballots if needed and click Print . The printer's dialog box will appear. Note: The ballots appear in alphabetical order, but the sort order can be changed by clicking the Sort button.
7.	Make the selections for the printer and click OK .
8.	After the ballots print, click the Close button. The Pool Module window will appear.

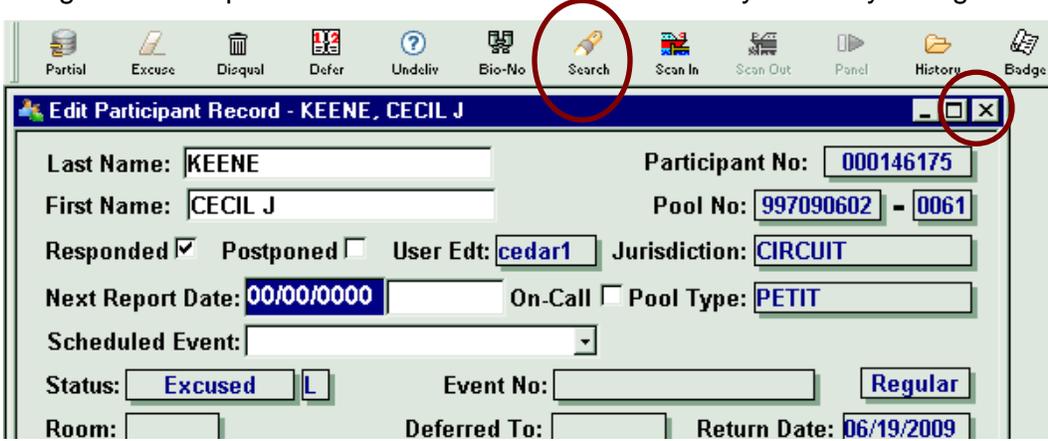
Add Mileage in an Individual Participant Record

	<p>These steps are followed to add mileage to an individual's participant record. If your court pays for mileage, the program can automatically add the mileage expense if the number of miles have been entered in the participant record. This process is completed in the Attend Module and is covered in the Adding Expenses quick reference guide.</p>
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button (yellow hand). The Pool Member Search screen appears.
3.	Enter the person's Last Name, First Name or Participant Number .
4.	Click Accept or press the Enter key. The Participant Record will display.
5.	<p>In the Mileage field, click the up/down arrows until the correct mileage displays.</p>  <p>Note: You can also click in the Mileage field and type the number of miles.</p>
6.	<p>Click the small black X to save and close.</p> <p>Note: If you have more mileage to enter, click the Search button instead of the small black X. The changes will be saved and the Search screen will appear.</p> 
7.	When finished entering mileage, click the Cancel button on the Search screen. The Pool Maintenance window will appear.

Excuse a Person for Part of the Term of Service

	These steps are followed to give a person a partial excuse during the term of service. Examples are vacation, doctor's appointment, out-of-town meeting for employer, harvesting crops, etc.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button (yellow hand). The Pool Member Search screen appears.
3.	Enter the person's Last Name, First Name or Participant Number .
4.	Click Accept . The Participant Record will display.
5.	Click the Partial button (1 st button from the left on the 2 nd row of buttons). The Partial Excuse Dates screen appears.
6.	Click the left calendar to display a calendar, and select the month, year, and date needed. The date will appear in the left date field. (To enter the date without clicking the calendar, type the date in this format – DD/MM/YYYY.)
7.	Follow step 6 again using the right date field if the pool member needs to be partially excused for more than one day.
8.	Click the Insert button. All dates between the first and last date of the partial excuse time period will be displayed in the Date column.
9.	Double check the dates and click the Save button. The Participant Record will be displayed.
10.	Enter the reason and dates for the partial excuse in the Notes field. This information will be saved in the participant's history.
11.	Click the small black X to save and close the Participant Record .
12.	Click Yes to answer "Do you want to save changes?" The Pool Member Search screen is displayed again.
13.	Continue entering partial excuses or click Cancel to exit.
14.	To view a report which lists dates of any partially excused pool members, print the Available List (3 rd report) from the Reports menu in the Pool Module. Any member with a partial excuse will have Exempt dates listed on this report.

Excuse a Person for the Term of Service

	These steps are followed to excuse a person for the term of service.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button (yellow hand). The Pool Member Search screen appears.
3.	Enter the person's Last Name, First Name or Participant Number .
4.	Click Accept . The Participant Record will display.
5.	Click the Excuse button (2 nd button from the left on the 2 nd row of buttons). The Excuse screen appears.
6.	Click the arrow to the right of the Code field.
7.	Select the appropriate excuse code for this person.
8.	Check the Excused Letter box (only if your office uses the Jury program to print these form letters).
9.	Click the Excuse button. The Participant Record is displayed, and the person's status is now Excused and the Next Report Date has been changed to 00/00/0000.
10.	Make any necessary notes in the Notes field.
11.	<p>Click the small black X to save and close the Participant Record.</p> <p><u>Note:</u> The record can also be saved and closed by clicking the Search button. Doing this will reopen the Search screen and automatically save any changes.</p> 
12.	Click Yes to answer "Do you want to save changes?" if you clicked the small black X . The Pool Member Search screen is displayed again.

13. Continue entering excuses or click **Cancel** to exit.

Disqualify a Person from Service

	These steps are followed to disqualify a person from jury service. Steps to permanently disqualify a deceased person can be found on the following page.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button (yellow hand). The Pool Member Search screen appears.
3.	Enter the person's Last Name, First Name or Participant Number .
4.	Click Accept . The Participant Record will display.
5.	Click the Disqual button (3 rd button from the left on the 2 nd row of buttons). The Disqualify screen appears.
6.	Click the arrow to the right of the Code field.
7.	Select the appropriate disqualification code for this person.
8.	Check the Disqualified Letter box (only if your office uses the jury program to print these form letters.)
9.	Click Accept . The Participant Record is displayed, and the person's status is now Disqualified and the Next Report Date has been changed to 00/00/0000.
10.	Make any necessary notes in the Notes field.
11.	Click the small black X to save and close the Participant Record .
12.	Click Yes to answer "Do you want to save changes?" The Pool Member Search screen is displayed again.
13.	Continue entering disqualifications or click Cancel to exit.

Permanently Disqualify a Deceased Person

	These steps are followed to permanently disqualify a deceased person.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button (yellow hand). The Pool Member Search screen appears.
3.	Enter the deceased person's Last Name, First Name or Participant Number .
4.	Click Accept . The Participant Record will display.
5.	Click the Disqual button (3 rd button from the left on the 2 nd row of buttons). <div data-bbox="371 856 1401 1073" data-label="Image"> </div> <p>The Disqualify screen will appear.</p>
6.	Click the arrow to the right of the Code field.
7.	Select D – Deceased .
8.	Check the Permanently Disqualify box.
9.	Click Accept . The Participant Record is displayed, and the person's status is now Disqualified . (Notice the red X to the right of the status.)
10.	Make any necessary notes in the Notes field.
11.	Click the small black X to save and close the Participant Record .
12.	Click Yes to answer "Do you want to save changes?" The Pool Member Search screen will be displayed.
13.	Continue entering disqualifications or click Cancel to exit.

Defer a Person until the Next Term of Service

	These steps demonstrate how to defer a person until the next term of service. The <u>beginning date</u> of the next term of service will be needed to complete this process.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button (yellow hand). The Pool Member Search screen appears.
3.	Enter the person's Last Name, First Name or Participant Number .
4.	Click Accept . The Participant Record will display.
5.	Click the Defer button (4 th button from the left on the 2 nd row of buttons). The Deferral screen appears.
6.	Click the calendar to the right of the Defer To Date field. Select the month, year, and date which represents the <u>beginning date</u> of the next term of service. <u>Note:</u> By using the beginning date of the next term, the person being deferred will be pulled into the first pool created during the next term.
7.	Click the arrow to the right of the Defer Reason field.
8.	Select the appropriate deferral reason for this person.
9.	The Deferred Letter box is checked by default. Uncheck if your office is not using this feature of the program. <u>Note:</u> The jury program can print form letters which let people know their deferral request has been granted or denied (Deferred Denied check box).
10.	Click the Accept button. The Participant Record is displayed, and the person's status is now Deferred . Their Next Report Date has been changed to 00/00/0000, and their Deferred To date displays the date selected in Step 6.
11.	Make any necessary notes in the Notes field.
12.	Click the small black X to save and close the Participant Record .
13.	Click Yes to answer "Do you want to save changes?" The Pool Member Search screen is displayed again.
14.	Continue entering deferrals or click Cancel to exit.

Mark an Individual as Undeliverable

	These steps are followed to mark an individual record as undeliverable. This button will 'toggle' between Undeliv and DelUndel depending on the person's status.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button (yellow hand). The Pool Member Search screen appears.
3.	Enter the person's Last Name, First Name or Participant Number .
4.	Click Accept . The Participant Record will display.
5.	Click the Undeliv button (5 th button from the left on the 2 nd row of buttons).
6.	The person's status is changed to Undeliverable and the Next Report Date is changed to 00/00/0000. <u>Note</u> : The Undeliv button has now changed to read DelUndel .
7.	The change to this person's record has been saved automatically. Click the small black X to close the Participant Record . The Pool Member Search screen will be displayed.
8.	Continue marking individual records as undeliverable or click Cancel to exit.

Change Status from Disqualified (or Deceased) to Responded

	These steps outline how to change a permanent disqualification (or deceased) status to a responded status. Skip number 7 when deleting disqualifications other than permanent (deceased).
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button (yellow hand). The Pool Member Search screen appears.
3.	Enter the person's Last Name, First Name or Participant Number .
4.	Click Accept . Their Participant Record displays.
***** 5.	Notice the button layout – Partial, Excuse, Disqual, Defer, Undeliv, Bio-No(Yes), Search , etc.
6.	Click the Disqual button. The Disqualify screen appears.
7.	Uncheck the Permanently Disqualify checkbox.
8.	Click the Delete button. The participant record is displayed.
9.	This person's status is now Responded. Click the small black X to save and close the record.
10.	Click Yes to confirm the changes. You will be returned to the Search By Name screen.

Change Status from Excused to Attended

1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button (yellow hand). The Pool Member Search screen appears.
3.	Enter the person's Last Name, First Name or Participant Number .
4.	Click Accept . Their Participant Record displays.
***** 5.	Notice the new button layout – Partial, Excuse, Disqual, Defer, Undeliv, Bio-No(Yes), Search , etc.
6.	Click the Excuse button. The Excuse screen will appear.
7.	Click the Delete button to delete the excuse. The participant record is displayed.
8.	This person's status is now Responded, and they are ready to be attended. However, the record must be saved and closed first.
9.	Click the small black X to save and close the record.
10.	Click Yes to confirm the changes. You will be returned to the Search By Name screen.
11.	Enter the person's Last Name, First Name again and click Accept .
12.	Click the Scan In button. Notice the time to the right of the Room field. This person is now attended and ready for voir dire.
13.	Click the small black X to save and close the record.

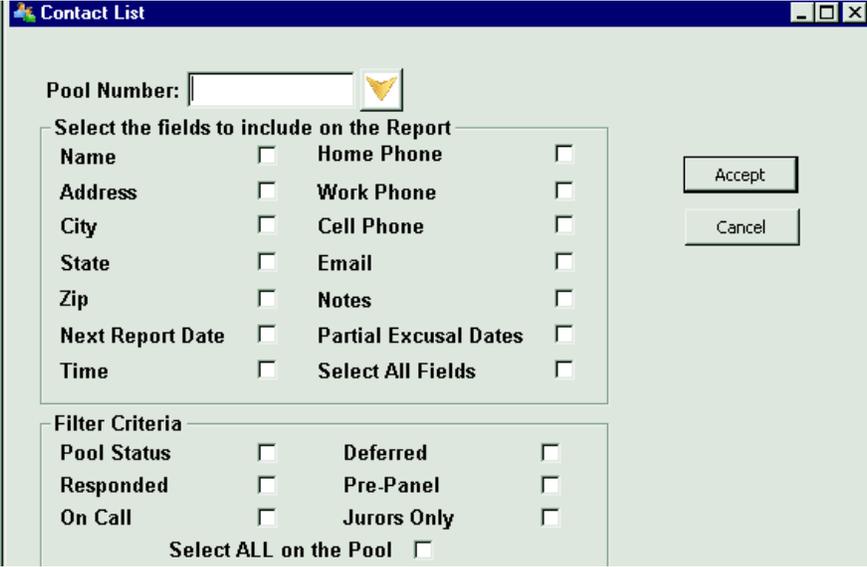
Change Status from Undeliverable to Responded

	These steps outline how to change a status from undeliverable to responded.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button (yellow hand). The Pool Member Search screen appears.
3.	Enter the person's Last Name, First Name or Participant Number .
4.	Click Accept . Their Participant Record displays.
***** 5.	Notice the button layout – Partial, Excuse, Disqual, Defer, Undeliv, Bio-No(Yes), Search , etc.
6.	Because this person's status is Undeliverable , the Undeliv button has toggled to read DelUndel . This means "delete undeliverable."
7.	Click the DelUndel button.
8.	A message box will appear asking if this participant responded. Click Yes .
9.	This person's status has now changed to Responded and the DelUndel button has toggled back to read Undeliv .
10.	Click the small black X to save and close the record. You will be returned to the Search By Name screen.

Remove FTA Status to Excuse Pool Member

	When a pool member has a FTA status, they cannot be excused through the normal process. These steps outline how to remove the FTA status and then excuse the person.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button.
3.	Enter the person's Participant Number or Last Name, First Name .
4.	Click Accept . The Participant Record will open.
5.	Click the arrow to the right of the FTA Status box.
6.	Scroll <u>up</u> and click the word None . Their FTA status is now displayed as None.
7.	Click the Excuse button. The Excuse Dialog Box will open.
8.	Click the arrow to the right of the Code box and select the excuse reason. (Check the box for Excused Letter if your court uses the program to print letters notifying pool members the excuse has been granted.)
9.	Click the Excuse button. The dialog box will close and you will be returned to the Participant Record.
10.	Review the person's Status – it is now Excused.
11.	Click the small black X to save the changes and close the record.
12.	Click Yes in the Data Changed Message Box. The Search By Name screen will appear.
13.	Enter another participant number or name, or click Cancel to close the screen.
14.	You will be returned to the Pool Maintenance window.

Contact Report*

	<p>The program has the ability to create and print a contact report by pool number. This report could also be considered a <u>call list</u> or <u>sheriff's list</u>. The following steps outline how to create and print the Contact Report.</p>
1.	After logging into the program, click the Pool Module icon.
2.	Click the Reports menu item.
3.	Click Contact Report (near the bottom). The Contact List screen will open.
4.	Click the arrow to the right of the Enter Pool No. field to see a list of pools, and double click the needed pool number.
5.	<p>Check the box for each field you want displayed on the report, or check the Select All Fields box to include everything. If a box is not checked, that field's information will not be displayed on the report.</p> <p><u>Note:</u> All information is pulled from participant records.</p> 
6.	In the Filter Criteria section, check the box for each status of pool members to include, or check Select ALL on the Pool to include everyone.
7.	Click Accept . An alphabetical list of pool members meeting the Filter Criteria is displayed. The list can be sorted in a different order if needed.
8.	Click Accept to view the Contact Report.
9.	Click Print to print the report.

- | | |
|-----|--|
| 10. | Click Cancel to close the Contact List screen. The Pool Maintenance window will appear. |
|-----|--|

Pool Selection List (Report)*

	<p>The Pool Selection List is the first report under the Reports menu item in the Pool Module. It is the report which prints after creating a pool. It can be used for calling roll at orientation, sorting by birthdates (to exclude people over 90 from service), etc. The information included in this report is:</p> <ul style="list-style-type: none"> • Participant Number • Pool Sequence Number • Name • City • Initial Appearance Date • Voter Registration Number • Date of Birth
1.	After logging into the program, click the Pool Module icon.
2.	Click the Reports menu item.
3.	Click Pool Selection List – the first item under the Reports menu.
4.	Click the arrow to the right of the Enter Pool No. field to see a list of pools, and double click the needed pool number.
5.	Click Accept . A preview of the Pool Selection List (Report) will display.
6.	The report is sorted in pool sequence number order. To change the sort order, click the Sort button. The Specify Sort Columns dialog box will appear.
7.	To sort by birthdates, scroll down the Source Data column on the left until pool_dob (date of birth) is visible. Left click pool_dob and drag it to the right column and release. <u>Note:</u> The report can be sorted by any of the fields from the Source Data column by clicking and dragging the field to the right column.
8.	To also sort in alphabetical order, scroll up the Source Data column until pool_Iname (last name) is visible. Left click pool_Iname and drag it to the right column and release. <u>Note:</u> Sorting by more than one column is known as 'stack' sorting. Stack sorting can be used wherever there is a Sort button or icon in the program.
9.	Click OK . The report will be displayed in the new sort order.
10.	Click Print . The first printer dialog box will appear.
11.	Click OK . A second printer dialog box will appear.
12.	Choose the options for the printer and click OK . The report is displayed again while it prints.
13.	Click Close . The Pool Maintenance window will appear.

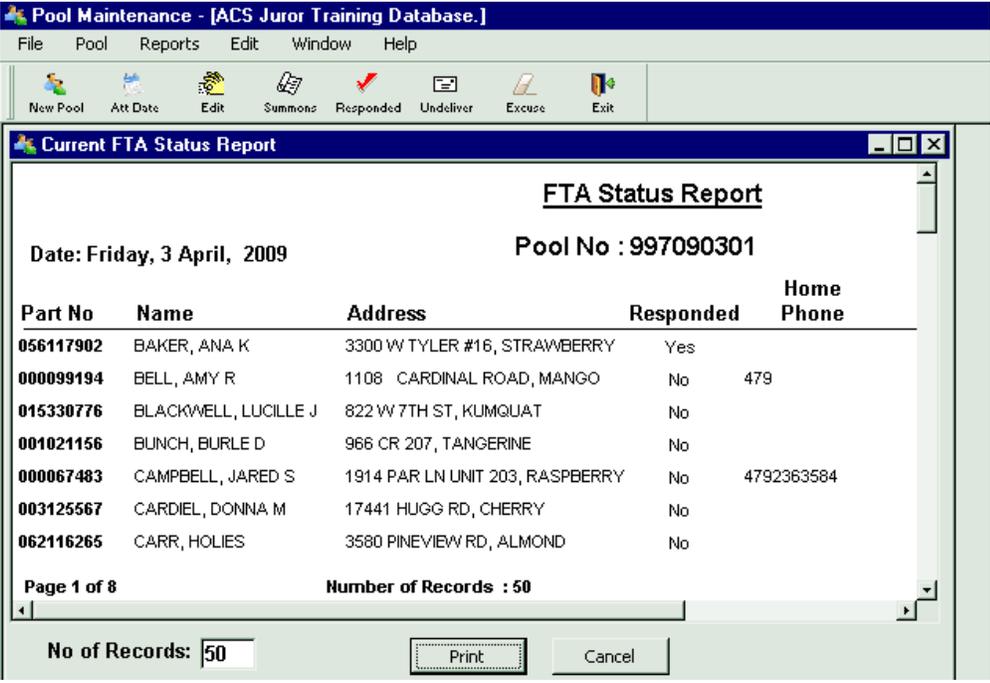
Current Status Report*

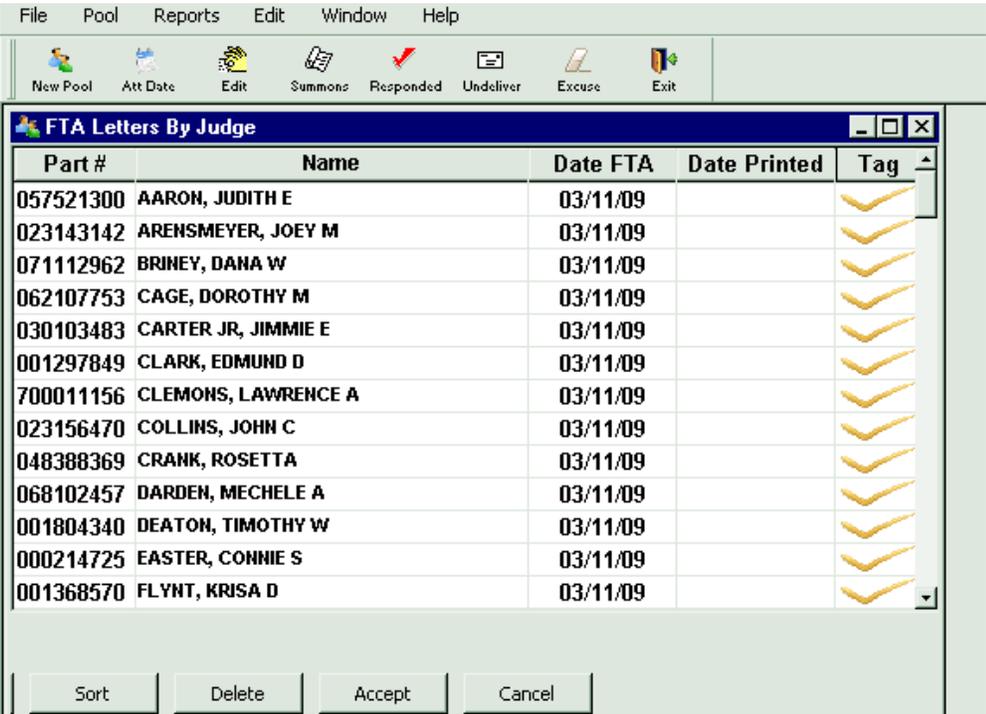
	<p>The Current Status Report is the second report under the Reports menu item in the Pool Module. It is created by pool number and contains the status of each person as recorded in their participant record. The information included is:</p> <ul style="list-style-type: none"> • Participant Number • Name • Status • Appearance Date (Next Report Date) • Phone Numbers (if given)
1.	After logging into the program, click the Pool Module icon.
2.	Click the Reports menu item.
3.	Click Current Status – the second item under the Reports menu.
4.	Click the arrow to the right of the Enter Pool No. field to see a list of pools, and double click the needed pool number.
5.	Click Accept . A preview of the Current Status Report will display.
6.	The report is sorted in last name, first name order. To change the sort order, click the Sort button. The Specify Sort Columns dialog box will appear.
7.	<p>To sort by status, scroll down the Source Data column on the left until status is visible. Left click status and drag it to the right column and release. The order of statuses will be Pool, Responded, Excused, Disqualified, and Undeliverable. Totals for each status will be displayed on the last page of the report.</p> <p><u>Note:</u> The report can be sorted by any of the fields from the Source Data column by clicking and dragging the field to the right column.</p>
8.	<p>To also sort in alphabetical order, scroll up the Source Data column until Iname (last name) is visible. Left click Iname and drag it to the right column and release.</p> <p><u>Note:</u> Sorting by more than one column is known as 'stack' sorting. Stack sorting can be used wherever there is a Sort button or icon in the program.</p>
9.	Click OK . The report will be displayed in the new sort order.
10.	Click Print . The printer dialog box will appear.
11.	Choose the options for the printer and click OK . The report is displayed again while it prints.
12.	Click Close . The Pool Maintenance window will appear.

Available List (Pool Available Report)*

	<p>The Available List (Pool Available Report) is the third report under the Reports menu item in the Pool Module. It is created by pool number <u>or</u> next attendance date. It can be used for calling roll and given to attorneys prior to trial. The information included is:</p> <ul style="list-style-type: none"> • Participant Number • Pool Sequence Number (Random Number) • Name • Status • Occupation (Partials) • Age • On Call <p><u>Note:</u> If a pool member has any partial excuse dates, they will be displayed in the Occupation column of this report.</p>
1.	After logging into the program, click the Pool Module icon.
2.	Click the Reports menu item.
3.	Click Available List – the third item under the Reports menu.
4.	<p>To create by pool number, click the arrow to the right of the Pool Number field to see a list of pools. Double click the needed pool number.</p> <p>To create by next attendance date, click the calendar to the right of the Enter Next Attendance Date field. Select the month, year, and date needed.</p>
5.	<p>The report also has three filtering options in the Criteria section. Place a check mark in any of the filtering boxes needed or leave all boxes unchecked.</p> <ul style="list-style-type: none"> • Include Participants on Call (includes any pool members with a 00/00/0000 next report date) • Responded Participants Only (includes only pool members with a responded status – excludes people with pool status) • Include Panel Members (includes pool members already on a panel)
6.	The default Sort Order is by last name. This is the best option if giving the report to attorneys or using to call roll.
7.	Click Accept . A preview of the Available List (Pool Available Report) will display.
8.	Click Print . The first printer dialog box will appear.
9.	Click OK . The second printer dialog box will appear.
10.	Choose the options for the printer and click OK . The report is displayed again while it prints.
11.	Click Close . The Pool Maintenance window will appear.

Printing the FTA Report and Letters*

	<p>These steps illustrate how to print a FTA Report by pool. The following fields are included on the report:</p> <ul style="list-style-type: none"> • Participant Number • Name (last name, first name) • Address • Responded – Yes / No • Home / Work Phone Numbers • Age <p>The steps for printing FTA Letters by Judge begin on the second page. These letters can be printed for one person or several people.</p>																																								
1.	After logging into the program, click the Pool Module icon.																																								
2.	Click the Reports menu item.																																								
3.	Go to FTA Status Reports – the 4 th item from the bottom on the Reports menu.																																								
4.	Click FTA Status . The Current FTA Status Report screen will appear.																																								
5.	Click the arrow to the right of the Pool Number field to see a list of pools, and double click the needed pool number.																																								
6.	<p>Click Accept. A list of any members in the selected pool with a FTA count of one or more will appear.</p>  <table border="1" data-bbox="381 1375 1291 1659"> <thead> <tr> <th>Part No</th> <th>Name</th> <th>Address</th> <th>Responded</th> <th>Home Phone</th> </tr> </thead> <tbody> <tr> <td>056117902</td> <td>BAKER, ANA K</td> <td>3300 W TYLER #16, STRAWBERRY</td> <td>Yes</td> <td></td> </tr> <tr> <td>000099194</td> <td>BELL, AMY R</td> <td>1108 CARDINAL ROAD, MANGO</td> <td>No</td> <td>479</td> </tr> <tr> <td>015330776</td> <td>BLACKWELL, LUCILLE J</td> <td>822 W 7TH ST, KUMQUAT</td> <td>No</td> <td></td> </tr> <tr> <td>001021156</td> <td>BUNCH, BURLE D</td> <td>966 CR 207, TANGERINE</td> <td>No</td> <td></td> </tr> <tr> <td>000067483</td> <td>CAMPBELL, JARED S</td> <td>1914 PAR LN UNIT 203, RASPBERRY</td> <td>No</td> <td>4792363584</td> </tr> <tr> <td>003125567</td> <td>CARDIEL, DONNA M</td> <td>17441 HUGG RD, CHERRY</td> <td>No</td> <td></td> </tr> <tr> <td>062116265</td> <td>CARR, HOLIES</td> <td>3580 PINEVIEW RD, ALMOND</td> <td>No</td> <td></td> </tr> </tbody> </table>	Part No	Name	Address	Responded	Home Phone	056117902	BAKER, ANA K	3300 W TYLER #16, STRAWBERRY	Yes		000099194	BELL, AMY R	1108 CARDINAL ROAD, MANGO	No	479	015330776	BLACKWELL, LUCILLE J	822 W 7TH ST, KUMQUAT	No		001021156	BUNCH, BURLE D	966 CR 207, TANGERINE	No		000067483	CAMPBELL, JARED S	1914 PAR LN UNIT 203, RASPBERRY	No	4792363584	003125567	CARDIEL, DONNA M	17441 HUGG RD, CHERRY	No		062116265	CARR, HOLIES	3580 PINEVIEW RD, ALMOND	No	
Part No	Name	Address	Responded	Home Phone																																					
056117902	BAKER, ANA K	3300 W TYLER #16, STRAWBERRY	Yes																																						
000099194	BELL, AMY R	1108 CARDINAL ROAD, MANGO	No	479																																					
015330776	BLACKWELL, LUCILLE J	822 W 7TH ST, KUMQUAT	No																																						
001021156	BUNCH, BURLE D	966 CR 207, TANGERINE	No																																						
000067483	CAMPBELL, JARED S	1914 PAR LN UNIT 203, RASPBERRY	No	4792363584																																					
003125567	CARDIEL, DONNA M	17441 HUGG RD, CHERRY	No																																						
062116265	CARR, HOLIES	3580 PINEVIEW RD, ALMOND	No																																						
7.	To print the report, click Print .																																								

8.	To close the Current FTA Status Report screen, click Cancel . The Pool Maintenance window will appear.																																																																						
	<i>Print FTA Letters by Judge</i>																																																																						
1.	In the Pool Maintenance window, click Reports .																																																																						
2.	Go to Documents – the 3 rd item from the bottom on the Reports menu.																																																																						
3.	Go to FTA Letters – half way down the Documents sub menu.																																																																						
4.	Click By Judge . A Delete message box will appear.																																																																						
5.	Click Yes for the “Remove Records That Were Printed Previous” statement. Clicking Yes removes the names of anyone who has already had a letter printed. Printing a letter does not change the person’s FTA count.																																																																						
6.	<p>A list of people in any active pool with a FTA count of one or more will appear.</p>  <p>The screenshot shows a window titled "FTA Letters By Judge" with a menu bar (File, Pool, Reports, Edit, Window, Help) and a toolbar (New Pool, Att Date, Edit, Summons, Responded, Undeliver, Excuse, Exit). Below the toolbar is a table with the following data:</p> <table border="1" data-bbox="375 940 1312 1444"> <thead> <tr> <th>Part #</th> <th>Name</th> <th>Date FTA</th> <th>Date Printed</th> <th>Tag</th> </tr> </thead> <tbody> <tr><td>057521300</td><td>AARON, JUDITH E</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>023143142</td><td>ARENSMEYER, JOEY M</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>071112962</td><td>BRINEY, DANA W</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>062107753</td><td>CAGE, DOROTHY M</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>030103483</td><td>CARTER JR, JIMMIE E</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>001297849</td><td>CLARK, EDMUND D</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>700011156</td><td>CLEMONS, LAWRENCE A</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>023156470</td><td>COLLINS, JOHN C</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>048388369</td><td>CRANK, ROSETTA</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>068102457</td><td>DARDEN, MECHELE A</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>001804340</td><td>DEATON, TIMOTHY W</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>000214725</td><td>EASTER, CONNIE S</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>001368570</td><td>FLYNT, KRISA D</td><td>03/11/09</td><td></td><td><input checked="" type="checkbox"/></td></tr> </tbody> </table> <p>At the bottom of the window are buttons for Sort, Delete, Accept, and Cancel.</p>	Part #	Name	Date FTA	Date Printed	Tag	057521300	AARON, JUDITH E	03/11/09		<input checked="" type="checkbox"/>	023143142	ARENSMEYER, JOEY M	03/11/09		<input checked="" type="checkbox"/>	071112962	BRINEY, DANA W	03/11/09		<input checked="" type="checkbox"/>	062107753	CAGE, DOROTHY M	03/11/09		<input checked="" type="checkbox"/>	030103483	CARTER JR, JIMMIE E	03/11/09		<input checked="" type="checkbox"/>	001297849	CLARK, EDMUND D	03/11/09		<input checked="" type="checkbox"/>	700011156	CLEMONS, LAWRENCE A	03/11/09		<input checked="" type="checkbox"/>	023156470	COLLINS, JOHN C	03/11/09		<input checked="" type="checkbox"/>	048388369	CRANK, ROSETTA	03/11/09		<input checked="" type="checkbox"/>	068102457	DARDEN, MECHELE A	03/11/09		<input checked="" type="checkbox"/>	001804340	DEATON, TIMOTHY W	03/11/09		<input checked="" type="checkbox"/>	000214725	EASTER, CONNIE S	03/11/09		<input checked="" type="checkbox"/>	001368570	FLYNT, KRISA D	03/11/09		<input checked="" type="checkbox"/>
Part #	Name	Date FTA	Date Printed	Tag																																																																			
057521300	AARON, JUDITH E	03/11/09		<input checked="" type="checkbox"/>																																																																			
023143142	ARENSMEYER, JOEY M	03/11/09		<input checked="" type="checkbox"/>																																																																			
071112962	BRINEY, DANA W	03/11/09		<input checked="" type="checkbox"/>																																																																			
062107753	CAGE, DOROTHY M	03/11/09		<input checked="" type="checkbox"/>																																																																			
030103483	CARTER JR, JIMMIE E	03/11/09		<input checked="" type="checkbox"/>																																																																			
001297849	CLARK, EDMUND D	03/11/09		<input checked="" type="checkbox"/>																																																																			
700011156	CLEMONS, LAWRENCE A	03/11/09		<input checked="" type="checkbox"/>																																																																			
023156470	COLLINS, JOHN C	03/11/09		<input checked="" type="checkbox"/>																																																																			
048388369	CRANK, ROSETTA	03/11/09		<input checked="" type="checkbox"/>																																																																			
068102457	DARDEN, MECHELE A	03/11/09		<input checked="" type="checkbox"/>																																																																			
001804340	DEATON, TIMOTHY W	03/11/09		<input checked="" type="checkbox"/>																																																																			
000214725	EASTER, CONNIE S	03/11/09		<input checked="" type="checkbox"/>																																																																			
001368570	FLYNT, KRISA D	03/11/09		<input checked="" type="checkbox"/>																																																																			
7.	Everyone with a check mark in the Tag column will have a letter printed. To remove the check mark, click in the Tag column across from the person’s name.																																																																						
8.	Click Accept . The Respond By Date / Time dialog box will appear.																																																																						
9.	Click the calendar to select the month, year and date. This date represents the deadline to contact the court and explain the absence.																																																																						

10.	The Respond Time is 2:00 pm by default. Enter a different time if needed.
11.	Click Accept . The printer's dialog box will appear. Click OK to print.

Print Disqualify Letters*

	These are form letters which tell the pool member their request to be disqualified from jury service has been granted.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Reports menu item.
3.	Move the mouse to the Documents item (3 rd item from the bottom).
4.	Move the mouse to the right and click Disqualified Letters (5 th item from the top).
5.	A message box will appear asking "Remove Records That Were Printed Previous" – click No . (If you are confident that all previous disqualification letters have been sent, click Yes .)
6.	The Disqualified Letters screen appears. Any pool member who had the Disqualified Letter box checked when they were disqualified (in the juror program) will be displayed here.
7.	If a letter will be mailed for every person listed, click Tag All . If letters will be sent to only selected individuals, click in the Tag column for those particular pool members.
8.	After making the selections, click Accept . The printer's dialog box will appear.
9.	Make the appropriate selections for your printer and click OK . You will be returned to the Pool Maintenance window while the letters print.
<u>Note:</u>	A form letter for each tagged person will print stating "You have been disqualified from jury service. Therefore, you are relieved from serving from (name of the circuit court here). Thank you for responding to the jury summons. If you have any further questions, please contact the court at 123-456-7890."

Print Excuse Letters*

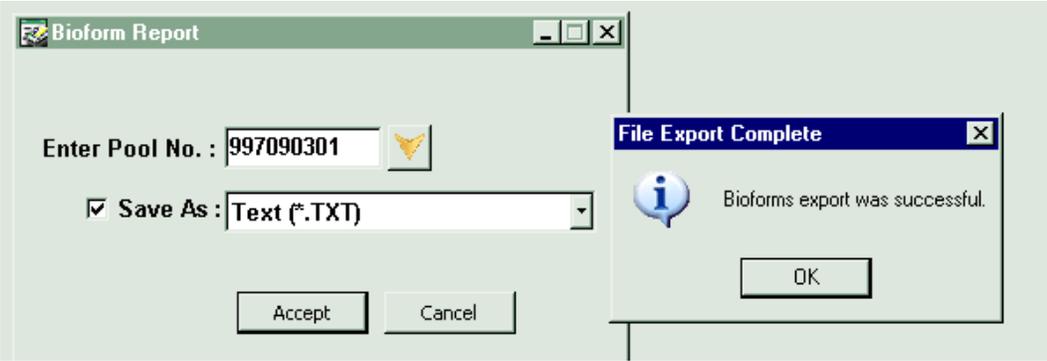
	These are form letters which tell the pool member their request to be excused from jury service has been granted.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Reports menu item.
3.	Move the mouse to the Documents item (3 rd item from the bottom).
4.	Move the mouse to the right and click Excused Letters (6 th item from the top).
5.	A message box will appear asking “Remove Records That Were Printed Previous” – click No . (If you are confident that all previous excuse letters have been sent, click Yes .)
6.	The Excused Letters screen appears. Any pool member who had the Excused Letter box checked when they were excused (in the juror program) will be displayed here.
7.	If a letter will be mailed for every person listed, click Tag All . If letters will be sent to only selected individuals, click in the Tag column for those particular pool members.
8.	After making the selections, click Accept . The printer’s dialog box will appear.
9.	Make the appropriate selections for your printer and click OK . You will be returned to the Pool Maintenance window while the letters print.
<u>Note:</u>	A form letter for each tagged person will print stating “After reviewing your request to be excused from jury service, this court has determined that you are excused from jury duty.”

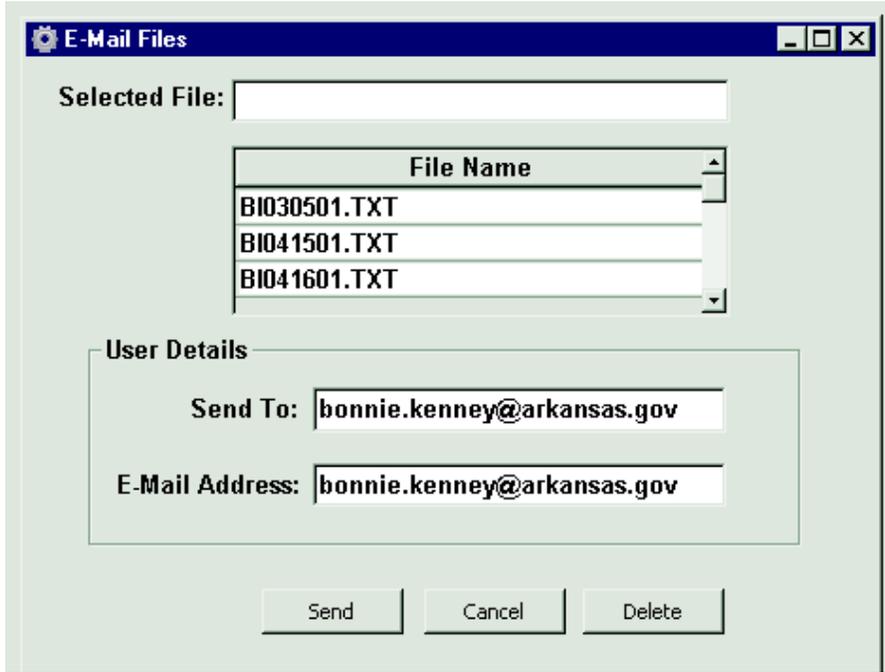
Create a Spreadsheet of the Pool – Doc Prep

	These steps outline how to create a spreadsheet of a pool which includes names, addresses, participant numbers, etc. The file is then emailed through the Utility Module to the email address recorded in the Juror Program.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Reports menu item.
3.	Click Documents (3 rd from the bottom of the Reports menu).
4.	Click Document Preparation (3 rd from the top of the Documents sub menu). The Document Production screen will appear.
5.	Click the arrow to the right of the Pool Number field and double click the needed pool number.
6.	Notice the last part of the file name – DOCDATA.DBF . You can leave the file name as it is or change it to a more meaningful name. To change the file name, click in the File Name field and move the cursor to the right position. Make the change and review before proceeding.
7.	Click the Accept button. The Selection Criteria screen will appear.
8.	Choose all pool members by checking Select All . (If only part of the pool is needed in the spreadsheet, check the appropriate boxes.)
9.	Click Accept after making the needed selection(s).
10.	The Default Values screen appears. Click Accept .
11.	The Document Printing screen appears. To select everyone in the pool, click the Tag All button. (If you do not want to include everyone in the pool, click the Tag column beside each name for those people you do want to include.)
12.	Click Accept . The Document Preparation Complete message box appears.
13.	Click OK . You will be returned to the Pool Maintenance window.
14.	Exit the Pool Module and click the Utility Module icon.
15.	Click the Utilities menu item.
16.	Click Email (last item). The Email Files screen appears.
17.	Under the File Name column, double click the file you created in step #6. After clicking, the name of that file will appear in the Selected File field.
18.	Make sure your email address is correct and click Send .

19.	A message box will appear indicating the file was sent. Click OK .
20.	You are returned to the Utilities main window. Click Exit .
21.	Go to your email account and open the email containing the file.
22.	Right click the attachment and select Save Target As . This saves the file to your computer.
23.	Go to where you saved the file and look at the file extension. It is DBF .
24.	Right click on the name of the file and select Rename .
25.	Change the letters DBF to XLS (Excel spreadsheet format) and press the Enter key on your keyboard.
26.	Double click the file name to open the file as an Excel spreadsheet.

Send a Text File through Email

	<p>This quick reference guide illustrates how to create a text file of a report and send it in an email. These steps demonstrate the process with the Bioforms in the Pool Module.</p> <p><u>Note:</u> These steps can also be used for the Pre-Payment Attendances Report (Attend Module) and the Download Accounts Payable Report (Utilities Module).</p>
1.	After logging into the program, click the Pool Module icon.
2.	Click the Reports menu item.
3.	Click Bioform (next to the last item). The Bioform Report screen will appear.
4.	Click the arrow to the right of the Enter Pool No field to see a list of pools, and click the needed pool number.
5.	Check the Save As check box.
6.	The default file type choice is Text (*.TXT) but there are other options, i.e., Excel (.XLS) . For this example, leave the file type as Text (*.TXT) .
7.	Click Accept .
8.	<p>Click OK in the File Export Complete dialog box which appears. The Pool Maintenance window will appear.</p> 
9.	Click Exit to leave the Pool Module.
10.	Click the Utility Module icon. The Utilities window will appear.
11.	Click the Utilities menu item.

<p>12.</p>	<p>Click the Email Files  button. The E-Mail Files screen will appear.</p> 
<p>13.</p>	<p>In the File Name list, locate the file exported from the Pool Module. The File Name is formatted as:</p> <ul style="list-style-type: none"> • Type of File (in this case BI for Bioforms) • Date created (MMDD – in this case 0416 for April 16) • Count of files exported on this date (01 for the first file exported on April 16)
<p>14.</p>	<p>Double click the needed File Name. The File Name will appear in the Selected File field.</p>
<p>15.</p>	<p>Click Send. The file will be emailed to the address listed in User Details.</p>
<p>16.</p>	<p>Click OK in the E-mail Files dialog box which appears.</p>
<p>17.</p>	<p>Click Exit to leave the Utilities Module and return to the Main Menu.</p>

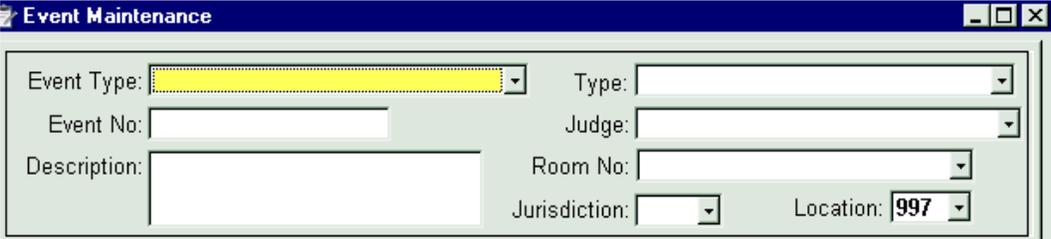
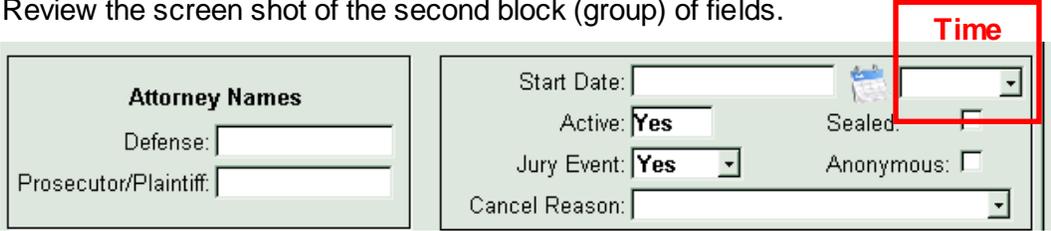


Automated Jury Management Software

Panel Module

Quick Reference Guides

Create an Event

	The steps for creating an event in the Panel Module are outlined below.
1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the Events button. The Event Maintenance screen will appear displaying a list of active events already created in the location.
3.	To create a new event, click the New button. A new screen with several blank fields will appear.
4.	Review the screen shot of the first block (group) of fields. 
5.	Enter (or select) the information for each field in the following order: <ol style="list-style-type: none"> 1. Event Type – Civil, Criminal, etc (click the arrow to view a list of options) 2. Event No – this is the case number (of a trial) 3. Description – New VS Old (civil) or State VS Alias (criminal) 4. Type – Arson, Bad Faith, etc (click the arrow to view a list of options) 5. Judge – click the arrow to view a list of judges 6. Room No – click the arrow to view a list of courtrooms 7. Jurisdiction – Civil, Criminal, etc (click the arrow to view a list of options) <p>(Location – is automatically filled in by the program)</p> <p><u>Note:</u> Pulaski County users should select the judge who is presiding over the trial and that judge’s Division for the Jurisdiction field.</p>
6.	Review the screen shot of the second block (group) of fields. 

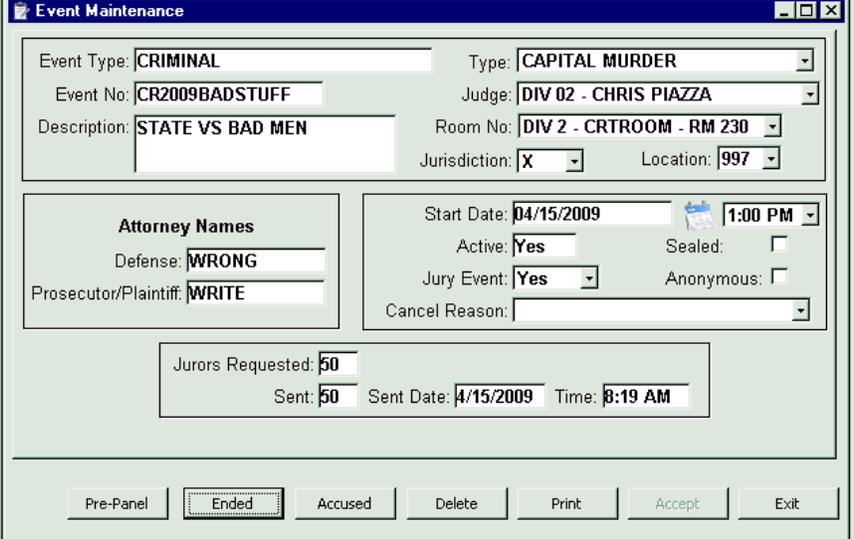
7.	<p>Enter (or select) the information for each field in the following order:</p> <ol style="list-style-type: none"> 1. Defense – the attorney’s last name 2. Prosecutor/Plaintiff – the attorney’s last name 3. Start Date – click the blue calendar to select the month, year, and date 4. Time – click the arrow to select the start time of the trial
8.	<p>The Active and Jury Event fields are automatically filled in. The other fields of Sealed, Anonymous, and Cancel Reason are left blank at this time.</p>
9.	<p>The third block of fields in the screen shot below are filled in by the program at a later time.</p> <div data-bbox="370 667 1135 785" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Jurors Requested: <input type="text"/></p> <p>Sent: <input type="text"/> Sent Date: <input type="text"/> Time: <input type="text"/></p> </div>
10.	<p>At this time, review all information entered or selected.</p>
11.	<p>Click Accept to create the new event. The Pre-Panel dialog box will display.</p>
12.	<p>Click NO (most users will not use the pre-panel functionality).</p>
13.	<p>Click Exit to close the newly created event. The Event Maintenance screen will appear, displaying all active events – including the one just created.</p>
14.	<p>Click Exit. The Panel window will appear.</p>

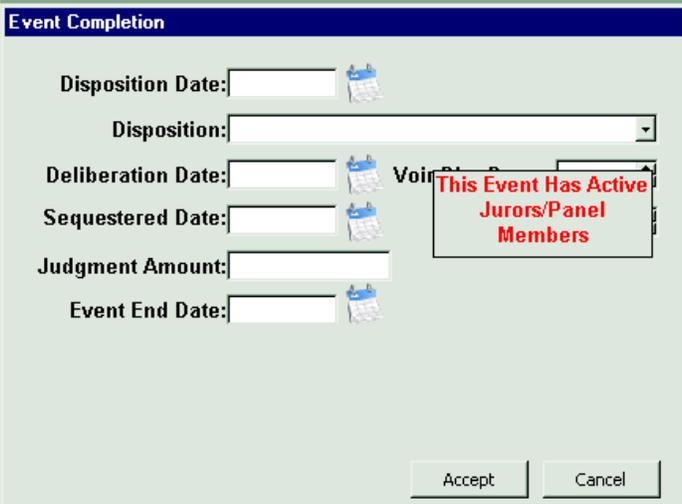
Cancel an Event*

	Event numbers can only be used once in the program. If a trial cannot be held, canceling the event enables the end user to “re-use” the event at a later time. This quick reference guide outlines how to cancel and un-cancel an event.
	Cancel
1.	After logging into the program, click the Panel Module icon.
2.	Click the Events button. The Event Maintenance screen will appear.
3.	Double click the event which needs to be canceled. The event will open.
4.	Click the Jury Event arrow and select No . 
5.	Click the Cancel Reason arrow, and review the options. Select the most appropriate reason for the cancellation.
6.	Review the changes and click Accept .
7.	Click Exit . The Panel window will appear.
	Un-Cancel
1.	Click the Events button. The Event Maintenance screen will appear.
2.	Double click the event which needs to be un-canceled.
3.	Click the Jury Event Arrow and select Yes .
4.	Click <u>in</u> the Cancel Reason field to highlight it.
5.	While the Cancel Reason field is highlighted, press the Delete key on the keyboard. The field will become blank.

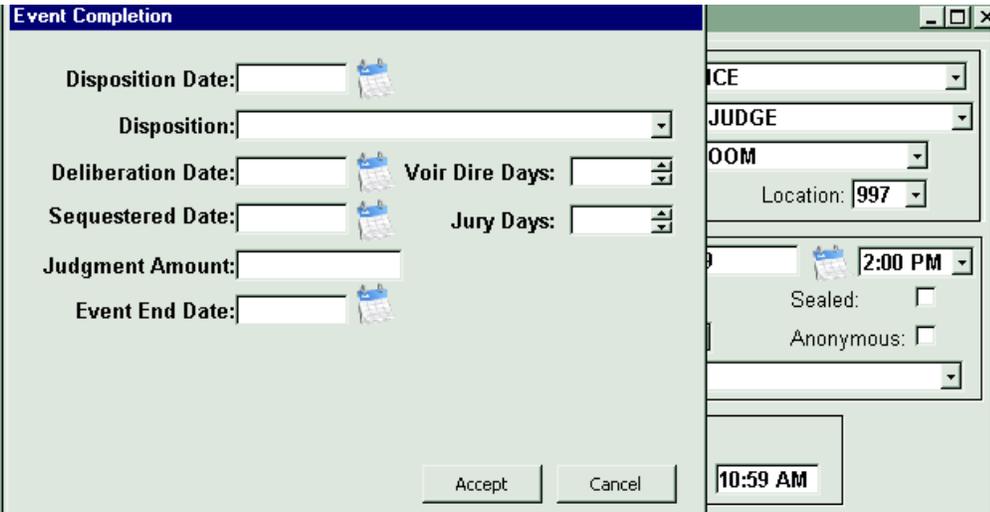
6.	Review the changes and click Accept .
7.	Click Exit . The Panel window will appear.

Enter a Disposition Date and Disposition

	<p>At the conclusion of a trial, the clerk in the courtroom should enter a <u>disposition date</u> – the date a verdict was reached – and the disposition. This process can also be completed the day after an event. The steps are outlined below.</p>
1.	<p>After logging into the program, click the Panel Module icon. The Panel window will appear.</p>
2.	<p>Click the Events button. The Event Maintenance screen will appear.</p>
3.	<p>Double click the needed Event No. The event's details will be displayed.</p> 
4.	<p>Click the Ended button. The Event Completion screen will appear on top of the event, and the screen should look like this example.</p>  <p>Note: The red message is a reminder that the jury has not been returned. Since the jury cannot be returned until payment has been processed, seeing the message at this step is normal.</p>

5.	The Disposition Date is <u>the date a verdict was reached</u> . Click the blue calendar to select the month, year, and date.
6.	Click the arrow to the right of the Disposition field to see a list of options, and select the outcome (acquitted, dismissed, etc.).
7.	<p>Entries in the following fields are not required, but can be filled in if the court would like to record this information in the program.</p> <ul style="list-style-type: none"> • Deliberation Date • Sequestered Date • Judgment Amount • Voir Dire Days (not visible – behind message) • Jury Days (not visible – behind message) <p><u>Note:</u> Do not put a date in the Event End Date field! This field is for payment purposes and cannot be entered until jury payment has been processed and the jury returned.</p>
8.	<p>Click Accept after entering the needed information.</p>  <p>The Event Completion screen will close, and the information entered will be saved.</p>
9.	Click the Exit button twice. The Panel window will appear.

End an Event

	<p>These steps outline ending an event in the Panel Module. An event should <u>only</u> be ended after the jury has been confirmed for payment and returned to the pool.</p>
1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the Events button. The Event Maintenance screen will appear.
3.	Double click the Event No for the event which needs to be ended. The event's details will be displayed.
4.	<p>Click the Ended button. The Event Completion screen will appear.</p> 
7.	<p>The Disposition Date is <u>the date a verdict is reached</u>. If blank, click the blue calendar to select the month, year, and date.</p> <p><u>Note:</u> Disposition Date, Disposition, and Judgment Amount should be entered by the clerk in the courtroom on the day of the trial.</p>
8.	If it is blank, click the arrow to the right of the Disposition field to see a list of options, and select the outcome (acquitted, dismissed, etc.).
9.	The following fields can be filled in if the court would like to record this information in the program; Deliberation Date, Sequestered Date, Voir Dire Days, and Jury Days. This step is optional.
10.	<p>Click the calendar to the right of the Event End Date to select the month, year, and date the trial ended.</p> <p><u>Note:</u> Entering the Event End Date will cause the program to mark the event as inactive and remove it from the active list in the Event Maintenance screen.</p>

11.	Click Accept . The Event Completion screen will close.
12.	Click Exit twice. The Panel window will appear.

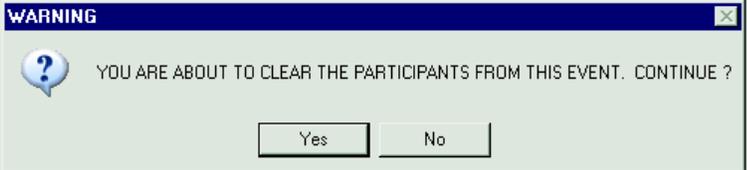
Create a Pre-Panel*

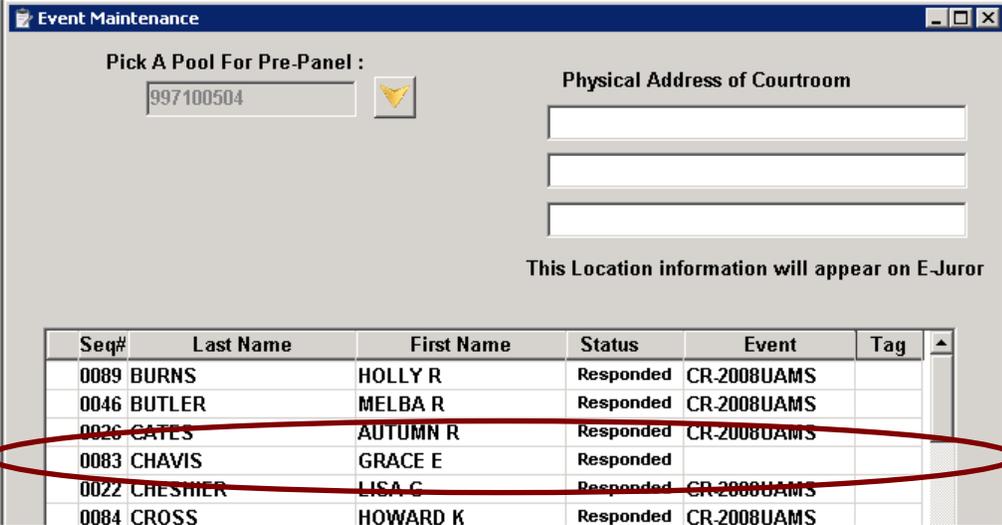
	<p>These steps outline the functionality of creating a pre-panel. Creating a pre-panel allows the user to</p> <ul style="list-style-type: none"> • assign a group of people to an event <u>before</u> the day of the trial; • print ballots; • print a pre-panel report (for attending or calling roll); and • print the judge (random order) and attorney (alphabetical) lists. <p><u>Note:</u> These steps outline how to create a pre-panel for an event which has already been created. A pre-panel can also be formed at the same time an event is created.</p>
1.	After logging into the program, click the Panel Module icon.
2.	Click the Events button. The Event Maintenance screen will appear.
3.	Double click the Event No which needs a pre-panel. The event's information will be displayed.
4.	Click the Pre-Panel button (first button, bottom left). A new screen will open.
5.	Pre-panels are created from a <u>single</u> pool. Click the arrow to the right of the Pick A Pool For Pre-Panel field to see a list of available pools.
6.	<p>Double click the Pool No of the pool which will be used. An alphabetical list of pool members will display. Anyone marked disqualified, excused, and undeliverable will not be displayed.</p> <p><u>Note:</u> If a person in the selected pool is already on a pre-panel, they will have an event number in the Event column beside their name.</p>
7.	<p>For this example, only 70 people (pool and responded status) will be used. Click Sort to change the order to pool sequence number. The Specify Sort Columns dialog box will appear.</p> <p><u>Note:</u> Sorting by pool sequence (random) number maintains randomization.</p>
8.	<p>Click and drag the status field from the Source Data Column (on the left) to the Columns area (on the right), and release. Doing this will group everyone with a "pool" status together and everyone with a "responded" status together.</p> <p><u>Note:</u> If the business process of the court includes using people with a pool status, this step may be skipped.</p>
9.	Click and drag the pool_seq field from the Source Data column (on the left) to the Columns area (on the right), and release.

10.	Click OK . Notice the list is in Status order first and then Seq# order (random number order).
11.	Click in the Tag column of each person who will be included in the 70. <u>Note:</u> If the entire pool were being used, simply click the Tag All button.
12.	To see how many people have been tagged so far, click the Count button and then click OK . Since more people need to be tagged, repeat step 10 until the count is 70.
13.	Click Accept . The Event Maintenance window will appear.
14.	Click the Pre-Panel button again to review the list of people. Notice the Event column has an event number for the 70 tagged people.
15.	Click Cancel to close the pre-panel screen. The Panel window will appear. The remaining steps outline how to print the reports and ballots for a pre-panel.
	<i>Printing Attorney and Judge Lists</i>
1.	To print judge and attorney lists, click the Report menu item in the Panel Module.
2.	Click Pre-Panel Package . The Panel Detail Report dialog box will appear.
3.	Click the arrow to the right of Event Number to view a list of events, and double click the Event No which needs a pre-panel package printed.
4.	Check the Attorney's List box and enter the number of copies needed.
5.	Check the Judge's List box and enter the number of copies needed. <u>Note:</u> Bioforms (questionnaires) will not be printed at this time.
6.	Click Accept . The Panel window will appear while the reports print.
	<i>Printing Ballots</i>
1.	To print ballots, click the Report menu item in the Panel Module.
2.	Click Pre-Panel Ballot (2 nd menu item from the bottom).
3.	Click the arrow to view a list of events, and double click the needed Event No .
4.	Click the arrow to the right of the Paper Type field to view the two paper options, and click the appropriate option. <u>Note:</u> If the court does not have any ballot paper, card stock paper will work and could be cut apart.

5.	Click Accept . The ballots will be displayed for preview in last name order. They can be re-sorted by clicking the Sort button. Participant number and pool sequence (random) number are also listed on the ballot.
6.	After loading ballot paper in the printer, click Print .
7.	Click Close after printing.
8.	<p style="text-align: center;"> LAURA J ADAMS MELINDA D ASHLEY Sample Ballot 001357358 - 5 024975045 - 26 </p>
	<i>Printing the Pre-Panel Report</i>
1.	Click the Report menu item in the Panel Module.
2.	Click Pre-Panel Report (last menu item).
3.	Click the arrow to view a list of events, and double click the needed Event No.
4.	<p>Click Accept. The Pre-Panel Summary Report will be displayed for preview in last name order. It can be re-sorted by clicking the Sort button. This report can be used for calling roll and / or scanning people into attendance on the day of the trial.</p> <p>Information listed on this report includes:</p> <ul style="list-style-type: none"> • line numbers (1, 2, 3, 4, etc.) • participant number • pool sequence number • first and last name • status • bar code
5.	After loading regular paper into the printer, click Print . The printer's dialog box will appear.
6.	Make the appropriate selections for the printer and click OK .
7.	Click the Close button after printing. The Panel window will appear.

Remove an Individual from a Pre-Panel

	This quick reference guide outlines the steps for removing an individual from a pre-panel. This can be accomplished through the pre-panel screen or through a participant record. Both methods are illustrated.
	<i>Remove through Pre-Panel Screen</i>
1.	After logging into the program, click the Panel Module icon.
2.	Click the Events button. The Event Maintenance screen will appear.
3.	Double click the Event No which has the needed pre-panel. The event's information will be displayed.
4.	Click the Pre-Panel button. A list of pool members will display.
	<u>Important Note:</u> Since pre-panels are created from a single pool, everyone in the pool displays – whether or not they have been assigned to this pre-panel. If a person is assigned to any pre-panel, the event number will be listed in the Event column of this screen. <i>Only</i> remove people from a pre-panel during this step who are specifically assigned to the selected event.
5.	Click in the Tag column of the person who needs to be removed. If additional people need to be removed from this pre-panel, click in their Tag column.
6.	Click the Clear Tagged button. The following message box will display. 
7.	Click Yes . The Event and Tag columns will be cleared for anyone tagged.

	 <p>Pick A Pool For Pre-Panel :</p> <p>997100504</p> <p>Physical Address of Courtroom</p> <p>This Location information will appear on E-Juror</p> <table border="1"> <thead> <tr> <th>Seq#</th> <th>Last Name</th> <th>First Name</th> <th>Status</th> <th>Event</th> <th>Tag</th> </tr> </thead> <tbody> <tr> <td>0089</td> <td>BURNS</td> <td>HOLLY R</td> <td>Responded</td> <td>CR-2008UAMS</td> <td></td> </tr> <tr> <td>0046</td> <td>BUTLER</td> <td>MELBA R</td> <td>Responded</td> <td>CR-2008UAMS</td> <td></td> </tr> <tr> <td>0026</td> <td>CATES</td> <td>AUTUMN R</td> <td>Responded</td> <td>CR-2008UAMS</td> <td></td> </tr> <tr> <td>0083</td> <td>CHAVIS</td> <td>GRACE E</td> <td>Responded</td> <td></td> <td></td> </tr> <tr> <td>0022</td> <td>CHESHMER</td> <td>LISA C</td> <td>Responded</td> <td>CR-2008UAMS</td> <td></td> </tr> <tr> <td>0084</td> <td>CROSS</td> <td>HOWARD K</td> <td>Responded</td> <td>CR-2008UAMS</td> <td></td> </tr> </tbody> </table>	Seq#	Last Name	First Name	Status	Event	Tag	0089	BURNS	HOLLY R	Responded	CR-2008UAMS		0046	BUTLER	MELBA R	Responded	CR-2008UAMS		0026	CATES	AUTUMN R	Responded	CR-2008UAMS		0083	CHAVIS	GRACE E	Responded			0022	CHESHMER	LISA C	Responded	CR-2008UAMS		0084	CROSS	HOWARD K	Responded	CR-2008UAMS	
Seq#	Last Name	First Name	Status	Event	Tag																																						
0089	BURNS	HOLLY R	Responded	CR-2008UAMS																																							
0046	BUTLER	MELBA R	Responded	CR-2008UAMS																																							
0026	CATES	AUTUMN R	Responded	CR-2008UAMS																																							
0083	CHAVIS	GRACE E	Responded																																								
0022	CHESHMER	LISA C	Responded	CR-2008UAMS																																							
0084	CROSS	HOWARD K	Responded	CR-2008UAMS																																							
	<p><u>Note:</u> The date and time of the event remains on the participant record of anyone cleared from a pre-panel. If they are <u>not</u> due in court on this date, change date and time by using the Att Date button in the Pool Module.</p>																																										
8.	Click Cancel to close the Pre-Panel screen. The event's information will reappear.																																										
	<i>Remove through Participant Record</i>																																										
1.	After logging into the program, click the Pool Module icon.																																										
2.	Click the Edit button. The Pool Member Search screen will appear.																																										
3.	Enter the Participant Number or Last Name, First Name of the individual who needs to be removed from a pre-panel. Their individual record will open.																																										

- Click the arrow to the right of the **Scheduled Event** field, and click in the blank space at the bottom of the **Event No** column. The event field will now be blank.

Edit Participant Record - SHELTON, JANICE E

Last Name: SHELTON Participant No: 064589854
 First Name: JANICE E Pool No: 997100504 - 0043
 Responded Postponed User Edt: cedar1 Jurisdiction: CIRCUIT
 Next Report Date: 06/28/2010 9:00 AM On-Call Pool Type: PETIT
 Scheduled Event: CR-2008UAMS
 Status: Respond Room: CR Return Date: 05/24/2010
 Notes:

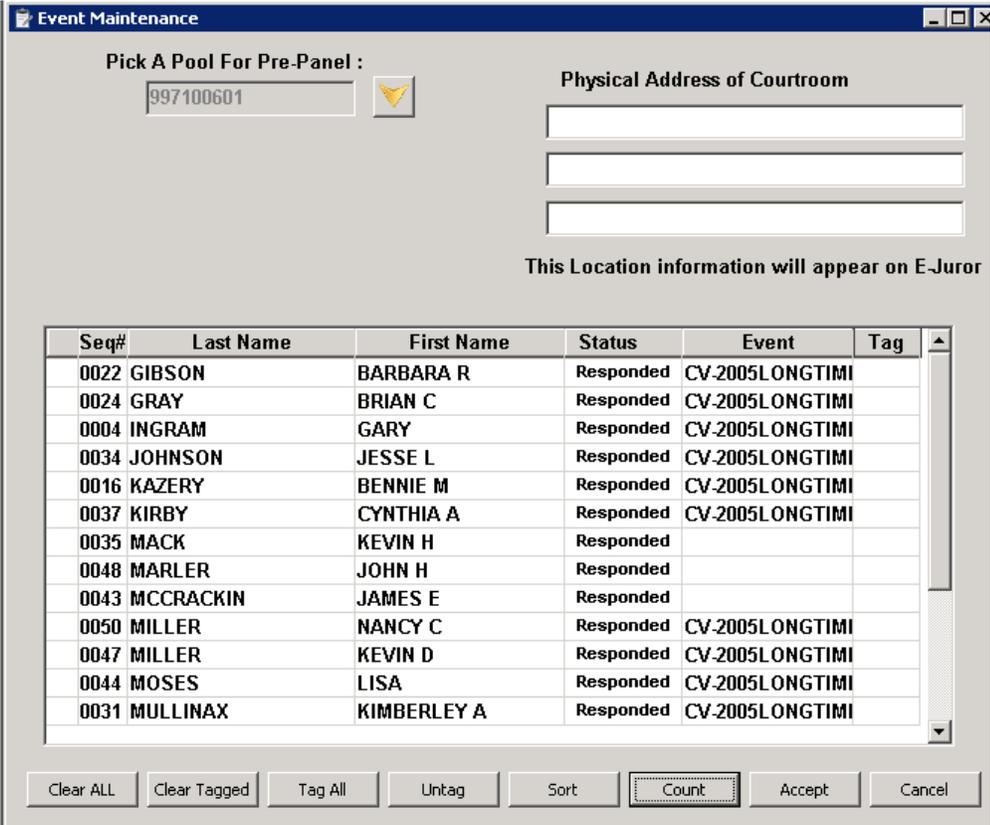
Event No	STATE
CR-2008UAMS	STATE
CR-MOLLY	STATE
CV ETHOSWATER	SBUY V

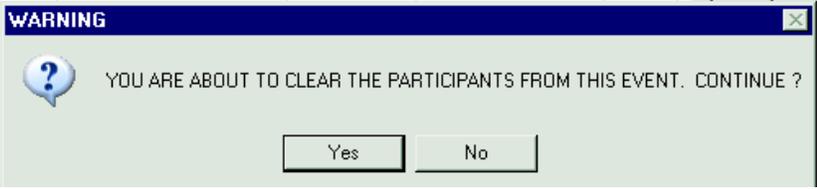
 Attendances No FTA: No. Show Cause Warrants Printed No Deferrals

Note: The date and time of the event remains on the participant record. If the person is not due in court on this date, change date and time by using the **Att Date** button in the Pool Module.

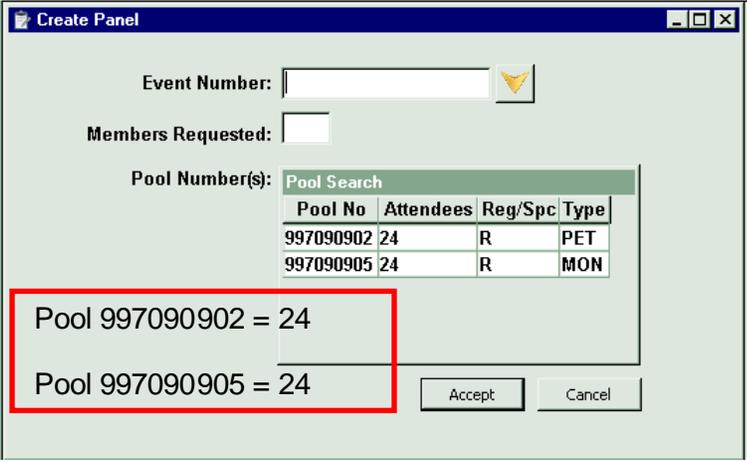
- Click the small black **X** to save and close the record, or click the **Search** button to save the changes and return to the Pool Member Search screen.

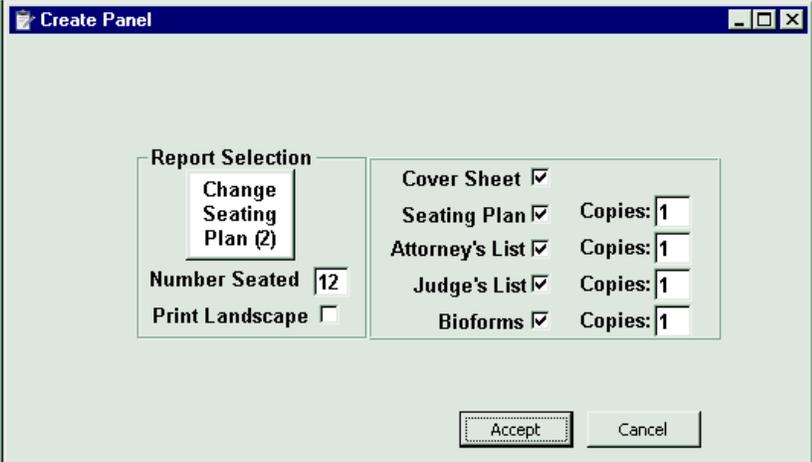
Remove a Group from Pre-Panel

	<p>This quick reference guide outlines the steps for removing a group of people from a pre-panel. These steps are followed if the event / trial was not held, or someone on the pre-panel did not show up on the day of the event.</p>																																																																																				
1.	<p>After logging into the program, click the Panel Module icon.</p>																																																																																				
2.	<p>Click the Events button. The Event Maintenance screen will appear.</p>																																																																																				
3.	<p>Double click the Event No which has the needed pre-panel. The event's information will be displayed.</p>																																																																																				
4.	<p>Click the Pre-Panel button. A list of pool members will display.</p>																																																																																				
	<p><u>Important Note:</u> Since pre-panels are created from a single pool, everyone in the pool displays – whether or not they have been assigned to this specific pre-panel. If a person is assigned to any pre-panel, the event number will be listed in the Event column of this screen. <u>Only</u> remove people from a pre-panel during this step who are specifically assigned to the selected event.</p>  <table border="1" data-bbox="412 1293 1318 1709"> <thead> <tr> <th>Seq#</th> <th>Last Name</th> <th>First Name</th> <th>Status</th> <th>Event</th> <th>Tag</th> </tr> </thead> <tbody> <tr><td>0022</td><td>GIBSON</td><td>BARBARA R</td><td>Responded</td><td>CV-2005LONGTIMI</td><td></td></tr> <tr><td>0024</td><td>GRAY</td><td>BRIAN C</td><td>Responded</td><td>CV-2005LONGTIMI</td><td></td></tr> <tr><td>0004</td><td>INGRAM</td><td>GARY</td><td>Responded</td><td>CV-2005LONGTIMI</td><td></td></tr> <tr><td>0034</td><td>JOHNSON</td><td>JESSE L</td><td>Responded</td><td>CV-2005LONGTIMI</td><td></td></tr> <tr><td>0016</td><td>KAZERY</td><td>BENNIE M</td><td>Responded</td><td>CV-2005LONGTIMI</td><td></td></tr> <tr><td>0037</td><td>KIRBY</td><td>CYNTHIA A</td><td>Responded</td><td>CV-2005LONGTIMI</td><td></td></tr> <tr><td>0035</td><td>MACK</td><td>KEVIN H</td><td>Responded</td><td></td><td></td></tr> <tr><td>0048</td><td>MARLER</td><td>JOHN H</td><td>Responded</td><td></td><td></td></tr> <tr><td>0043</td><td>MCCRACKIN</td><td>JAMES E</td><td>Responded</td><td></td><td></td></tr> <tr><td>0050</td><td>MILLER</td><td>NANCY C</td><td>Responded</td><td>CV-2005LONGTIMI</td><td></td></tr> <tr><td>0047</td><td>MILLER</td><td>KEVIN D</td><td>Responded</td><td>CV-2005LONGTIMI</td><td></td></tr> <tr><td>0044</td><td>MOSES</td><td>LISA</td><td>Responded</td><td>CV-2005LONGTIMI</td><td></td></tr> <tr><td>0031</td><td>MULLINAX</td><td>KIMBERLEY A</td><td>Responded</td><td>CV-2005LONGTIMI</td><td></td></tr> </tbody> </table>	Seq#	Last Name	First Name	Status	Event	Tag	0022	GIBSON	BARBARA R	Responded	CV-2005LONGTIMI		0024	GRAY	BRIAN C	Responded	CV-2005LONGTIMI		0004	INGRAM	GARY	Responded	CV-2005LONGTIMI		0034	JOHNSON	JESSE L	Responded	CV-2005LONGTIMI		0016	KAZERY	BENNIE M	Responded	CV-2005LONGTIMI		0037	KIRBY	CYNTHIA A	Responded	CV-2005LONGTIMI		0035	MACK	KEVIN H	Responded			0048	MARLER	JOHN H	Responded			0043	MCCRACKIN	JAMES E	Responded			0050	MILLER	NANCY C	Responded	CV-2005LONGTIMI		0047	MILLER	KEVIN D	Responded	CV-2005LONGTIMI		0044	MOSES	LISA	Responded	CV-2005LONGTIMI		0031	MULLINAX	KIMBERLEY A	Responded	CV-2005LONGTIMI	
Seq#	Last Name	First Name	Status	Event	Tag																																																																																
0022	GIBSON	BARBARA R	Responded	CV-2005LONGTIMI																																																																																	
0024	GRAY	BRIAN C	Responded	CV-2005LONGTIMI																																																																																	
0004	INGRAM	GARY	Responded	CV-2005LONGTIMI																																																																																	
0034	JOHNSON	JESSE L	Responded	CV-2005LONGTIMI																																																																																	
0016	KAZERY	BENNIE M	Responded	CV-2005LONGTIMI																																																																																	
0037	KIRBY	CYNTHIA A	Responded	CV-2005LONGTIMI																																																																																	
0035	MACK	KEVIN H	Responded																																																																																		
0048	MARLER	JOHN H	Responded																																																																																		
0043	MCCRACKIN	JAMES E	Responded																																																																																		
0050	MILLER	NANCY C	Responded	CV-2005LONGTIMI																																																																																	
0047	MILLER	KEVIN D	Responded	CV-2005LONGTIMI																																																																																	
0044	MOSES	LISA	Responded	CV-2005LONGTIMI																																																																																	
0031	MULLINAX	KIMBERLEY A	Responded	CV-2005LONGTIMI																																																																																	
5.	<p>If part of the pool is on the selected pre-panel, click in the Tag column of each</p>																																																																																				

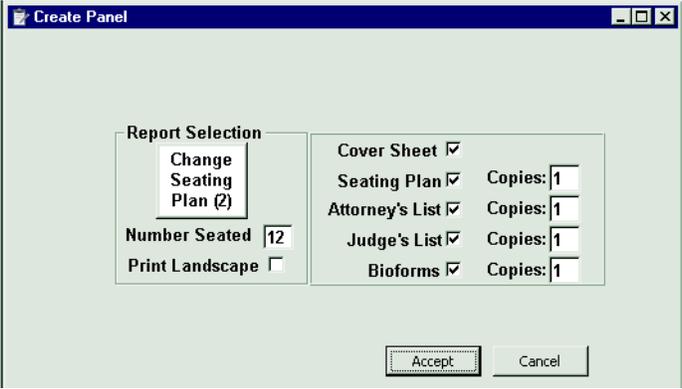
	<p>person who needs to be removed.</p> <p>OR</p> <p>If everyone in the pool is on the selected pre-panel, click the Tag All button. A check mark will be placed in everyone's Tag column.</p>
6.	<p>If part of the pool is on the pre-panel, click the Clear Tagged button. The following message box will display.</p>  <p>OR</p> <p>If everyone in the pool is on the pre-panel, click the Clear ALL button. The following message box will display.</p> 
7.	<p>Click Yes. The tagged names will have the event number removed from their Event column, <u>or</u> all names will be cleared from the Pre-Panel screen (if the Clear ALL button was clicked).</p>
	<p><u>Note</u>: The date and time of the event remains on the participant record of anyone cleared from a pre-panel. If they are <u>not</u> due in court on this date, change date and time by using the Att Date button in the Pool Module.</p>
8.	<p>Click Cancel to close the Pre-Panel screen. The event's information will reappear.</p>

Create a Panel from One or More Pools*

	<p>A panel can be created from available attendance, one or more pools, or a pre-panel. Using the available attendance option should <u>not</u> be used if more than one trial is occurring in the same location at the same time.</p> <p>These steps outline how to create a panel from one or more pools. Be sure the event has already been created and people have been attended before starting this process.</p>
1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the CreatePanel button. The Panel Date screen will appear.
3.	The Panel Creation Date: field will display today's date. If this is the date needed, click Accept . The Create Panel – Panel Source screen will appear.
4.	Click the option button for One or more specific Pools .
5.	Click Accept .
6.	A new screen will appear displaying fields for Event Number , Members Requested , and Pool Numbers(s) .
7.	Click the arrow to the right of Event Number to view a list of events, and select the event which needs a panel created.
8.	<p>Enter the number of attendees (people sitting in the courtroom) in the Members Requested field. This number should total the number of Attendees displayed for <u>all</u> pools being used for this specific panel.</p> 
9.	Holding down the CTRL key, click the Pool No of each pool being used to form

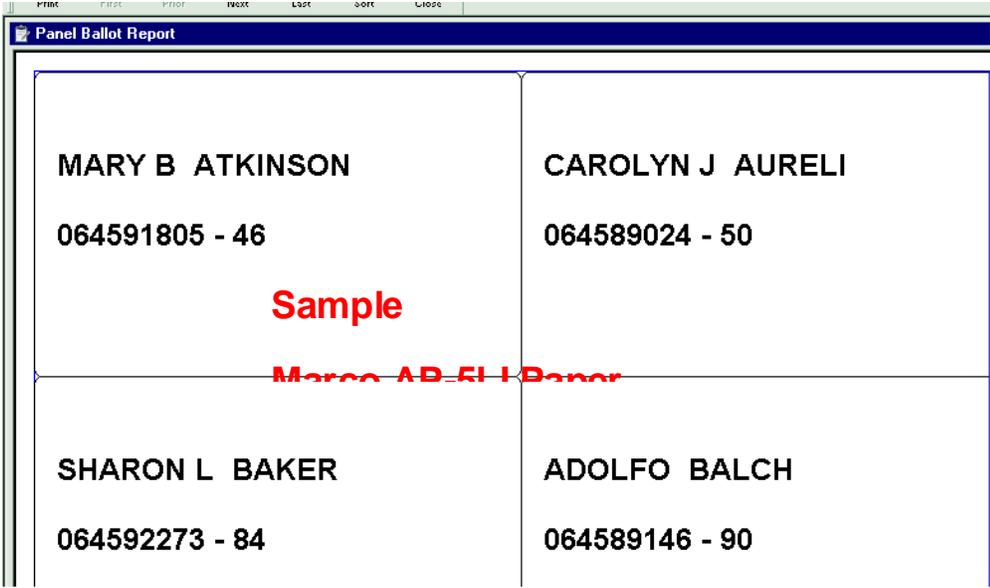
	the panel. The pool information will be highlighted in yellow.
10.	<p>Click Accept. The following screen will display.</p> 
11.	It is not necessary to print all of these forms at this time. Uncheck the Cover Sheet , Seating Plan , and Bioforms check boxes. (Ignore the Change Seating Plan option at this time as well.)
12.	Leave Attorney's List checked and enter the number of copies needed. This list will print in alphabetical order by last name, first name.
13.	<p>Leave Judge's List checked and enter the number of copies needed. It is recommended that at least two copies be printed; one for the judge and one for the clerk.</p> <p>Because the Judge's List is printed in <u>random number order</u>, it can be used by the clerk to call people into the box for questioning by the attorneys.</p>
14.	Click Accept . The Panel window will appear while the reports are printed.

Create a Panel from Available Attendance*

	<p>These steps outline how to create a panel from available attendance. Using the available attendance option should <u>not</u> be used if more than one trial is occurring in the same location at the same time. Be sure the event has already been created and people have been attended <u>before</u> starting this process.</p>
1.	After logging into the program, click the Panel Module icon.
2.	Click the CreatePanel button. The Panel Date screen will appear and display today's date in the Panel Creation Date field.
3.	If the date displayed is correct, click Accept . The Create Panel – Panel Source screen will appear. (A different date can be selected by clicking the calendar.)
4.	Click the option button for Available Attendance .
5.	Click Accept . Fields for Event Number and Members Requested will display.
7.	Click the arrow to the right of Event Number to see a list of events, and select the event which needs a panel created.
8.	Enter the number of attendees in the Members Requested field. This number should match the number of people actually sitting in the courtroom.
10.	<p>Click Accept. The following screen will display.</p> 
11.	Uncheck the Cover Sheet , Seating Plan , and Bioforms check boxes. (Ignore the Change Seating Plan option at this time as well.)
12.	Enter the number of Attorney's List copies needed.
13.	Enter the number of Judge's List copies needed. It is recommended that at least two copies be printed. Because the Judge's List is printed in <u>random number order</u> , it can be used to call people into the box for questioning by the

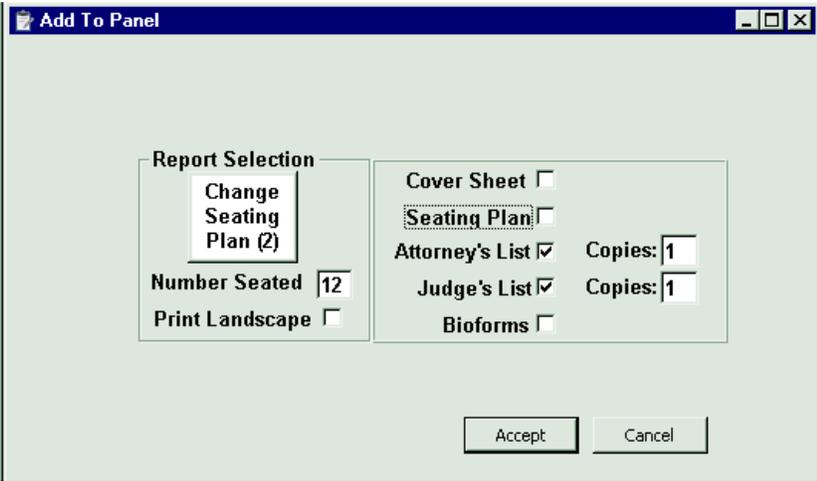
	attorneys.
14.	Click Accept . The Panel window will appear while the reports are printed.

Print Ballots after Creating a Panel*

	These steps outline how to print ballots in the courtroom.
1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the Ballot button. The Panel Ballot Report dialog box will open. 
3.	Click the arrow to the right of the Event Number field to view a list of events, and double click the needed event.
4.	Click the arrow to the right of the Paper Type field to view the paper options, and select the type of paper which will be used. <u>Note:</u> If ballot paper is not available, card stock or regular paper may be used. Ballots printed on these types of paper will need to be cut apart.
5.	Click Accept . A preview of the ballots will appear with name, participant number (part no), and pool sequence number (random number). 
6.	Review the ballots if needed and click Print . The printer's dialog box will appear. <u>Note:</u> The ballots appear in alphabetical order, but the sort order can be changed by clicking the Sort button.
7.	Make the selections for the printer and click OK .

8. After the ballots print, click the **Close** button. The Panel window will appear.

Add People to a Voir Dire Panel

	These steps illustrate how to add more people to a panel through the Available Attendance or Pre-Panel option.
1.	After logging into the program, click the Panel Module icon.
2.	Click the Panel menu item.
3.	Go to Panel Maintenance and click Add To Panel . The Panel Date dialog box will open.
4.	Enter the Panel Creation Date . This is the date of the event / trial.
5.	Click Accept . The Add To Panel screen will appear.
6.	Select the Panel Source option of Available Attendance. (To use this option, the people should already be attended / checked-in.)
7.	Click Accept . The Event Number and Members Requested fields will appear.
8.	Click the arrow to the right of the Event Number field and select the event / trial which needs more people on the panel.
9.	Enter the number of additional people needed in the Members Requested field.
10.	Click Accept . The following screen appears. 
11.	Uncheck / check the needed reports and number of copies to print.
12.	Click Accept . The selected reports will print. The newly added people will be added to the bottom of the judge's list, and they will be placed in alphabetical

	order on the attorney's list.
13.	To add people who are on a pre-panel, repeat Steps 3 through 12 and change the option in Step 6 to Pre-Panel.

Return a Panel (Canceled or Postponed Event)

	<p>After a panel has been created, the trial may be canceled or postponed. These steps outline how to return a panel when the trial or event was not held.</p> <p>Complete the payment step for the panel (Confirm button in the Attend Module) <u>before</u> following these steps.</p>
1.	<p>After logging into the program, click the Panel Module icon. The Panel window will appear.</p>
2.	<p>Click the Panel menu item.</p>
3.	<p>Go to Panel Maintenance, and then click Return Panel.</p>  <p>The Return Panel screen will appear.</p>
4.	<p>Click the arrow to the right of Event Number and select the event which did not take place.</p>
5.	<p>Click Accept. A list of the panel members for the selected event will display. Everyone will be tagged by default.</p>
6.	<p>To return everyone, click the Accept button.</p> <p><u>Note</u>: If only part of the panel needs to be returned, untag those individuals who will not be returned. The program will <u>only</u> return panel members with a check mark in the Tag column.</p>
7.	<p>Click OK in the Confirm Panel Return dialog box. The Panel window appears.</p>

Empanel a Jury*

	<p>This quick reference guide outlines steps for the empanel process. They can be completed live in the courtroom or after a trial has ended.</p> <p><u>Note:</u> Several steps <i>must</i> be performed before a jury can be empanelled. An event must be created, people must be attended (checked in), and a panel created.</p>
1.	After logging into the program, click the Panel Module icon.
2.	Click the Empanel button. The Empanel Jury screen will appear.
3.	Click the arrow to the right of the Event No field to view a list of events, and double click the needed event.
4.	Enter the number of jurors and alternates requested by the judge in the Number of Jurors Including Alternates field.
5.	Click Accept . A list of panel members will display in Last Name, First Name order.
6.	<p>Click RandSort to put the names in the same <u>random</u> order as the judge's list.</p> 
7.	Court strikes (judge's strikes) are recorded first. Click in the Result column beside a person's name, and click Court Strike in the drop-down list.
8.	Click in the Result column of the next person to be struck, and select Court Strike . Continue recording court strikes in this manner as needed.
9.	<p>Click Partial (at any time) to save changes made up to that point in time.</p> <p><u>Note:</u> No changes can be made to any Result once the Partial button is clicked.</p>
10.	The judge has now requested an updated <u>or</u> re-randomized list of people to be used for calling individuals into the jury box for questioning by the attorneys. Panel members labeled as Court Strike will <u>not</u> be included in the new lists.
11.	<p>Choose the option which best suits the business process of the court.</p> <ul style="list-style-type: none"> • Click the Random button. This will "re-randomize" the remaining panel members, placing panel members in a <u>different</u> random order. • Click the Shuffle button. This will move the remaining panel members up the list to the next empty spot.
12.	Click OK in the "Rerandomize" or "Re-Shuffling" message box which appears. The Judge's List message box will appear.

13.	Click Yes to print the judge's list. The Attorney's List message box will appear. (Two copies of the list will print in a <u>re-randomized</u> or a <u>re-shuffled</u> order.)
14.	Click Yes to print the attorney's list. The Seating Plan message box will appear. (Two copies of the list will print in <u>alphabetical</u> order. It includes a seat number for 12 people, matching the random order of the first 12 people on the judge's list.)
15.	Click Yes to print the seating plan. The list of panel members will reappear. (Two copies will print with the first 12 people from the judge's list.)
16.	At this time, begin recording any attorney strikes <u>and</u> marking jurors and alternates by clicking in the Result column and selecting the appropriate result.
17.	Continue in this manner until all strikes have been recorded and all jurors and alternates have been marked. <u>Note:</u> If a new list needs to be printed and additional people called into the box for questioning, the Random or Shuffle button can be used again.
18.	Once all jurors, alternates, and strikes have been recorded, click the Final button. The Jury Box screen will appear with the list of jurors in alphabetical order. (All unused panel members will be marked Not Used and returned to the pool.) <u>Note:</u> An error message will display if the number of people marked as jurors and alternates does not match the number entered in Step 4. If this occurs, click OK and continue recording results.
19.	Click the PartSort button three (3) times to put the names in the same <u>random</u> order as the judge's list. (The button's label will change each time it is clicked.) 
20.	Click the name of juror #1, drag to the #1 Jury Box field, and release.
21.	Continue dragging and dropping jurors and alternates into the numbered seat they will occupy during the trial.
22.	Review the placement of jurors and alternates, and click Accept .
23.	Click Yes in the message box "Do you want a Jury List printed?"
24.	Click Yes in the message box "Do you want a Jury Seating Plan printed?" The Seating Plan screen will appear.
25.	Review the options and select the seating plan that best matches the layout of the jury box in the courtroom. The selected plan will be highlighted in blue.
26.	Check the Print Landscape box.

27.	Click Accept . The printer's dialog box will appear.
28.	Make the selections for the printer and click OK . The Panel window will appear.

Change an Alternate to a Juror

1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the Juror menu item.
3.	Click Juror Maintenance . The Jury Maintenance screen will appear.
4.	Click the arrow to the right of the Event Number field to see a list of events, and double click the needed event.
5.	Click Accept . The list of jurors and alternates will display.
6.	To see the J / A (juror / alternate) column, click and drag the separator bar between the Name and Part # columns.
7.	Click the Part # of the juror who was unable to complete service.
8.	Write down the participant number of the juror to verify later.
9.	Click the Return button.
10.	Verify the participant number written down in Step 8 is the number displayed in the Return Juror / Alternate dialog box. Click Yes .
11.	Locate the name of the alternate who will replace the juror and click their Part # .
12.	Write down this participant number because it will have to be entered later.
13.	The alternate must be <u>returned</u> before they can be <u>added</u> as a juror. Click the Return button.
14.	Verify the participant number written down in Step 12 is the number displayed in the dialog box. Click Yes .
15.	In the empty Part # field of the returned juror, enter the participant number of the alternate written down in Step 12. The program now lists the alternate as a juror.
16.	Click Exit twice. The Panel window will appear.
17.	Click the Jury List button to review and/or print the jury list for this event.
18.	Click the arrow to the right of the Event Number field to see a list of events, and double click the needed event.
19.	Click Accept . Note there is one less name on the list.
20.	Click Cancel to exit or Print to print an updated jury list. The Panel window will appear.

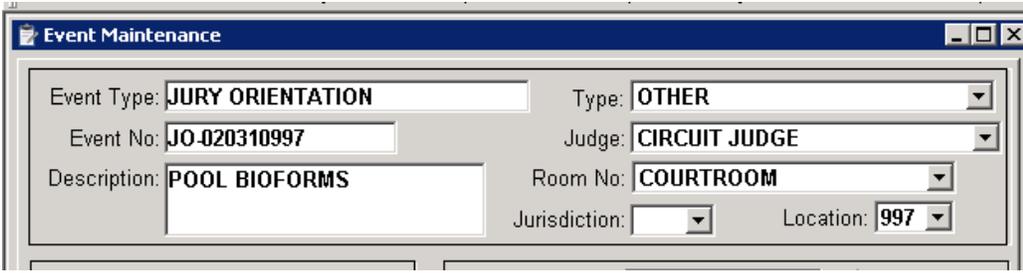
Return a Jury after a Trial

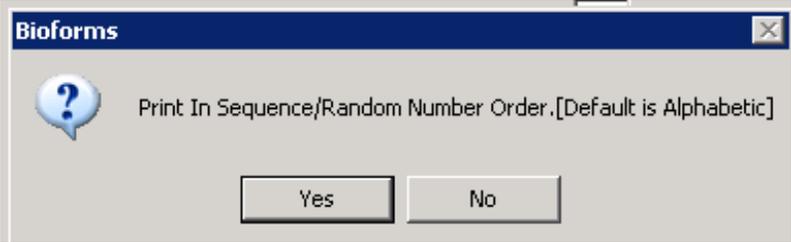
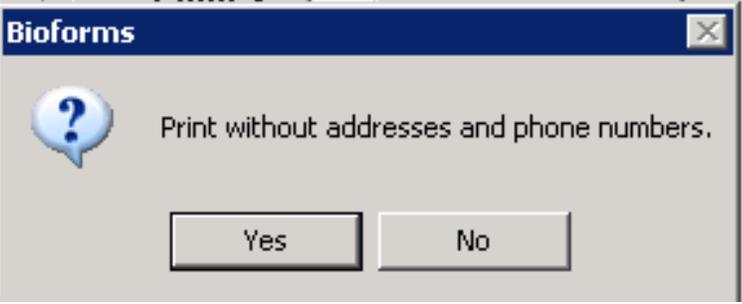
Note:	These steps are followed to return a jury <u>after</u> attending and confirming payment for the jury (clicking the Jury Att button in the Attend Module). It is not necessary to finalize payment (clicking the green money bag) before returning the jury, but the jury <u>must be</u> returned before ending the event.
1.	After logging into the program, click the Panel Module icon.
2.	Click the Juror menu item.
3.	Click Juror Maintenance (the third item on the menu). The Juror Maintenance screen will appear.
4.	Click the arrow to the right of the Event Number field.
5.	Double click the event which needs the jury returned.
6.	Click OK . The list of jurors (and alternates, if any) will appear.
7.	Click the Return All button.
8.	Click Yes in the Return Juror / Alternate dialog box. The returned jurors are placed back in the Pool and are available for another event. <u>Note:</u> Their status will be Responded.
9.	Click Exit . The Juror Maintenance screen will appear.
10.	Click Exit . You will be returned to the Panel Module window.

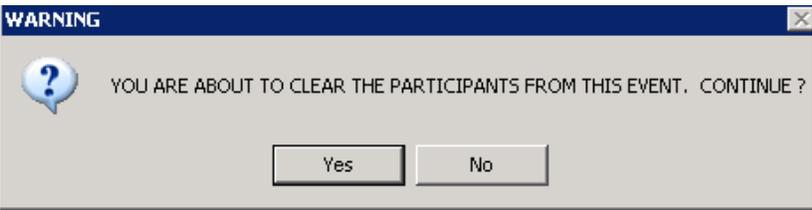
Print Panel Summary Report*

	<p>These steps outline how to print the Panel Summary Report. This report will list all panel members and their status, i.e., Not Used, Court Strike, Peremptory-Defense, Serving, totals for each category, etc.</p>
1.	<p>After logging into the program, click the Panel Module icon. The Panel window will appear.</p>
2.	<p>Click the Panel Sum button. The Panel Summary Report dialog box will open.</p>  <p>Note: Another option is to click the Report menu item and then the Panel Summary sub-menu item.</p>
3.	<p>Click the arrow to the right of the Event Number field to view the list of events, and double click the needed event.</p>
4.	<p>Click Accept. The Panel Summary Report for the selected event will display. This report includes the names of all panel members and their status.</p>
5.	<p>Click Print. The printer's dialog box will appear.</p>
7.	<p>Make the selections for the printer and click OK.</p>
8.	<p>After the report prints, click the Close button. The Panel window will appear.</p>

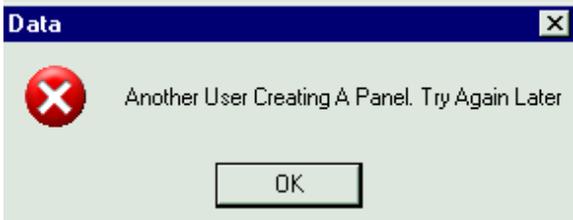
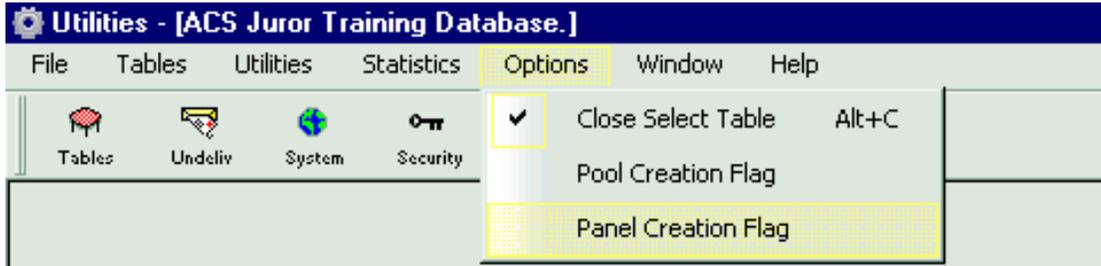
Create a Pre-Panel to Print Bioforms for a Pool

	These steps outline the functionality of creating a pre-panel for the purpose of printing Bioforms for an entire pool.
1.	After logging into the program, click the Panel Module icon.
2.	Click the Events button. The Event Maintenance screen will appear.
3.	Click New . A “fake” event will be created. <u>Note</u> : Only the fields listed below need to be filled out for this process.
4.	Select Jury Orientation for the Event Type .
5.	Enter the Event No as JO-MMDDYYXXX (XXX will be the location code). JO means jury orientation; MM means the month; DD means the date; and YY means the year. If an orientation date is not known, use the first day of the current term of service.
6.	Type Pool Bioforms in the Description field.
7.	Select Other for the Type field.
8.	Select Circuit Judge for the Judge field.
9.	Select Courtroom for the Room No field.
	<p>This is what the “fake” event should look like.</p>  <p>The screenshot shows a window titled "Event Maintenance" with the following fields filled out: Event Type: JURY ORIENTATION, Type: OTHER, Event No: JO-020310997, Judge: CIRCUIT JUDGE, Description: POOL BIOFORMS, Room No: COURTROOM, Jurisdiction: (empty), and Location: 997.</p>
10.	Click Accept . The Pre-Panel dialog box will appear.
11.	Click Yes . The Pre-Panel screen will open.
12.	Pre-panels are created from a <u>single</u> pool. Click the arrow to the right of the Pick A Pool For Pre-Panel field to view a list of available pools.
13.	Double click the Pool No of the pool which will be used. A list of pool members will display (<u>excluding</u> disqualified, excused, and undeliverable people).

14.	To select <u>only</u> Responded people, sort the list by clicking the Status column heading and tagging only people with a status of Responded.
15.	To see how many people have been tagged so far, click the Count button.
16.	Click Accept . The “fake” event will reappear.
17.	Click Exit twice. The Panel window will appear.
18.	To print the Bioforms, click the Reports menu item.
19.	Click Pre-Panel Package . The Panel Detail Report dialog box will appear.
20.	Click the arrow to the right of the Event Number field to view a list of events, and double click the Pool Bioforms event.
21.	Check the Attorney’s List box so one copy will print. <u>Note:</u> Either the Attorney’s List or Judge’s List must be checked in order for the Bioforms to print. If either list is NOT checked, the Bioforms will not print.
22.	Check the Bioforms box.
23.	Click Accept . The Attorney’s List will begin printing and the dialog box shown below will appear.
24.	Click No to printing the Bioforms in random number order (default is alphabetic). 
25.	Click Yes to print the Bioforms without addresses and phone numbers. 
26.	The Panel window will appear while the forms print.

	After the Bioforms have finished printing, the tagged people need to be removed from the Pre-Panel.
27.	Click the Events button.
28.	Double click the Pool Bioforms event to open the event.
29.	Click the Pre-Panel button to open the Pre-Panel screen.
30.	To select only those pool members on the pre-panel, sort the list by clicking the Event column heading and tagging everyone with the event number created in Step 5.
31.	To verify how many people have been tagged so far, click the Count button.
32.	Click Clear Tagged to remove the tagged pool members from the pre-panel.
33.	The following message will appear. Click Yes . 
34.	Click Cancel to close the Pre-Panel screen.
35.	Click Exit twice. The Panel window will appear.

Reset Panel Creation Flag after Error

	<p>These steps outline how to reset the Panel Creation Flag. This will need to be done if the error message shown below is received when trying to create a panel (marrying the people to an event in the Panel Module).</p> 
1.	After receiving this error message, click OK . The Panel window will appear.
2.	Exit the Panel Module.
3.	Click the Utility Module icon. The Utilities window will appear.
4.	<p>Click the Options menu item, and select the Panel Creation Flag item.</p> 
5.	<p>The Data dialog box will open.</p> 
6.	Click Yes . The “Panel Creation Flag reset!” message will display.
7.	Click OK . The Utilities window will appear.
8.	Click Exit to leave the Utility Module.

Print a Jury List / Reprint an Ended Jury List

	<p>This quick reference guide outlines steps for:</p> <ul style="list-style-type: none"> • Printing a jury list – <u>before</u> an event has been ended • Reprinting a jury list – <u>after</u> an event has been ended
	<p><i>Print a Jury List</i> (will only work for an event which has not been ended)</p>
1.	<p>After logging into the program, click the Panel Module icon.</p>
2.	<p>Click the Jury List button. An Event Number screen will appear.</p> 
3.	<p>Click the arrow to the right of the Event Number field to view a list of events, and double click the needed event.</p>
4.	<p>Click Accept. A list of the jury for the selected event will display.</p>
5.	<p>Click Print if needed.</p>
6.	<p>Click Cancel to close the Jury List screen. The Panel window will appear.</p>
	<p><i>Reprint Ended Jury List</i> (will only work for an ended / inactive event)</p>
1.	<p>In the Panel Module, click the Juror menu item.</p> 
2.	<p>Click Reprint Ended Jury List. An Event Number screen will appear.</p>
3.	<p>Click the arrow to the right of the Event Number field to view a list of events, and double click the needed event.</p>
4.	<p>Click Accept. A reprint list of the jury for the event will display.</p>
5.	<p>Click Print if needed.</p>
6.	<p>Click Cancel to close the Reprint Jury List screen. The Panel window will appear.</p>



Automated Jury Management Software

Attend Module

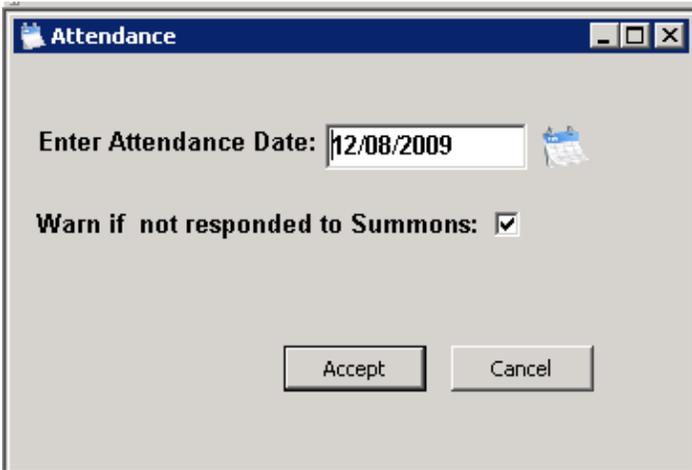
Quick Reference Guides

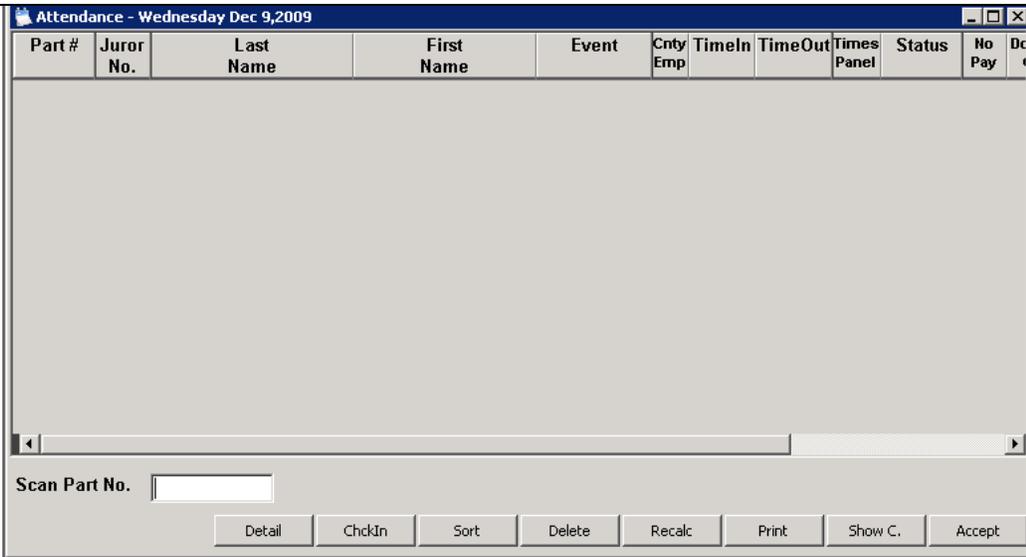
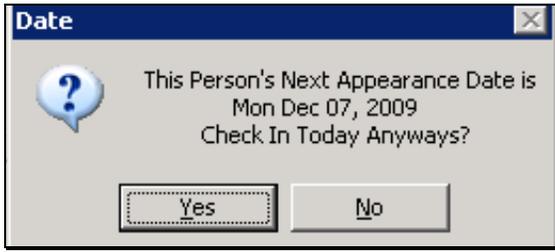
Print Persons to Attend Report* for Day of Trial

	<p>The Persons to Attend report is printed for a specific trial (or orientation) date. It includes any contact information in the program for pool members as well as participant number, pool sequence number (random order number), and bar codes for scanning.</p>
1.	After logging into the program, click the Attend Module icon.
2.	Click the Reports menu item.
3.	Click Persons to Attend – the first report. The Persons to Attend screen will appear.
	<p>This report can be printed by:</p> <ul style="list-style-type: none"> • Attendance Date only, • Attendance Date and Time, • Attendance Date and Judge or • Attendance Date, Time, and Judge <p>If a date and time are selected, ONLY people with the exact date and time will display on the report. If a date, time, and judge are selected, ONLY people with the exact date, time, and judge will display on the report. It is recommended that only a date be selected if the court typically has one trial per day.</p>
4.	Click the calendar to the right of the Attendance Date field, and select the date for which the report needs to be printed. Selecting a date is <i>mandatory</i> .
5.	Click the arrow to the right of the Time field to view a list of times, and select a time if needed.
6.	Click the arrow to the right of the Judge field to view a list of judges, and select a judge if needed.
7.	Click Accept . A preview of the report will display.
8.	Review the report by using the First, Prior, Next, and Last navigation buttons if needed.
9.	Click Print .
10.	Make the selections for the printer and click OK .

11.	Click Close . The Attendance Module main window will appear.
-----	---

Attend People for an Event (Trial or Orientation)

	<p>On the day of an event (trial), the prospective jurors need to be attended (checked in or scanned in). The steps for performing this task are listed below.</p>
1.	<p>After logging into the program, click the Attend Module icon. The Attendance window will appear.</p>
2.	<p>Click the Attend button. The Attendance screen will appear.</p> 
3.	<p>The <u>current</u> date is automatically displayed in the Enter Attendance Date field. If the date needs to be changed, click the blue calendar button and select the correct month, year, and date.</p>
4.	<p>The Warn if not responded to Summons box is checked automatically. If the box is left checked and a person attended who has <u>not</u> returned their summons, a warning message will display. The box can be left checked, or uncheck the box to avoid displaying the warning message.</p>
5.	<p>Click Accept. The Attendance screen (with selected date) will appear.</p>

	
6.	<p>There are two methods for attending people.</p> <ul style="list-style-type: none"> Type participant numbers in the Scan Part No field or Scan bar codes from Summonses, Labels, or a report (Persons to Attend or Customized Jury reports).
7.	<p>Place the mouse cursor in the Scan Part No field and click once.</p>
8.	<p>Type a participant number or scan a bar code. The person's information will be displayed in the Attendance screen.</p> <p><u>Note:</u> Only people physically in the courtroom should be attended.</p>
9.	<p>If a person being scanned (attended) does not have the current date in their participant record (Next Report Date), the following message will be displayed.</p>  <p>Click Yes and continue scanning people into attendance.</p>
10.	<p>Repeat Steps 7 through 9 until all prospective jurors have been attended.</p>
11.	<p>After attending everyone, click the Accept button.</p>
12.	<p>Click Yes to answer "Do you want to save and exit?" The Attendance window will appear.</p>

Jury Attend and Confirm*

	<p>These steps outline how to attend and confirm the jury for a particular event. It is important to note that this process “freezes” the people, dollar amounts, and role (juror or alternate) for a specific day. This “freezing” makes it possible to pay the right people the right amount for the right event.</p> <p>Before following these steps, the people must be attended, a panel created, and the jury empanelled.</p>
1.	After logging into the program, click the Attend Module icon.
2.	Click the Jury Att button.
3.	Select the Event Number .
4.	<p>The Enter Attendance Date field automatically displays today’s date. This date <u>must match</u> the date of the trial. Click the calendar button to select the month, year, and date needed.</p> <p><u>Note:</u> If a trial lasted more than one day, complete all of these steps for each day – changing the date as needed.</p>
5.	<p>If paying mileage, check Add Expenses To All Jurors and Gather mileage automatically. If the court pays mileage and the number of miles is entered in a person’s participant record, checking these two boxes will automatically calculate and include the amount to be paid.</p>
6.	Click Accept .
7.	A message box will display asking if the Attendance Date is correct. Click Yes . The Jury Attendance screen will appear.
8.	Review the names and click Accept .
9.	Click Yes to confirm jury attendance. A J audit report (Jury/Event Attendances) will be created.
10.	Click Yes to change the sort order to alphabetical.
11.	Make the selections for the printer and click OK . The Attendance window will appear.

Pre-Panel Attend for an Event*

	Prospective jurors assigned to an event through the Pre-Panel process need to be attended on the day of the event (trial). The steps for performing this task are different than the normal process for attending people. Follow the steps below.
1.	After logging into the program, click the Attend Module icon. The Attendance window will appear.
2.	Click the Pre-Panel button. The Pre-Panel Attendance screen will appear.
3.	Click the arrow to the right of the Event No field to see a list of events, and double click the needed event.
4.	Click the calendar to select the month, year, and date of the event. This date should match the date of the event.
5.	Select the start time of the trial. This time should match the time of the event.
6.	Click Accept .
7.	Verify the date, and click Yes in the Attendance dialog box which appears. A list of people assigned to this event through Pre-Panel will appear.
8.	As roll is called, if someone is <u>not</u> present click in the Attend column to remove the check mark. <u>Note:</u> Having a check mark in the Attend column means the person is attended and present in the courtroom.
9.	Click the Count button to verify the number of people attended.
10.	After calling roll and attending everyone, click the Accept button. The printer's dialog box will appear.
11.	Click OK to print the Pre-Panel Check IN report. The Attendance window will appear.
12.	Click the Attend button. The software has moved the Pre-Panel people to the regular Attendance screen.

Confirm a Panel for Payment*

	<p>These steps outline how to confirm a panel for a particular day. These are the pool members who were present for orientation (no trial) or were not chosen as jurors or alternates for a specific trial.</p> <p>It is important to note that this process “freezes” the people, dollar amounts, and role (panel member) for a specific day. This “freezing” makes it possible to pay the right people the right amount for the right event.</p>
1.	After logging into the program, click the Attend Module icon.
2.	Click the Confirm button. The Confirm Pool/Panel Attendance screen will appear.
3.	The Enter Attendance Date displayed defaults to the day <i>before</i> today's date. Change this date to match the date people were in the courtroom.
4.	If paying mileage, check Add Expenses To All Jurors and Gather mileage automatically . If the court pays mileage and the number of miles is entered in a person's participant record, checking these two boxes will automatically calculate and include the amount to be paid.
5.	Click Accept .
6.	A message box will display asking if the Attendance Date is correct. Click Yes .
7.	A second message box will display asking you to make sure you are confirming for the correct day. Click Yes . A list of panel members will display.
8.	Review the names and click Accept .
9.	Click Yes to commit (confirm) daily attendances.
10.	Click Yes to record the default timeout.
11.	Click Yes to enter the default timeout.
12.	Click Yes to continue the confirmation process.
13.	Click Yes to change the sort order to alpha.
14.	Select the options for the printer and click OK . A P audit report (Pool Attendances) will be created.
15.	Click No to printing the Stats Package.
16.	Click No to printing the FTA report (unless the court processes FTA's). The Attendance window will appear.

Confirm a Panel for Payment and Add Expenses*

	<p>These steps outline how to confirm a panel for a particular day <u>and</u> add expenses. These are the pool members who were present for orientation (no trial) or were not chosen as jurors / alternates for a specific trial. (If mileage or other expenses are not paid by the court, Steps 8 through 16 may be skipped.)</p> <p>It is important to note that this process “freezes” the people, dollar amounts, and role (panel member) for a specific day. This “freezing” makes it possible to pay the right people the right amount for the right event.</p>
1.	After logging into the program, click the Attend Module icon.
2.	Click Confirm . The Confirm Pool/Panel Attendance screen will appear.
3.	The Enter Attendance Date displayed defaults to the day <i>before</i> today’s date. Change this date to match the date people were in the courtroom.
4.	<p>If paying mileage, check Gather mileage automatically. If the court pays mileage and the number of miles has been entered in a person’s participant record, checking this box will automatically calculate and include the mileage.</p> <p><u>Note</u>: If mileage has not been recorded in a person’s participant record, it can still be added during this process.</p>
5.	<p>If paying other expenses (lunch, parking, etc.), check Add Expenses To All Jurors. If this box is checked, any expenses recorded in the program will automatically be included for each individual.</p> <p><u>Note</u>: If other expenses have not been recorded in the program, they can still be added during this process.</p>
6.	Click Accept . A message box will display asking if the date is correct.
7.	Click Yes . A list of panel members for the selected day will display.
8.	To add expenses, click a person’s Part # to highlight their record.

9. Click the **Expense** button. The Add Expenses dialog box will display.

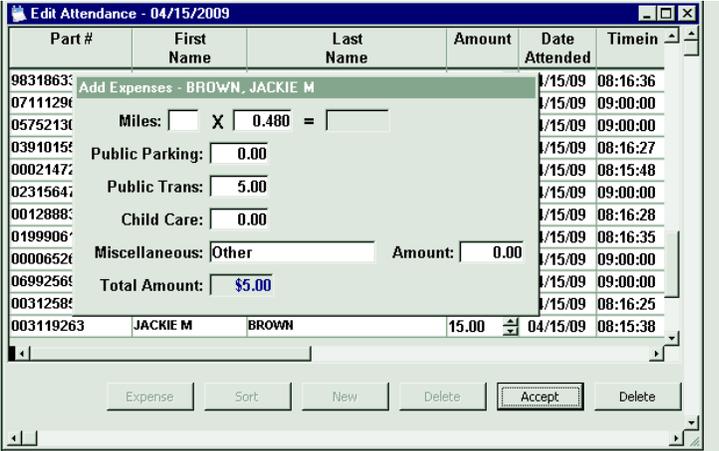
000126536	WANDA N	BISHOP	13:17:58	Yes	<input type="checkbox"/>	<input type="checkbox"/>		
06	Add Expenses - BRANSON, ROBERT D				<input type="checkbox"/>	<input type="checkbox"/>		
01:	Miles:	<input type="text"/>	X	<input type="text" value="0.480"/>	=	<input type="text"/>		
02:	Public Parking:	<input type="text" value="0.00"/>					<input type="checkbox"/>	<input type="checkbox"/>
06:	Public Trans:	<input type="text" value="5.00"/>					<input type="checkbox"/>	<input type="checkbox"/>
05:	Child Care:	<input type="text" value="0.00"/>					<input type="checkbox"/>	<input type="checkbox"/>
03:	Miscellaneous:	<input type="text" value="Other"/>	Amount:	<input type="text" value="0.00"/>				
02:							<input type="checkbox"/>	<input type="checkbox"/>
00	Total Amount:	<input type="text" value="\$5.00"/>					<input type="checkbox"/>	<input type="checkbox"/>
00							<input type="checkbox"/>	<input type="checkbox"/>

10.	To enter mileage, type the number of miles in the Miles box. Tabbing to or clicking in another field will update the amount.
11.	To reimburse a person for lunch, click in the Miscellaneous field. The field will be highlighted in yellow.
12.	Type the word "Lunch." (Other miscellaneous expenses can be entered instead of lunch.)
13.	Double click in the Amount field. The 0's will be highlighted in yellow.
14.	Type the amount in this format: 7.55 (8.29, 5.35, etc.). Do not use a \$ sign. (The Total Amount field will not be updated until Accept is clicked.)
15.	Click Accept . The Add Expenses dialog box will close.
16.	If you need to review the expenses just entered, click the Expense button. The dialog box will reopen with updated amounts displayed. After reviewing, click Accept .
	Repeat Steps 8 through 10 to add mileage for others as needed. Repeat Steps 11 through 14 to add miscellaneous expenses.
17.	After adding all expenses, click Accept .
18.	Click Yes to commit daily attendances.
19.	Click Yes to record the default timeout.
20.	Click Yes to enter the default timeout.
21.	Click Yes to continue the confirmation process.
22.	Click Yes to change the sort order to alpha.
23.	Select the options for the printer and click OK . A P audit report (Pool Attendances) will be created.
24.	Click No to printing the Stats Package.
25.	Click No or Yes to printing the FTA report based on the business process of your court. The Attendance window will appear.

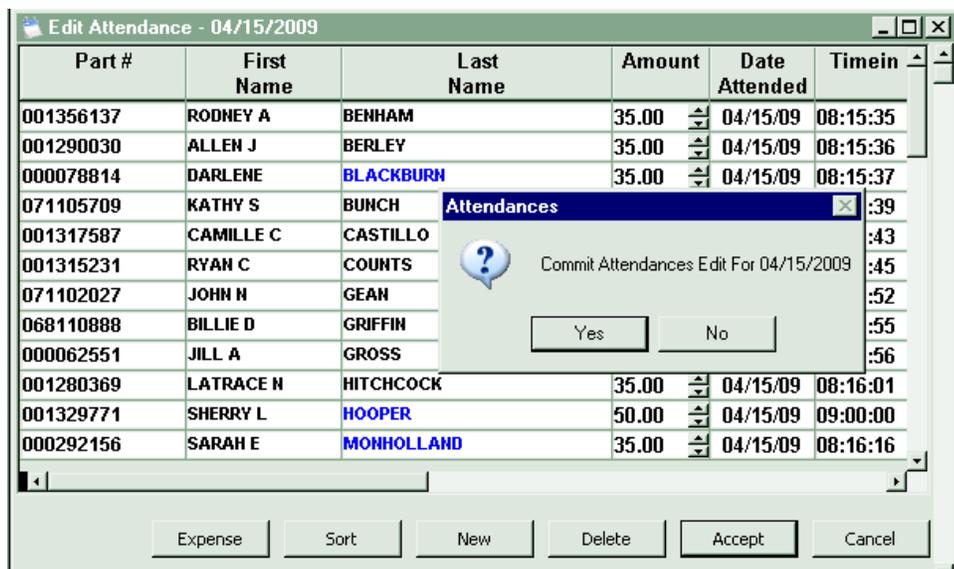
Pre-Payment Attendances Report*

	These steps outline printing a pre-payment attendance report to review before finalizing payment.
1.	After logging into the program, click the Attend Module icon. The Attendance window will appear.
2.	Click the Reports menu item.
3.	Click Pre-Payment Attendances (second item from the bottom of the Reports menu). The Pre-Payment Report – Attendances screen will appear.
4.	Click the calendar to the right of the Date From field, and select the month, year, and date needed. <u>Note:</u> This report can be printed for one day, a month, or any other time frame.
5.	Click the calendar to the right of the Date To field, and select the month, year, and date needed.
6.	Click Accept . The report will open and should be printed and reviewed for accuracy <i>before</i> finalizing payment (clicking the green money bag).
7.	Click Print .
8.	Select the options for the printer and click OK .
9.	Click Close .
10.	After reviewing the pre-payment report and making any corrections (if needed), the next step is to finalize payment. Please see the quick reference guide titled "Finalize Payment."

Edit Unpaid Attendance Records*

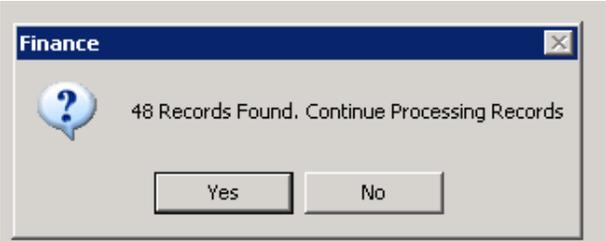
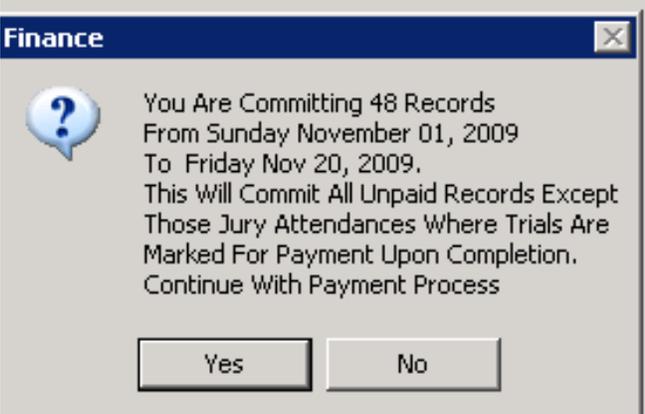
	<p>This quick reference guide outlines how to make corrections to confirmed attendance records, and how to add or make changes to unpaid expenses before finalizing payment. Records can be edited individually or by date of attendance. These steps will outline how to edit records by date.</p>
1.	After logging into the program, click the Attend module icon.
2.	Click the Edit Att button. The Edit Attendance Records screen will appear.
3.	Click the calendar to the right of the Enter Attendance Date field, and select the month, year, and date needed.
4.	Click Accept . The Edit Attendance screen will appear displaying a list of people and amounts for the selected date.
5.	To change (edit) an individual's panel or jury amount, click the person's Part # to highlight their record.
6.	Click the up or down arrow in the Amount column until the correct amount is displayed.
7.	Repeat Steps 5 and 6 for any other person who needs their amount changed.
8.	To add expenses (mileage, lunch, etc) click the person's Part # to highlight.
9.	Click the Expense button. An Add Expenses dialog box with the individual's name will display on top of the Edit Attendance screen.
	
10.	To enter mileage, type the number of miles in the Miles box. Tabbing to or clicking in another field will update the amount.

11.	To reimburse a person for lunch, click in the Miscellaneous field. The field will be highlighted in yellow.
12.	Type the word "Lunch."
13.	Double click in the Amount field. The zeroes will be highlighted in yellow.
14.	Type the amount in this format – 7.55 (8.29, 5.35, etc.). Do not use a \$ sign. <u>Note:</u> The Total Amount field will not be updated until Accept is clicked.
15.	Click Accept . The dialog box will close.
16.	To review the changes, click the Expense button. The Add Expenses dialog box will reopen with the updated amount displayed in the Total Amount field.
17.	Click Accept to close the dialog box. <u>Note:</u> Changes may also be reviewed by maximizing the Edit Attendance screen and viewing the Expenses column for the person.
18.	Repeat Steps 8 through 10 to add / change (edit) mileage for others as needed.
19.	Repeat Steps 11 though 15 to add / change (edit) lunch or other miscellaneous expenses as needed.
20.	Repeat Steps 16 and 17 to review any changes. (This step is optional.)
21.	After making all necessary changes (edits), click Accept . An Attendances dialog box will appear.
22.	Click Yes to the question "Commit Attendances Edit for MM/DD/YYYY?"



	The printer's dialog box will appear.
23.	Click OK . An Appearance Edit audit report will print and the Attendance window will appear. <u>Note:</u> The report will list <u>only</u> the changes / additions made.

Finalize Payment*

	<p>This quick reference guide outlines the process of finalizing payment (Pay Att button in the Attend Module). Finalizing payment is the last step in the payment process. All attendances (jury and panel) must be confirmed (J and P audit reports created) and any needed corrections made <u>prior</u> to finalizing payment. It is important to note that NO changes can be made to payments once finalizing payment has been completed.</p>
1.	<p>After logging into the program, click the Attend module icon.</p>
2.	<p>Click the Pay Att button (green money bag). The Attendance Payments screen will appear.</p>
3.	<p>Select the Date From and Date To for the time period payments are being processed.</p>
4.	<p>Click Accept. The following message will appear.</p> 
5.	<p>Click Yes to continue processing records. Another message will appear.</p> 
6.	<p>Click Yes to commit the records. The printer's dialog box will appear.</p>
7.	<p>Select the options for the printer and click OK. The F (Final) audit report will print. This report can be given to the county clerk / treasurer for printing checks.</p>

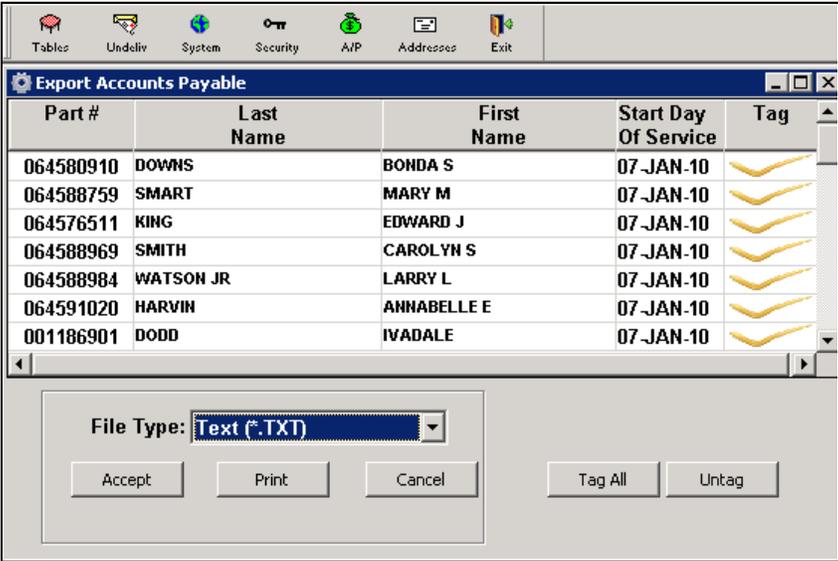


Automated Jury Management Software

Utilities Module

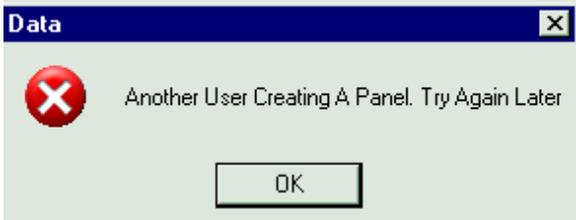
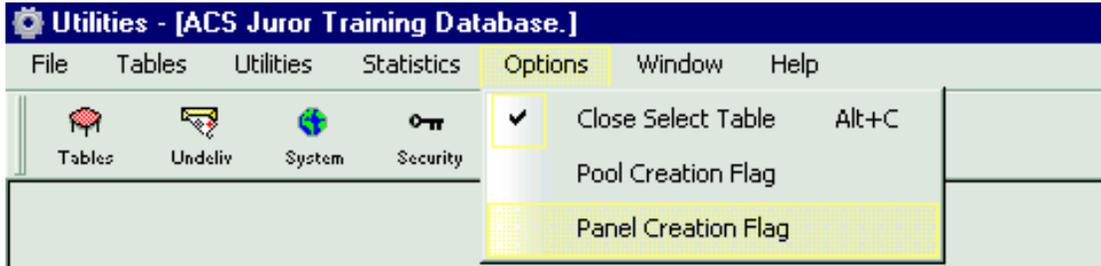
Quick Reference Guides

Download and Email Accounts Payable Spreadsheet

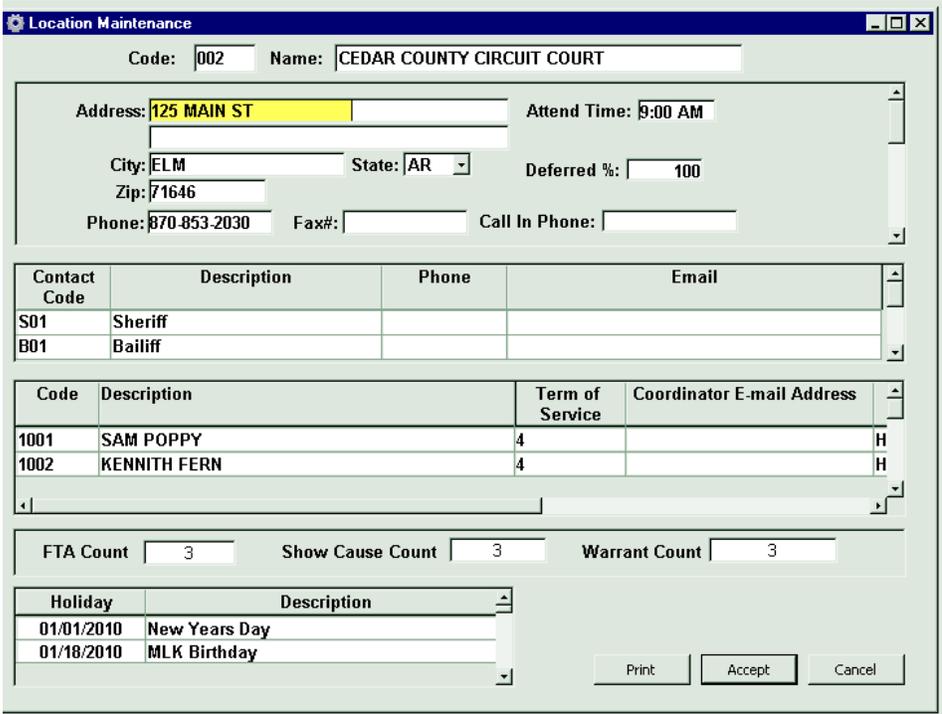
	<p>These steps outline how to download a spreadsheet of accounts payable and email the file. Accounts payable can also be downloaded as a txt (text) or csv (comma separated values) file type. Finalizing payment (the green money bag in the Attend Module) <u>must</u> be completed before a file can be downloaded.</p>																																								
1.	<p>After logging into Juror, click the Utility Module icon. The Utilities window will open.</p>																																								
2.	<p>Click the Utilities menu item.</p>																																								
3.	<p>Click Download Accounts Payable. The Export Accounts Payable screen will open.</p>  <table border="1" data-bbox="284 814 1122 1102"> <thead> <tr> <th>Part #</th> <th>Last Name</th> <th>First Name</th> <th>Start Day Of Service</th> <th>Tag</th> </tr> </thead> <tbody> <tr> <td>064580910</td> <td>DOWNS</td> <td>BONDA S</td> <td>07-JAN-10</td> <td>✓</td> </tr> <tr> <td>064588759</td> <td>SMART</td> <td>MARY M</td> <td>07-JAN-10</td> <td>✓</td> </tr> <tr> <td>064576511</td> <td>KING</td> <td>EDWARD J</td> <td>07-JAN-10</td> <td>✓</td> </tr> <tr> <td>064588969</td> <td>SMITH</td> <td>CAROLYN S</td> <td>07-JAN-10</td> <td>✓</td> </tr> <tr> <td>064588984</td> <td>WATSON JR</td> <td>LARRY L</td> <td>07-JAN-10</td> <td>✓</td> </tr> <tr> <td>064591020</td> <td>HARVIN</td> <td>ANNABELLE E</td> <td>07-JAN-10</td> <td>✓</td> </tr> <tr> <td>001186901</td> <td>DODD</td> <td>IVADALE</td> <td>07-JAN-10</td> <td>✓</td> </tr> </tbody> </table>	Part #	Last Name	First Name	Start Day Of Service	Tag	064580910	DOWNS	BONDA S	07-JAN-10	✓	064588759	SMART	MARY M	07-JAN-10	✓	064576511	KING	EDWARD J	07-JAN-10	✓	064588969	SMITH	CAROLYN S	07-JAN-10	✓	064588984	WATSON JR	LARRY L	07-JAN-10	✓	064591020	HARVIN	ANNABELLE E	07-JAN-10	✓	001186901	DODD	IVADALE	07-JAN-10	✓
Part #	Last Name	First Name	Start Day Of Service	Tag																																					
064580910	DOWNS	BONDA S	07-JAN-10	✓																																					
064588759	SMART	MARY M	07-JAN-10	✓																																					
064576511	KING	EDWARD J	07-JAN-10	✓																																					
064588969	SMITH	CAROLYN S	07-JAN-10	✓																																					
064588984	WATSON JR	LARRY L	07-JAN-10	✓																																					
064591020	HARVIN	ANNABELLE E	07-JAN-10	✓																																					
001186901	DODD	IVADALE	07-JAN-10	✓																																					
4.	<p>Click the arrow to the right of the File Type field to view the list of available file types and select Excel (*.XLS).</p>																																								
5.	<p>Review the list and tag / untag if needed. (Only persons with a gold check mark in their Tag column will be included in the export.)</p>																																								
6.	<p>Click Accept. The File Export Complete dialog box will appear.</p>																																								
7.	<p>Click OK. The Utilities window will appear.</p>																																								
8.	<p>Click the Email Files button.  The E-Mail Files screen will open.</p>																																								
9.	<p>Scroll through the File Name list and select the needed file. The first two numbers are the year, the next two numbers are the month, the third two numbers are the date, and</p>																																								

	the last two numbers are the tally of files created that month (01, 02, 03, etc). A spreadsheet created on January 7, 2010, would have the file name of 10010701.xls.
10.	After selecting the file, click Send . The file will be emailed to the address listed.
11.	Click OK in the Message Sent dialog box which appears. The Utilities window will open.

Reset Panel Creation Flag after Error

	<p>These steps outline how to reset the Panel Creation Flag. This will need to be done if the error message shown below is received when trying to create a panel (marrying the people to an event in the Panel Module).</p> 
1.	After receiving this error message, click OK . The Panel window will appear.
2.	Exit the Panel Module.
3.	Click the Utility Module icon. The Utilities window will appear.
4.	<p>Click the Options menu item, and select the Panel Creation Flag item.</p> 
5.	<p>The Data dialog box will open.</p> 
6.	Click Yes . The “Panel Creation Flag reset!” message will display.
7.	Click OK . The Utilities window will appear.
8.	Click Exit to leave the Utility Module.

Using Location Maintenance

	<p>These steps outline how to use the Location Maintenance screen to update information about a location. Court contact information, judge names, and juror pay rates can be updated here.</p>
1.	<p>After logging into Juror, click the Utility Module icon. The Utilities window will open.</p>
2.	<p>Click the Table menu item.</p>
3.	<p>Click Location Maintenance. The Location Maintenance screen will open.</p> 
4.	<p>The Location Maintenance screen contains several boxes. You can scroll down within each box using the scrollbar at the side of the box.</p>
5.	<p>To update the court location, court clerk email, jury info URL, or finances (Ex. jury rate) use the first box.</p>

Location Maintenance

Code: Name:

Court Main URL:

Jury Info URL:

Financial

Pool Rate: Jury Rate: Grand Jury Rate:

State Grand Jury Rate: Travel Rate: Public Parking Rate:

6. To update the clerk', sheriff or court security officer contact information use the second box.

Contact Code	Description	Phone	Email
S01	Sheriff		
B01	Bailiff		

7. To update the Judge Information use the third box. This box also has a horizontal scrollbar that will allow you to see more columns including Judge Signature and Office Phone. Some letters printed by the Juror Program will display the Judge Signature.

Description	Term of Service	Coordinator E-mail Address	Judge
DOUGLAS FIR	4		HON. DOUG
DON CLOVER	4		HON. DON C

8. The fourth box allows you to set how many times a person can 'miss' before they are bumped up to the next level. For the first field, you can edit the number of FTA's a person can receive before the record becomes a Show Cause. For the Second field you can edit the number of Show Cause's a person needs before it becomes a Warrant. **You cannot enter zero in any of the fields.**

FTA Count Show Cause Count Warrant Count

9. The final box is the holiday box. The AOC populates this information for the courts adding all the major holidays. The local court may also add their own local holidays – for example, there are no jury trials during toad suck daze festival. If you try and schedule an event on a holiday, the program warns you that date is a holiday. The clerk may still override the warning.

Holiday	Description
01/01/2010	New Years Day
01/18/2010	MLK Birthday

10. If you click **Print** the program will print each box out on a separate piece of paper.

11. Hit **Accept** to save your changes.

Helpful hint: Sometimes the juror program has phantom “white space” and the end-user must highlight and delete the whole cell’s information in order to type updated information.

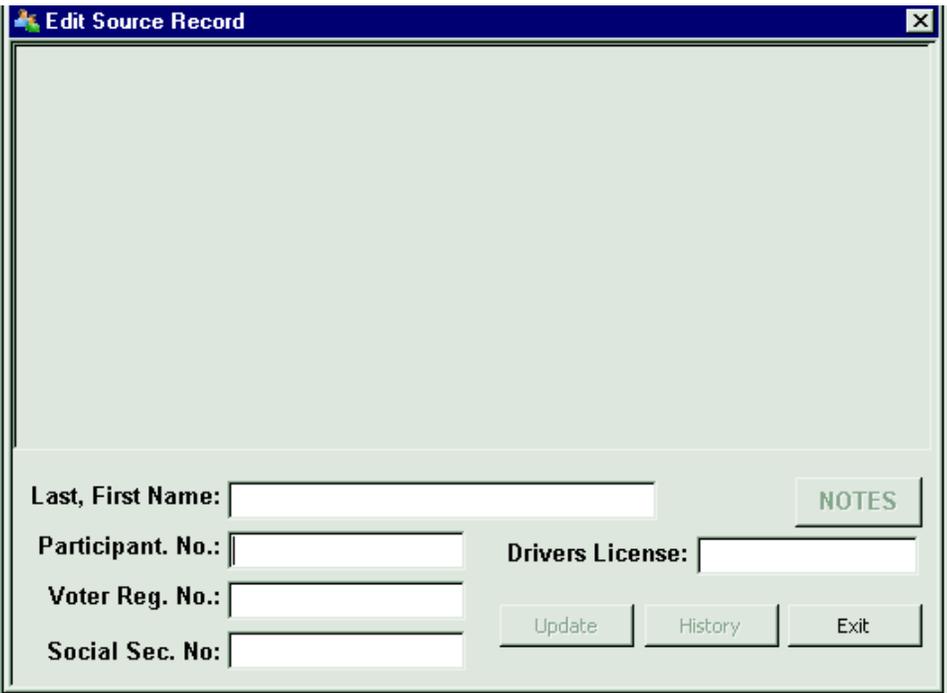


Automated Jury Management Software

Miscellaneous

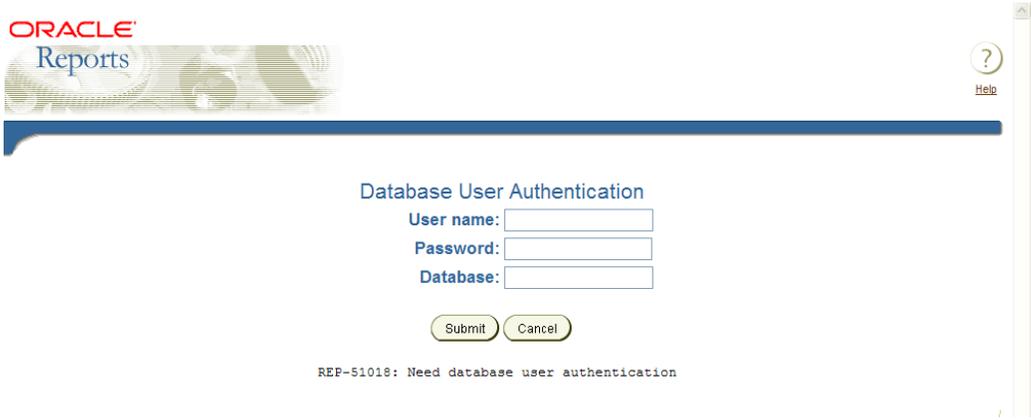
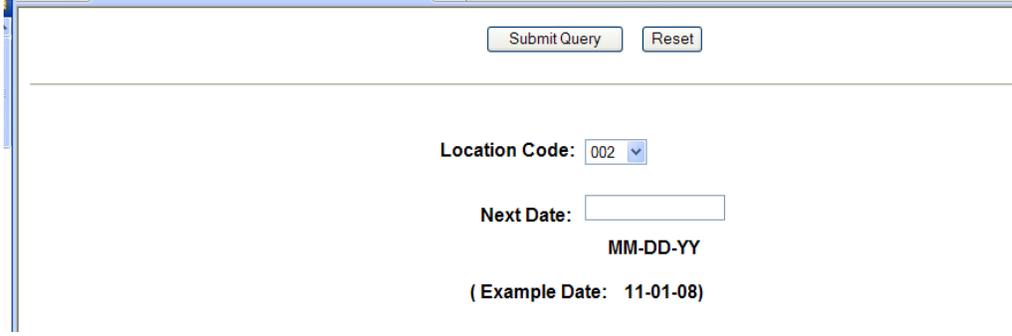
Quick Reference Guides

Source List Edit Lookup*

	These steps outline how to use Source List Edit to lookup a person and determine which Division summoned the individual for jury duty.
1.	After logging into the program, click the Pool Module icon.
2.	Click the Pool menu item.
3.	Click Source List Edit . The Edit Source Record screen will appear.  <p><u>Note:</u> Social security numbers are not stored or used.</p>
4.	Enter the Last Name of the person and press the Enter key.
5.	Locate the correct person and double click their Part # (participant number). Their individual record will display.
6.	To the right of the Permanently Disqual field is a nine-digit pool number. The first three letters / numbers indicate which division summoned this person. For example, D04XXXXXX would indicate Division 4.
7.	Click Exit to close the individual record.
8.	To lookup another person, repeat Steps 4 through 7 as needed.
9.	When finished, click Exit to close the Edit Source Record screen. The Pool

	Maintenance window will appear.
--	---------------------------------

Printing Customized Jury Oracle Reports

	<p>These steps outline how to select and print the Customized Jury Reports available on the Jury Program’s connect page.</p>
1.	<p>Go to the Jury Program’s connection page at http://juror.aoc.arkansas.gov.</p>
2.	<p>Click the Customized Jury Reports link. The Jury Oracle Reports page will display.</p>
3.	<p>After reading the report descriptions and deciding which one to print, click the title of the needed report. The Roll Call Report – Responded Status will be used as an example.</p>
4.	<p>If a Security Warning dialog box appears, click Yes. The Oracle Reports login screen will appear.</p> 
5.	<p>Enter your Jury Program User name and Password.</p>
6.	<p>Enter jury for the Database name.</p>
7.	<p>Click the Submit button. The following screen will appear. The location code is selected based on the user name and password entered.</p> 
8.	<p>Enter the date needed in the format MM-DD-YY. For the Roll Call Report example, this date should be a “next report date” responded pool members have on their records.</p>

9. Click **Submit Query**. The report will be displayed with a heading similar to the one below.



The screenshot shows a web browser window with a toolbar at the top. The printer icon is circled in red. The main content area displays the following information:

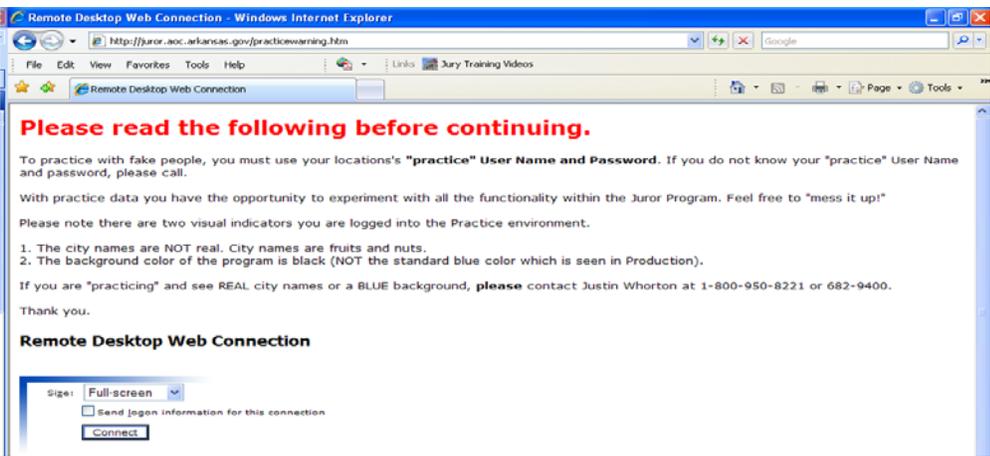
**Roll Call Report
(Responded Status)**

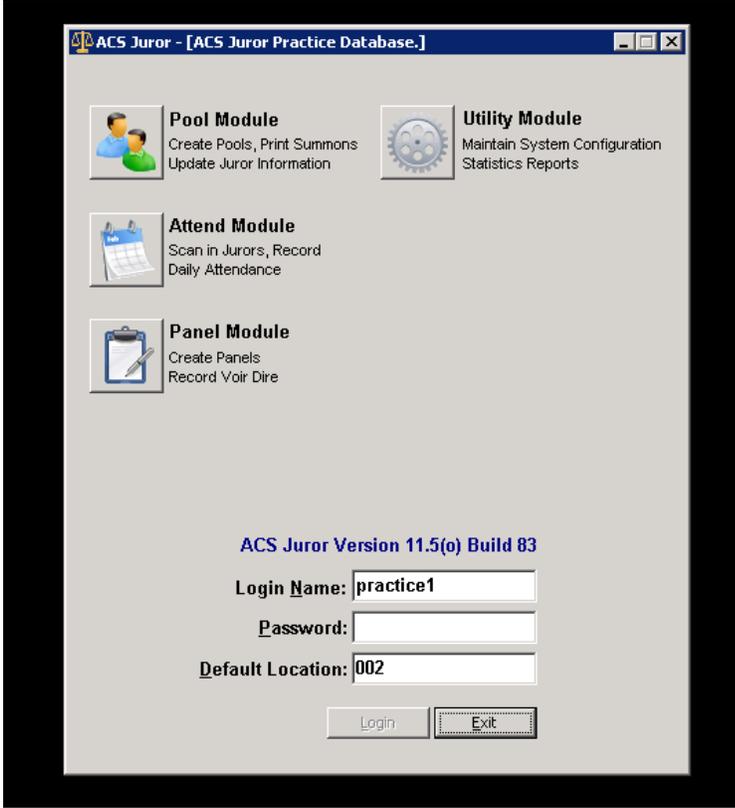
Court: JEFFERSON COUNTY CIRCUIT COURT
Judge's Name: THE CIRCUIT JUDGE
Pool Number: 035090501
Date: August 20, 2009

Line #	First Name	Last Name	Present	Absent	Part Number	Pool Seq #
--------	------------	-----------	---------	--------	-------------	------------

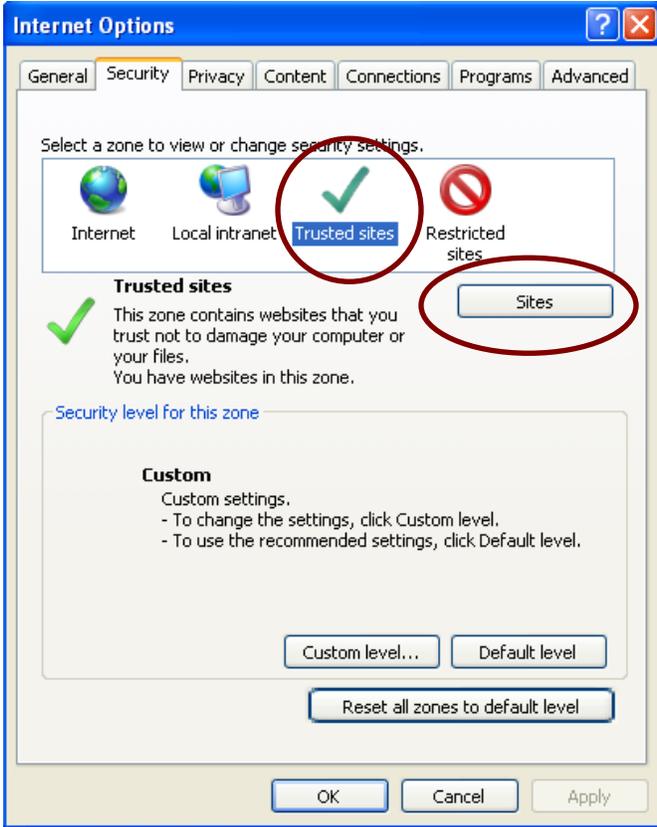
10. Click the printer icon to print the report, or go to the File menu item and click Print.
11. After printing, close the Internet Explorer window. Logging out is not necessary.
12. To view or print a different report, return to the Jury Program's connection page at <http://juror.aoc.arkansas.gov>. Repeat Steps 2 through 10 as needed.

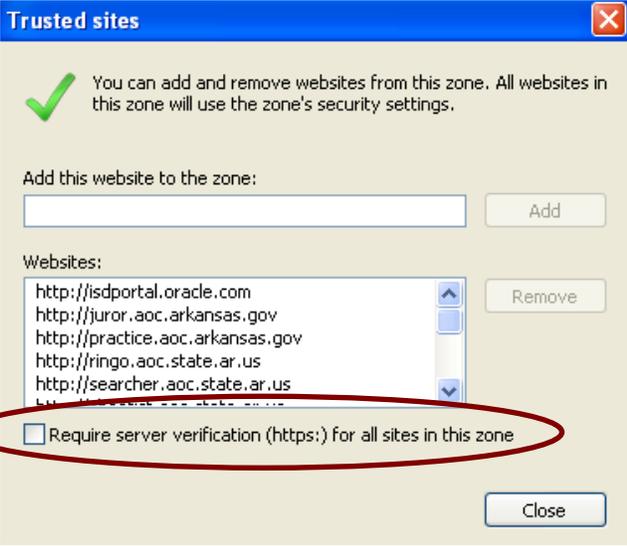
Practice from Home with the Juror Program

	<p>The Juror Program has a practice environment that can be accessed from home (or other computer) in order to learn the system without using real data. Please use the following steps.</p> <p><u>Note:</u> There is only one practice ID and password per court. This may be shared with other Juror users in your court for practicing purposes.</p>
1.	Open a browser window in Internet Explorer.
2.	Type the following Web address in the address bar at the top of the screen – http://juror.aoc.arkansas.gov .
3.	<p>Press the Enter key. The following web page will appear.</p> 
4.	<p>Click the Practice (Play) Environment * New * link. The Practice Warning web page will appear.</p> 

5.	After reading the information, click the Connect button.
6.	Enter the Practice user name and password in the Log On to Windows box.
7.	Click OK or press the Enter key. The Juror Login screen appears with a black background. (If the background is NOT black, please start over.)
8.	Enter the Practice password again and press Enter or click the Login button.
9.	<p>You are now logged into the PRACTICE environment. The login button will be grayed out and the title bar should read "ACS Juror – [ACS Juror Practice Database]."</p> 

Add Juror Program to Trusted Sites in Internet Explorer*

	<p>These steps outline how to add the Juror Program to the computer's Trusted Sites list in Internet Explorer and enable the ActiveX control required for running the program.</p>
1.	Open Internet Explorer.
2.	Click the Tools menu item.
3.	Select the Internet Options menu item. The Internet Options dialog box will open.
4.	Select the Security tab.  <p>The screenshot shows the 'Internet Options' dialog box with the 'Security' tab selected. Under 'Select a zone to view or change security settings', the 'Trusted sites' zone is highlighted with a green checkmark. The 'Sites' button is circled in red. Below the zone selection, the 'Trusted sites' section is visible, along with a 'Security level for this zone' section set to 'Custom'.</p>
5.	Select the Trusted sites item (the green check mark).
6.	Click the Sites button. The Trusted sites dialog box will open.

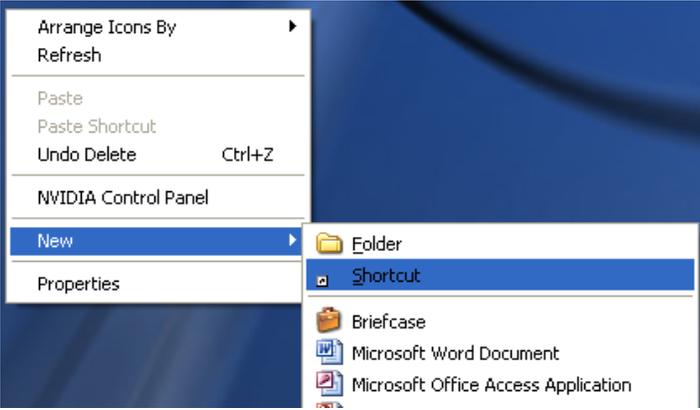
7.	<p>Uncheck the Require server verification (https:) for all sites in this zone check box.</p>  <p>The screenshot shows the 'Trusted sites' dialog box with a blue title bar. A green checkmark icon is at the top left. Below it, text reads: 'You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.' There is an 'Add this website to the zone:' field with an 'Add' button. Below that is a list of websites: 'http://isdportal.oracle.com', 'http://juror.aoc.arkansas.gov', 'http://practice.aoc.arkansas.gov', 'http://ringo.aoc.state.ar.us', and 'http://searcher.aoc.state.ar.us'. At the bottom, the checkbox 'Require server verification (https:) for all sites in this zone' is circled in red. There is also a 'Close' button at the bottom right.</p>
8.	Type http://juror.aoc.arkansas.gov in the Add this website to the zone field.
9.	Click the Add button.
10.	Click the Close button. The Trusted sites dialog box will close.
11.	Click the Custom level button (near the bottom). The Security Settings – Trusted Sites Zone dialog box will open.
12.	Click the arrow to the right of the Reset to combo box and select Low .
13.	Click the Reset button. A Warning! dialog box will appear.
14.	Click Yes in the Warning! dialog box. The dialog box will close.
15.	Scroll through the Security list and find “Initialize and script ActiveX controls not marked as safe for scripting.”
16.	Select the Enable option.
17.	Click OK . The Warning! dialog box will appear.
18.	Click Yes in the Warning! dialog box. The dialog box will close.
19.	Click OK . The Security Settings – Trusted Sites Zone dialog box will close.
20.	Click OK . The Internet Options dialog box will close.
21.	Close the Internet Explorer window and open a new Internet Explorer window.

	Login to the Juror Program as needed.
--	---------------------------------------

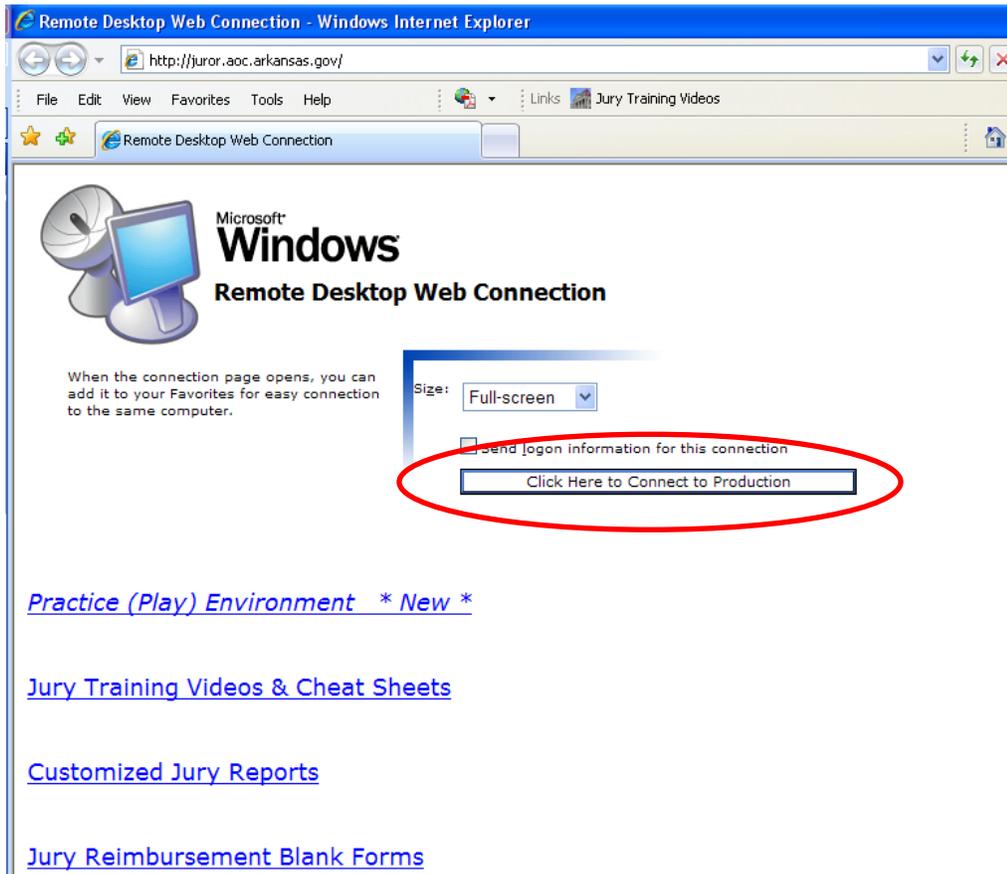
Clipboard Access Dialog Box Cheat Sheet

	Following the steps below will prevent the Clipboard Access dialog box from appearing when logging into the Juror Program.
1.	Open a browser window in Internet Explorer.
2.	Click "Tools."
3.	Click "Internet Options." The Internet Options dialog box appears.
4.	Click the "Security" tab.
5.	Select "Trusted sites" in the "Select a zone to view or change security settings" box.
6.	Click the "Custom level" button near the bottom. The Security Settings – Trusted Sites Zone dialog box appears.
7.	Scroll down until you see "Initialize and script ActiveX controls not marked as safe for scripting."
8.	Select the "Enable" option button.
9.	Click "OK" to accept the change. The Internet Options dialog box reappears.
10.	Click "OK" again. You are returned to the browser window.
11.	Close the browser window.
12.	Open a new browser window. Go to http://juror.aoc.arkansas.gov and log into the program. The Clipboard Access dialog box should not appear.

Create a Desktop Shortcut*

	<p>These steps outline how to create a shortcut to the juror webpage.</p> <p>Note: On the connection page for the Production environment of the Juror Program is a link to the Practice environment.</p>
1.	Right click on a blank part of the computer's desktop.
2.	<p>Go to New and click the Shortcut menu item. The Create Shortcut dialog box will open.</p>  <p>The screenshot shows a right-click context menu on a blue desktop background. The 'New' option is selected, and a sub-menu is open showing 'Folder', 'Shortcut', 'Briefcase', 'Microsoft Word Document', and 'Microsoft Office Access Application'. The 'Shortcut' option is highlighted in blue.</p>
3.	Type http://juror.aoc.arkansas.gov in the Type the location of the item field.
4.	Click the Next button. The Select a Title dialog box will open.
5.	Type Juror Production in the Type a name for this shortcut field.
6.	Click the Finish button. The Create Shortcut dialog box will close. <i>(continue on next page)</i>

7. Double click the shortcut icon just created. The following page should appear.



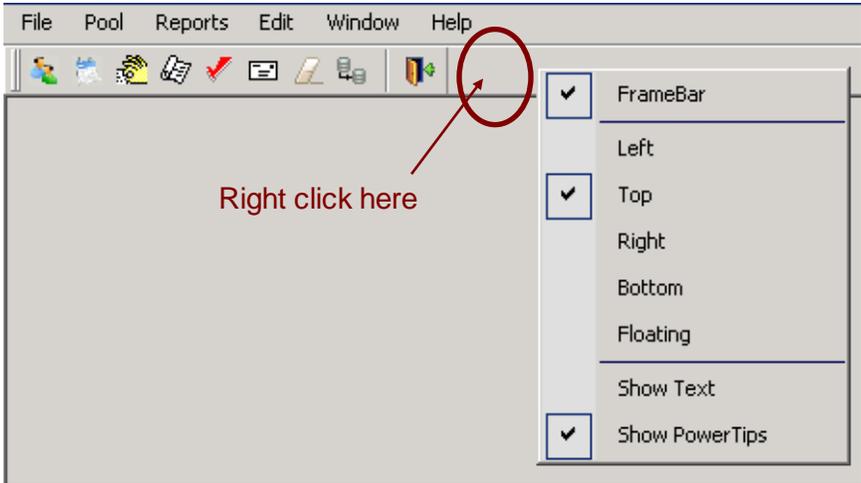
8. Notice the button labeled “Click Here to Connect to Production.” Click this button if you need to work with your location’s “real” data. Use your unique user name (first initial, middle initial, and last name) and password.
9. Notice the link labeled “Practice (Play) Environment * New *.” Click this link if you want to practice with “fake” data. Use the PRACTICE user name and password for your location.

Bar Code Scanner Carriage Return Cheat Sheet

The default setting for the Wasp WCS 3900/3905 scanner, CR* (Carriage Return), can cause scanning problems in the program. To avoid these, follow the instructions below.

1.	After connecting (installing) the bar code scanner, scan the “ None ” bar code on page 12 of the scanner booklet. (If you have a newer scanner, the page number may be different.)
2.	If you do not have the booklet, print this page and use the bar code below.
3.	 None
4.	Once you have scanned the “ None ” bar code, this setting should remain as the default – even if the scanner is unplugged and plugged back in again. If it does not, simply re-scan the “ None ” bar code.
<i>Note</i>	Having a default setting other than “ None ” for the bar code is the most common cause of people not showing up in the Attendance screen when scanned. The 9 digit participant number can be entered and this will also scan the person in and cause their name to appear in the screen.

Show Text on Buttons

	<p>Some users have experienced the text “disappearing” from buttons in the Juror Program. This quick reference guide outlines how to show (display) the text again.</p>
1.	<p>After logging into the program, enter any module (Pool, Attend, or Panel).</p>  <p>The screenshot shows the top of the application window titled "Pool Maintenance - [ACS Juror Training Database.]". Below the title bar is a menu bar with "File", "Pool", "Reports", "Edit", "Window", and "Help". Below the menu bar is a toolbar with several icons representing different functions.</p>
2.	<p>Right click in an empty spot on the button tool bar. The following menu will display.</p>  <p>The screenshot shows the same application window as in step 1, but with a context menu open over the toolbar. A red circle highlights the empty space on the toolbar where the right-click occurred. A red arrow points from the text "Right click here" to the circle. The context menu has the following items: "FrameBar" (checked), "Left", "Top" (checked), "Right", "Bottom", "Floating", "Show Text", and "Show PowerTips" (checked).</p>
3.	<p>Move the mouse down to Show Text and click once. The button text will display and the menu will close.</p>  <p>The screenshot shows the application window with the context menu closed. The toolbar now displays text labels for each button: "New Pool", "Att Date", "Edit", "Summons", "Responded", "Undeliver", "Excuse", "Mass Reas...", and "Exit".</p>
4.	<p>Click Exit or continue working in the module as needed.</p> <p>Note: If Show Text has been clicked in one module, the button text will display in all modules.</p>



Automated Jury Management Software

Example Reports

Jurisdiction: **CIRCUIT**

Pool Selection Report

Summons Date: **08/09/2013**

Type: **GROUP A**

Pool: 004130803

Todays Date: **8/12/13**

Pool Type: **Regular Pool**

Judge : DAVID CLINGER

Time: **10:13 AM**

Location: **CEDAR COUNTY CIRCUIT COURT**

Part No	Name	City/Municipality	Initial Appearance Date	Voter Reg No	DOB
000095344	03-0030 BEARD, DANIELLE R	WALNUT	08/09/2013	4130	02/10/1984
000106008	03-0029 CORDOVA, MARY J	BLACKBERRY	08/09/2013	96219	07/14/1933
000079395	03-0028 PRIMM, DANA E	UGLI	08/09/2013	102340	05/27/1945
000104949	03-0027 DAVIS JR, MERRILL	HUCKLEBERRY	08/09/2013	97013	09/23/1927
000098233	03-0026 SMITH, ANDREW S	BLUEBERRY	08/09/2013	27420	01/18/1956
000130654	03-0025 KECK, CHERIDYTH L	KIWI	08/09/2013	17020	11/24/1972
000105432	03-0024 BLACKSTOCK, REBECCA K	GRAPE	08/09/2013	12791	03/14/1971
000109610	03-0023 NEVELS, PATRICIA I	POMEGRANATE	08/09/2013	37718	08/25/1944
000126660	03-0022 BEDRAN, J B	DATE	08/09/2013	94063	01/09/1928
000098427	03-0021 JAKOWSKI, JOHN W	PEAR	08/09/2013	20353	03/20/1935
000098272	03-0020 SEARCY, DENNIS D	PLUM	08/09/2013	648243	11/16/1947
000064080	03-0019 HESS, HANNAH G	HAZELNUT	08/09/2013	4971	12/22/1977
000113471	03-0018 PACK, LELAND C	POMEGRANATE	08/09/2013	1236	03/21/1948
000125975	03-0017 SHINAULT, RAE B	WALNUT	08/09/2013	73668	08/08/1937
000114811	03-0016 EDWARDS, JILL L	KIWI	08/09/2013	20762	10/03/1956
000103772	03-0015 FRANCIS, DONALD L	FIG	08/09/2013	86064	04/21/1932
000076235	03-0014 JONES, THOMAS A	BLUEBERRY	08/09/2013	101280	10/11/1958
000090944	03-0013 COBLE, JACK	MANGO	08/09/2013	28176	05/12/1922
000128947	03-0012 HINCHEY, JOHN W	PEACH	08/09/2013	100256	01/24/1947
000131061	03-0011 DONAHUE, MARTIN M	BLACKBERRY	08/09/2013	56807	01/15/1960
000063408	03-0010 KIKER, STEVEN D	CANTALOUPE	08/09/2013	123295	01/30/1962
000108774	03-0009 HALBERT, RAYMOND C	TOMATO	08/09/2013	122606	12/07/1961
000113857	03-0008 ROSE, AUSTIN L	POMEGRANATE	08/09/2013	111297	01/11/1986
000118239	03-0007 MISENHEIMER, MILDRED I	APPLE	08/09/2013	31705	12/14/1923
000119077	03-0006 WATKINS, AARON L	GRAPEFRUIT	08/09/2013	88446	02/17/1977
000100328	03-0005 JOHNSON, RICHARD D	TOMATO	08/09/2013	3486	12/30/1948
000097728	03-0004 COPPEDGE, DOUGLAS S	MANGO	08/09/2013	59300	12/30/1974
000068760	03-0003 KALMBACH, JAMES H	GRAPEFRUIT	08/09/2013	63078	11/17/1943
000090224	03-0002 MARTIN, LAURA K	HAZELNUT	08/09/2013	466617	01/08/1965
000069024	03-0001 MCMILLEN, JUDY K	CANTALOUPE	08/09/2013	84552	09/28/1941

Total pool members: 30

Current Pool Status Report

Date: **08/12/13**

Jurisdiction: **CIRCUIT**

Pool: **004130803**

Time: **10:14 AM**

Type: **GROUP A**

Judge : **DAVID CLINGER**

Location: **CEDAR COUNTY CIRCUIT COURT**

Summons Date: **08/09/13**

Part No	Name	Status	Appearance	Phone
000095344 03-0030	BEARD, DANIELLE R 2124 LOUVENIA DR WALNUT, AR 72756-1976	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000126660 03-0022	BEDRAN, J B 375 CAMPBELL DR DATE, AR 72745	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000105432 03-0024	BLACKSTOCK, REBECCA K 620 GUN CLUB RD W GRAPE, AR 72756-5152	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000090944 03-0013	COBLE, JACK 39 SPRING VALLEY RD MANGO, AR 72756	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000097728 03-0004	COPPEDGE, DOUGLAS S PO BX 69 MANGO, AR 72736	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000106008 03-0029	CORDOVA, MARY J 1052 INGRAM BLACKBERRY, AR 72712-6791	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000104949 03-0027	DAVIS JR, MERRILL 307 VILLAGE APT B HUCKLEBERRY, AR 72732	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000131061 03-0011	DONAHUE, MARTIN M 650 COULTER RD. BLACKBERRY, AR 72758-6791	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000114811 03-0016	EDWARDS, JILL L 30 SYLVAN SHORES DRIVE KIWI, AR 72758-7641	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000103772 03-0015	FRANCIS, DONALD L 17 TERRELL RD FIG, AR 72758	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000108774 03-0009	HALBERT, RAYMOND C 309 N ADELADE TOMATO, AR 72734-4359	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000064080 03-0019	HESS, HANNAH G 1715 CENTENNIAL CLUB DR HAZELNUT, AR 72734	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000128947 03-0012	HINCHEY, JOHN W PO BOX 1431 PEACH, AR 72756-3467	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000098427 03-0021	JAKOWSKI, JOHN W 2 MELLING CIR PEAR, AR 72715-4537	Panel	08/09/13	Home: - - Work: - - local: Cell: - -

Current Pool Status Report

Date: 08/12/13

Jurisdiction: **CIRCUIT**

Pool: 004130803

Time: 10:14 AM

Type: **GROUP A**

Judge : **DAVID CLINGER**

Location: **CEDAR COUNTY CIRCUIT COURT**

Summons Date: 08/09/13

Part No	Name	Status	Appearance	Phone
000100328 03-0005	JOHNSON, RICHARD D 212 ALABAMA ST TOMATO, AR 72714-4359	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000076235 03-0014	JONES, THOMAS A 7824 MAIN STREET BLUEBERRY, AR 71000	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000068760 03-0003	KALMBACH, JAMES H P.O. BOX 1978 GRAPEFRUIT, AR 72715-4971	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000130654 03-0025	KECK, CHERIDYTH L 5631 MADISON 3350 KIWI, AR 72758-7641	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000063408 03-0010	KIKER, STEVEN D 1023 NORTH DR CANTALOUPE, -- 09340-5278	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000090224 03-0002	MARTIN, LAURA K 2302 COUNTY AVE HAZELNUT, AR 72712	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000069024 03-0001	MCMILLEN, JUDY K 22 MCMILLEN RD CANTALOUPE, AR 72715-5278	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000118239 03-0007	MISENHEIMER, MILDRED I 2118 N NEWTON APPLE, AR 72751-6249	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000109610 03-0023	NEVELS, PATRICIA I 900 N 9TH STREET POMEGRANATE, AR 72756-3761	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000113471 03-0018	PACK, LELAND C 3511 QUAIL RIDGE ROAD POMEGRANATE, AR 72734-3761	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000079395 03-0028	PRIMM, DANA E 955 S. GERMAN LANE #J1 UGLI, AR 72758	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000113857 03-0008	ROSE, AUSTIN L 2602 S 17TH ST POMEGRANATE, AR 72745-3761	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000098272 03-0020	SEARCY, DENNIS D PO BOX 78 PLUM, AR 72756	Panel	08/09/13	Home: - - Work: - - local: Cell: - -
000125975 03-0017	SHINAULT, RAE B PO BOX 238 WALNUT, AR 72712-1976	Panel	08/09/13	Home: - - Work: - - local: Cell: - -

Current Pool Status Report

Date: 08/12/13

Jurisdiction: **CIRCUIT**

Pool: 004130803

Time: 10:14 AM

Type: **GROUP A**

Judge : **DAVID CLINGER**

Location: **CEDAR COUNTY CIRCUIT COURT**

Summons Date: 08/09/13

Part No	Name	Status	Appearance	Phone
000098233	SMITH, ANDREW S	Panel	08/09/13	Home: - -
03-0026	2 SWEET GUM LANE BLUEBERRY, AR 72758-7152			Work: - - local: Cell: - -
000119077	WATKINS, AARON L	Panel	08/09/13	Home: - -
03-0006	159 GREENE 712 RD GRAPEFRUIT, AR 72751-4971			Work: - - local: Cell: - -
Total Members: 30		Responded : 30		Exc./Disq.: 0
Undeliverable: 0		Panel/Jury : 30		Deferred : 0
			Not Responded : 0	
			Trans/Reassign : 0	

Part No	Name	Status	Occupation	Age	On Call
Pool No.: 004130803		Type: GPA		Judge: DAVID CLINGER	
000095344 03-0030	BEARD, DANIELLE R	Panel		29	N
000126660 03-0022	BEDRAN, J B	Panel		85	N
000105432 03-0024	BLACKSTOCK, REBECCA K	Panel		42	N
000090944 03-0013	COBLE, JACK	Panel		91	N
000097728 03-0004	COPPEDGE, DOUGLAS S	Panel		38	N
000106008 03-0029	CORDOVA, MARY J	Panel		80	N
000104949 03-0027	DAVIS JR, MERRILL	Panel		85	N
000131061 03-0011	DONAHUE, MARTIN M	Panel		53	N
000114811 03-0016	EDWARDS, JILL L	Panel		56	N
000103772 03-0015	FRANCIS, DONALD L	Panel		81	N
000108774 03-0009	HALBERT, RAYMOND C	Panel		51	N
000064080 03-0019	HESS, HANNAH G	Panel		35	N
000128947 03-0012	HINCHEY, JOHN W	Panel		66	N
000098427 03-0021	JAKOWSKI, JOHN W	Panel		78	N
000100328 03-0005	JOHNSON, RICHARD D	Panel		64	N
000076235 03-0014	JONES, THOMAS A	Panel		54	N
000068760 03-0003	KALMBACH, JAMES H	Panel		69	N
000130654 03-0025	KECK, CHERIDYTH L	Panel		40	N
000063408 03-0010	KIKER, STEVEN D	Panel		51	N
000090224 03-0002	MARTIN, LAURA K	Panel		48	N
000069024 03-0001	MCMILLEN, JUDY K	Panel		71	N
000118239 03-0007	MISENHEIMER, MILDRED I	Panel		89	N

Jurisdiction: **CIRCUIT**

Pool Available Report

Date: **8/12/13**

Location: **CEDAR COUNTY CIRCUIT COURT**

Time: **10:31 AM**

Reporting Date : **08/09/13**

Part No	Name	Status	Occupation	Age	On Call
Pool No.: 004130803		Type: GPA		Judge: DAVID CLINGER	
000109610 03-0023	NEVELS, PATRICIA I	Panel		68	N
000113471 03-0018	PACK, LELAND C	Panel		65	N
000079395 03-0028	PRIMM, DANA E	Panel		68	N
000113857 03-0008	ROSE, AUSTIN L	Panel		27	N
000098272 03-0020	SEARCY, DENNIS D	Panel		65	N
000125975 03-0017	SHINAULT, RAE B	Panel		76	N
000098233 03-0026	SMITH, ANDREW S	Panel		57	N
000119077 03-0006	WATKINS, AARON L	Panel		36	N

* = On Call

Total available pool members: 30



000095344

0030

DANIELLE R BEARD
WALNUT



000126660

0022

J B BEDRAN
DATE



000105432

0024

REBECCA K BLACKSTOCK
GRAPE



000090944

0013

JACK COBLE
MANGO



000097728

0004

DOUGLAS S COPPEDGE
MANGO



000106008

0029

MARY J CORDOVA
BLACKBERRY



000104949

0027

MERRILL DAVIS JR
HUCKLEBERRY



000131061

0011

MARTIN M DONAHUE
BLACKBERRY



000114811

0016

JILL L EDWARDS
KIWI

Labels

Jurisdiction: CIRCUIT
Type: GROUP A

Location: CEDAR COUNTY CIRCUIT COURT

Pool Contact Report
Pool: 004130803
Regular Pool

Summons Date: 08/09/13

Date: 8/12/13
Time: 10:32 AM

Part No Seq. Name

000097728 03-0004 COPPEDGE, DOUGLAS S
Address: PO BX 69

City: MANGO Home Phone: - - Cell: - - Return Date: 08/09/13
State: AR Zip: 72736 Work Phone: - - Email:
Attend Time: 8:00 AM

Notes:

000090944 03-0013 COBLE, JACK
Address: 39 SPRING VALLEY RD

City: MANGO Home Phone: - - Cell: - - Return Date: 08/09/13
State: AR Zip: 72756 Work Phone: - - Email:
Attend Time: 8:00 AM

Notes:

000126660 03-0022 BEDRAN, J B
Address: 375 CAMPBELL DR

City: DATE Home Phone: - - Cell: - - Return Date: 08/09/13
State: AR Zip: 72745 Work Phone: - - Email:
Attend Time: 8:00 AM

Notes:

000105432 03-0024 BLACKSTOCK, REBECCA K
Address: 620 GUN CLUB RD W

City: GRAPE Home Phone: - - Cell: - - Return Date: 08/09/13
State: AR Zip: 72756-5152 Work Phone: - - Email:
Attend Time: 8:00 AM

Notes:

000104949 03-0027 DAVIS JR, MERRILL
Address: 307 VILLAGE APT B

City: HUCKLEBERRY Home Phone: - - Cell: - - Return Date: 08/09/13
State: AR Zip: 72732 Work Phone: - - Email:
Attend Time: 8:00 AM

Notes:

000106008 03-0029 CORDOVA, MARY J
Address: 1052 INGRAM

City: BLACKBERRY Home Phone: - - Cell: - - Return Date: 08/09/13
State: AR Zip: 72712-6791 Work Phone: - - Email:
Attend Time: 8:00 AM

Notes:

Jurisdiction: CIRCUIT
Type: GROUP A

Location: CEDAR COUNTY CIRCUIT COURT

Pool Contact Report
Pool: 004130803
Regular Pool

Summons Date: 08/09/13
Date: 8/12/13
Time: 10:32 AM

Part No Seq. Name

000095344 03-0030 BEARD, DANIELLE R
Address: 2124 LOUVENIA DR

City: WALNUT
State: AR

Home Phone: - -
Work Phone: - -

Cell: - -
Return Date: 08/09/13

Zip: 72756-1976
Email:
Attend Time: 8:00 AM

Notes:

Total pool members: 7

DONALD F AARON

000137974 - 89

CHRISTY L ALLEN

000109158 - 42

WILLIAM H ANDERSON

000135276 - 86

LAURA D ANTHONY

000068509 - 11

MICKEY V AUSTIN

000077324 - 57

JOHN R BAKER

000106351 - 51

Ballots

Part No	Name	Address / Additional Info	Notes
Pool No: 004130803 Judge: DAVID CLINGER			Time: 8:00 AM Room: CR
000095344 03-0030	BEARD, DANIELLE R	2124 LOUVENIA DR WALNUT, AR 72756-1976 Home: Work: Cell: Email: Miles:	
000126660 03-0022	BEDRAN, J B	375 CAMPBELL DR DATE, AR 72745 Home: Work: Cell: Email: Miles:	
000105432 03-0024	BLACKSTOCK, REBECCA K	620 GUN CLUB RD W GRAPE, AR 72756-5152 Home: Work: Cell: Email: Miles:	
000090944 03-0013	COBLE, JACK	39 SPRING VALLEY RD MANGO, AR 72756 Home: Work: Cell: Email: Miles:	
000097728 03-0004	COPPEDGE, DOUGLAS S	PO BX 69 MANGO, AR 72736 Home: Work: Cell: Email: Miles:	
000106008 03-0029	CORDOVA, MARY J	1052 INGRAM BLACKBERRY, AR 72712-6791 Home: Work: Cell: Email: Miles:	
000104949 03-0027	DAVIS JR, MERRILL	307 VILLAGE APT B HUCKLEBERRY, AR 72732 Home: Work: Cell: Email: Miles:	
000131061 03-0011	DONAHUE, MARTIN M	650 COULTER RD. BLACKBERRY, AR 72758-6791 Home: Work: Cell: Email: Miles:	

Part No	Name	Address / Additional Info	Notes
Pool No: 004130803			Time: 8:00 AM Room: CR
000114811 03-0016	EDWARDS, JILL L	30 SYLVAN SHORES DRIVE KIWI, AR 72758-7641 Home: Work: Cell: Email: Miles:	
000103772 03-0015	FRANCIS, DONALD L	17 TERRELL RD FIG, AR 72758 Home: Work: Cell: Email: Miles:	
000108774 03-0009	HALBERT, RAYMOND C	309 N ADELADE TOMATO, AR 72734-4359 Home: Work: Cell: Email: Miles:	
000064080 03-0019	HESS, HANNAH G	1715 CENTENNIAL CLUB DR HAZELNUT, AR 72734 Home: Work: Cell: Email: Miles:	
000128947 03-0012	HINCHEY, JOHN W	PO BOX 1431 PEACH, AR 72756-3467 Home: Work: Cell: Email: Miles:	
000098427 03-0021	JAKOWSKI, JOHN W	2 MELLING CIR PEAR, AR 72715-4537 Home: Work: Cell: Email: Miles:	
000100328 03-0005	JOHNSON, RICHARD D	212 ALABAMA ST TOMATO, AR 72714-4359 Home: Work: Cell: Email: Miles:	
000076235 03-0014	JONES, THOMAS A	7824 MAIN STREET BLUEBERRY, AR 71000 Home: Work: Cell: Email: Miles:	

Part No	Name	Address / Additional Info	Notes
Pool No: 004130803			Time: 8:00 AM Room: CR
Judge: DAVID CLINGER			
000068760 03-0003	KALMBACH, JAMES H	P.O. BOX 1978 GRAPEFRUIT, AR 72715-4971 Home: Work: Cell: Email: Miles:	
000130654 03-0025	KECK, CHERIDYTH L	5631 MADISON 3350 KIWI, AR 72758-7641 Home: Work: Cell: Email: Miles:	
000063408 03-0010	KIKER, STEVEN D	1023 NORTH DR CANTALOUPE, -- 09340-5278 Home: Work: Cell: Email: Miles:	
000090224 03-0002	MARTIN, LAURA K	2302 COUNTY AVE HAZELNUT, AR 72712 Home: Work: Cell: Email: Miles:	
000069024 03-0001	MCMILLEN, JUDY K	22 MCMILLEN RD CANTALOUPE, AR 72715-5278 Home: Work: Cell: Email: Miles:	
000118239 03-0007	MISENHEIMER, MILDRED I	2118 N NEWTON APPLE, AR 72751-6249 Home: Work: Cell: Email: Miles:	
000109610 03-0023	NEVELS, PATRICIA I	900 N 9TH STREET POMEGRANATE, AR 72756-3761 Home: Work: Cell: Email: Miles:	
000113471 03-0018	PACK, LELAND C	3511 QUAIL RIDGE ROAD POMEGRANATE, AR 72734-3761 Home: Work: Cell: Email: Miles:	

Persons to Attend - Fri 08/09/13
CEDAR COUNTY CIRCUIT COURT

Date: 08/12/2013
 Time: 10:34 AM

Part No	Name	Address / Additional Info	Notes
Pool No: 004130803			Time: 8:00 AM Room: CR
000079395 03-0028	PRIMM, DANA E	955 S. GERMAN LANE #J1 UGLI, AR 72758 Home: Work: Cell: Email: Miles:	
000113857 03-0008	ROSE, AUSTIN L	2602 S 17TH ST POMEGRANATE, AR 72745-3761 Home: Work: Cell: Email: Miles:	
000098272 03-0020	SEARCY, DENNIS D	PO BOX 78 PLUM, AR 72756 Home: Work: Cell: Email: Miles:	
000125975 03-0017	SHINAULT, RAE B	PO BOX 238 WALNUT, AR 72712-1976 Home: Work: Cell: Email: Miles:	
000098233 03-0026	SMITH, ANDREW S	2 SWEET GUM LANE BLUEBERRY, AR 72758-7152 Home: Work: Cell: Email: Miles:	
000119077 03-0006	WATKINS, AARON L	159 GREENE 712 RD GRAPEFRUIT, AR 72751-4971 Home: Work: Cell: Email: Miles:	

Totals For Pool : 004130803 - 30

Total Persons Attending for : Fri 08/09/13 30

Pool/Trial No: 004130803

Part No	Name
000095344	BEARD, DANIELLE R
000126660	BEDRAN, J B
000105432	BLACKSTOCK, REBECCA K
000090944	COBLE, JACK
000097728	COPPEDGE, DOUGLAS S
000106008	CORDOVA, MARY J
000104949	DAVIS JR, MERRILL
000131061	DONAHUE, MARTIN M
000114811	EDWARDS, JILL L
000103772	FRANCIS, DONALD L
000108774	HALBERT, RAYMOND C
000064080	HESS, HANNAH G
000128947	HINCHEY, JOHN W
000098427	JAKOWSKI, JOHN W
000100328	JOHNSON, RICHARD D
000076235	JONES, THOMAS A
000068760	KALMBACH, JAMES H
000130654	KECK, CHERIDYTH L
000063408	KIKER, STEVEN D
000090224	MARTIN, LAURA K
000069024	MCMILLEN, JUDY K
000118239	MISENHEIMER, MILDRED I
000109610	NEVELS, PATRICIA I
000113471	PACK, LELAND C
000079395	PRIMM, DANA E
000113857	ROSE, AUSTIN L
000098272	SEARCY, DENNIS D
000125975	SHINAULT, RAE B
000098233	SMITH, ANDREW S
000119077	WATKINS, AARON L

Totals For Pool / Trial : 30

Total Persons Attending : 30

Location: 004

Unpaid Attendance Report Summary

Date: 08/12/2013
Time: 10:35:09 AM

Pool /Event No.:	Amount	Expenses	Total
<u>004111204</u>			
Date: <u>09/29/11</u>	22.00	0.00	22.00
Date: <u>12/20/11</u>	374.00	0.00	374.00
Total For Panel: 004111204	<u>396.00</u>	<u>0.00</u>	<u>396.00</u>
<u>004120701</u>			
Date: <u>07/02/12</u>	15.00	0.00	15.00
Total For Panel: 004120701	<u>15.00</u>	<u>0.00</u>	<u>15.00</u>
<u>004120802</u>			
Date: <u>09/27/12</u>	286.00	0.00	286.00
Total For Panel: 004120802	<u>286.00</u>	<u>0.00</u>	<u>286.00</u>
<u>004130101</u>			
Date: <u>01/15/13</u>	15.00	0.00	15.00
Total For Panel: 004130101	<u>15.00</u>	<u>0.00</u>	<u>15.00</u>
<u>004130802</u>			
Date: <u>09/17/13</u>	420.00	0.00	420.00
Total For Panel: 004130802	<u>420.00</u>	<u>0.00</u>	<u>420.00</u>
<u>CV-10-219</u>			
Date: <u>08/06/13</u>	300.00	0.00	300.00
Date: <u>09/17/13</u>	650.00	0.00	650.00
Total For Panel: CV-10-219	<u>950.00</u>	<u>0.00</u>	<u>950.00</u>
<u>CV-10-219</u>			
Date: <u>09/17/13</u>	105.00	0.00	105.00
Total For Panel: CV-10-219	<u>105.00</u>	<u>0.00</u>	<u>105.00</u>
<u>CV-1ASDAS</u>			
Date: <u>08/06/12</u>	600.00	168.00	768.00
Date: <u>08/13/12</u>	600.00	16.00	616.00
Date: <u>08/14/12</u>	600.00	0.00	600.00
Date: <u>08/15/12</u>	600.00	0.00	600.00
Date: <u>08/20/12</u>	600.00	168.00	768.00
Total For Panel: CV-1ASDAS	<u>3,000.00</u>	<u>352.00</u>	<u>3,352.00</u>
<u>CV-1ASDAS</u>			

Unpaid Attendance Report Summary

Pool /Event No.:	Amount	Expenses	Total
<u>CV-1ASDAS</u>			
Date: <u>08/13/12</u>	120.00	0.00	120.00
Total For Panel: CV-1ASDAS	<u>120.00</u>	<u>0.00</u>	<u>120.00</u>
<u>CV2010-212</u>			
Date: <u>09/29/11</u>	600.00	0.00	600.00
Total For Panel: CV2010-212	<u>600.00</u>	<u>0.00</u>	<u>600.00</u>
<u>CV-2012-123</u>			
Date: <u>01/15/13</u>	650.00	0.00	650.00
Total For Panel: CV-2012-123	<u>650.00</u>	<u>0.00</u>	<u>650.00</u>
<u>CV-2012-123</u>			
Date: <u>01/15/13</u>	630.00	0.00	630.00
Total For Panel: CV-2012-123	<u>630.00</u>	<u>0.00</u>	<u>630.00</u>
<u>CV-EDIT-ATT-TEST</u>			
Date: <u>08/06/12</u>	526.00	0.00	526.00
Date: <u>08/07/12</u>	650.00	44.00	694.00
Date: <u>08/08/12</u>	650.00	0.00	650.00
Date: <u>08/09/12</u>	650.00	0.00	650.00
Total For Panel: CV-EDIT-ATT-TEST	<u>2,476.00</u>	<u>44.00</u>	<u>2,520.00</u>
<u>CV-R LIST 2</u>			
Date: <u>05/02/13</u>	435.00	0.00	435.00
Total For Panel: CV-R_LIST_2	<u>435.00</u>	<u>0.00</u>	<u>435.00</u>
<u>CV-RANDOM LIST</u>			
Date: <u>05/02/13</u>	330.00	0.00	330.00
Total For Panel: CV-RANDOM_LIST	<u>330.00</u>	<u>0.00</u>	<u>330.00</u>
<u>NEWTSTAGAIN</u>			

Location: 004

Unpaid Attendance Report Summary

Date: 08/12/2013
Time: 10:35:09 AM

<u>Pool /Event No.:</u>	<u>Amount</u>	<u>Expenses</u>	<u>Total</u>
<u>NEWTESTAGAIN</u>			
Date: <u>09/20/12</u>	600.00	0.00	600.00
Total For Panel: NEWTESTAGAIN	<u>600.00</u>	<u>0.00</u>	<u>600.00</u>
<u>NEWTESTAGAIN</u>			
Date: <u>09/20/12</u>	66.00	0.00	66.00
Total For Panel: NEWTESTAGAIN	<u>66.00</u>	<u>0.00</u>	<u>66.00</u>
<u>Totals:</u>	<u>\$11,094.00</u>	<u>\$396.00</u>	<u>\$11,490.00</u>

Jury Non-Attendance Notification

Date: 08/12/13
Time: 10:27 AM

Attendance Date:

<u>Trial No.</u>	<u>Description</u>	<u>Judge</u>
CV-12345	SMITH V JOHNSON	DAVID CLINGER

August 12, 2013

RICHARD D JOHNSON
212 ALABAMA ST
TOMATO, AR 72714-4359

To Employer:

This is to certify that RICHARD D JOHNSON appeared in the CEDAR COUNTY CIRCUIT COURT for Jury Service for the dates of:

Friday August 09, 2013

Said Juror will receive a check from our Treasurer in the amount of \$0.00.

Witness my hand and seal of the CEDAR COUNTY CIRCUIT COURT, this 12 day of August, 2013.

BRENDA DESHIELDS, Circuit Clerk

By _____ D.C.

Participant #	Name	Pool/Trial No	Time In	Time Out
Date: 08/09/2013				
000095344	BEARD, DANIELLE R	004130803	16:03	
000126660	BEDRAN, J B	004130803	16:03	
000105432	BLACKSTOCK, REBECCA K	004130803	16:03	
000090944	COBLE, JACK	004130803	16:03	
000097728	COPPEDGE, DOUGLAS S	004130803	16:03	
000106008	CORDOVA, MARY J	004130803	16:03	
000104949	DAVIS JR, MERRILL	004130803	16:03	
000131061	DONAHUE, MARTIN M	004130803	16:03	
000114811	EDWARDS, JILL L	004130803	16:03	
000103772	FRANCIS, DONALD L	004130803	16:03	
000108774	HALBERT, RAYMOND C	004130803	16:03	
000064080	HESS, HANNAH G	004130803	16:03	
000128947	HINCHEY, JOHN W	004130803	16:03	
000098427	JAKOWSKI, JOHN W	004130803	16:03	
000100328	JOHNSON, RICHARD D	004130803	16:03	
000076235	JONES, THOMAS A	004130803	16:03	
000068760	KALMBACH, JAMES H	004130803	16:03	
000130654	KECK, CHERIDYTH L	004130803	16:04	
000063408	KIKER, STEVEN D	004130803	16:04	
000090224	MARTIN, LAURA K	004130803	16:04	
000069024	MCMILLEN, JUDY K	004130803	16:04	
000118239	MISENHEIMER, MILDRED I	004130803	16:04	
000109610	NEVELS, PATRICIA I	004130803	16:04	
000113471	PACK, LELAND C	004130803	16:04	
000079395	PRIMM, DANA E	004130803	16:04	
000113857	ROSE, AUSTIN L	004130803	16:04	
000098272	SEARCY, DENNIS D	004130803	16:04	
000125975	SHINAULT, RAE B	004130803	16:04	
000098233	SMITH, ANDREW S	004130803	16:04	
000119077	WATKINS, AARON L	004130803	16:04	

Total: 30

Location: 004

Pool Attendances

Date: 08/12/2013

Attendance Date: Aug 09, 2013

Audit No: P10000775

Time: 10:49 AM

Expenses

Part No.	Name	CE T. In	T. Out	Attend Miles	Rate	Mileage Park	Trans	Child	Misc	Descr.	Misc Total	Exp. Total
000095344	BEARD, DANIELLE R	16:03	18:00	15.00					0.00		0.00	15.00
000126660	BEDRAN, J B	16:03	18:00	15.00					0.00		0.00	15.00
000105432	BLACKSTOCK, REBECCA K	16:03	18:00	15.00					0.00		0.00	15.00
000090944	COBLE, JACK	16:03	18:00	15.00					0.00		0.00	15.00
000097728	COPPEDE, DOUGLAS S	16:03	18:00	15.00					0.00		0.00	15.00
000106008	CORDOVA, MARY J	16:03	18:00	15.00					0.00		0.00	15.00
000104949	DAVIS JR, MERRILL	16:03	18:00	15.00					0.00		0.00	15.00
000131061	DONAHUE, MARTIN M	16:03	18:00	15.00					0.00		0.00	15.00
000114811	EDWARDS, JILL L	16:03	18:00	15.00					0.00		0.00	15.00
000103772	FRANCIS, DONALD L	16:03	18:00	15.00					0.00		0.00	15.00
000108774	HALBERT, RAYMOND C	16:03	18:00	15.00					0.00		0.00	15.00
000064080	HESS, HANNAH G	16:03	18:00	15.00					0.00		0.00	15.00
000128947	HINCHEY, JOHN W	16:03	18:00	15.00					0.00		0.00	15.00
000098427	JAKOWSKI, JOHN W	16:03	18:00	15.00					0.00		0.00	15.00
000100328	JOHNSON, RICHARD D	16:03	18:00	15.00					0.00		0.00	15.00
000076235	JONES, THOMAS A	16:03	18:00	15.00					0.00		0.00	15.00
000068760	KALMBACH, JAMES H	16:03	18:00	15.00					0.00		0.00	15.00
000130654	KECK, CHERIDYTH L	16:04	18:00	15.00					0.00		0.00	15.00
000063408	KIKER, STEVEN D	16:04	18:00	15.00					0.00		0.00	15.00
000090224	MARTIN, LAURA K	16:04	18:00	15.00					0.00		0.00	15.00
000069024	MCMLLEN, JUDY K	16:04	18:00	15.00					0.00		0.00	15.00
000118239	MISENHEIMER, MILDRED I	16:04	18:00	15.00					0.00		0.00	15.00
000109610	NEVELS, PATRICIA I	16:04	18:00	15.00					0.00		0.00	15.00
000113471	PACK, LELAND C	16:04	18:00	15.00					0.00		0.00	15.00
000079395	PRIMM, DANA E	16:04	18:00	15.00					0.00		0.00	15.00
000113857	ROSE, AUSTIN L	16:04	18:00	15.00					0.00		0.00	15.00
000098272	SEARCY, DENNIS D	16:04	18:00	15.00					0.00		0.00	15.00
000125975	SHINAULT, RAE B	16:04	18:00	15.00					0.00		0.00	15.00
000098233	SMITH, ANDREW S	16:04	18:00	15.00					0.00		0.00	15.00
000119077	WATKINS, AARON L	16:04	18:00	15.00					0.00		0.00	15.00

Totals: 30

\$450.00

\$0.00

\$450.00

Pre - Payment Audit Report

Date: 08/12/2013

Time: 10:50 AM

Location: 004

From: 08/09/13 To: 08/09/13

Judge: DAVID CLINGER

Participant No.	Name	Date	Pool/Trial No	Reason	Amount	Expenses	Total
000095344	BEARD, DANIELLE R	2124 LOUVENIA DR	WALNUT, AR 72756-1976				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000126660	BEDRAN, J B	375 CAMPBELL DR	DATE, AR 72745				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000105432	BLACKSTOCK, REBECCA K	620 GUN CLUB RD W	GRAPE, AR 72756-5152				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000090944	COBLE, JACK	39 SPRING VALLEY RD	MANGO, AR 72756				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000097728	COPPEDGE, DOUGLAS S	PO BX 69	MANGO, AR 72736				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000106008	CORDOVA, MARY J	1052 INGRAM	BLACKBERRY, AR 72712-6791				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000104949	DAVIS JR, MERRILL	307 VILLAGE APT B	HUCKLEBERRY, AR 72732				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000131061	DONAHUE, MARTIN M	650 COULTER RD.	BLACKBERRY, AR 72758-6791				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000114811	EDWARDS, JILL L	30 SYLVAN SHORES DRIVE	KIWI, AR 72758-7641				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000103772	FRANCIS, DONALD L	17 TERRELL RD	FIG, AR 72758				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000108774	HALBERT, RAYMOND C	309 N ADELADE	TOMATO, AR 72734-4359				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000064080	HESS, HANNAH G	1715 CENTENNIAL CLUB DR	HAZELNUT, AR 72734				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000128947	HINCHEY, JOHN W	PO BOX 1431	PEACH, AR 72756-3467				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000098427	JAKOWSKI, JOHN W	2 MELLING CIR	PEAR, AR 72715-4537				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000100328	JOHNSON, RICHARD D	212 ALABAMA ST	TOMATO, AR 72714-4359				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00

* = Fees Donated.

Pre - Payment Audit Report

Location: 004

Date: 08/12/2013

From: 08/09/13 To: 08/09/13

Time: 10:50 AM

Judge: DAVID CLINGER

Participant No.	Name	Date	Pool/Trial No	Reason	Amount	Expenses	Total
000076235	JONES, THOMAS A	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000068760	KALMBACH, JAMES H	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000130654	KECK, CHERIDYTH L	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000063408	KIKER, STEVEN D	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000090224	MARTIN, LAURA K	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000069024	MCMILLEN, JUDY K	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000118239	MISENHEIMER, MILDRED I	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000109610	NEVELS, PATRICIA I	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000113471	PACK, LELAND C	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000079395	PRIMM, DANA E	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000113857	ROSE, AUSTIN L	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000098272	SEARCY, DENNIS D	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000125975	SHINAULT, RAE B	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000098233	SMITH, ANDREW S	08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00

* = Fees Donated.

Pre - Payment Audit Report

Location: 004

Date: 08/12/2013

From: 08/09/13 To: 08/09/13

Time: 10:50 AM

Judge: DAVID CLINGER

Participant No.	Name	Date	Pool/Trial No	Reason	Amount	Expenses	Total
000119077	WATKINS, AARON L	159 GREENE 712 RD	GRAPEFRUIT, AR	72751-4971			
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
Total Transactions for Judge DAVID CLINGER : 30					<u>450.00</u>	<u>0.00</u>	<u>450.00</u>
Total Transactions : 30					<u>\$450.00</u>	<u>\$0.00</u>	<u>\$450.00</u>

* = Fees Donated.

Date Run: **Mon 08/12/13**
 Location: **004**
 From: **08/09/13 To: 08/09/13**

Attendance Audit Report

Audit No: **F30000277**

Date: **08/12/2013**
 Time: **10:52 AM**

Judge: **DAVID CLINGER**

Participant No.	Name	Date	Pool/Trial No	Reason	Amount	Expenses	Total
000095344	BEARD, DANIELLE R	2124 LOUVENIA DR WALNUT, AR	72756-1976				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000126660	BEDRAN, J B	375 CAMPBELL DR DATE, AR	72745				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000105432	BLACKSTOCK, REBECCA K	620 GUN CLUB RD W GRAPE, AR	72756-5152				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000090944	COBLE, JACK	39 SPRING VALLEY RD MANGO, AR	72756				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000097728	COPPEDGE, DOUGLAS S	PO BX 69 MANGO, AR	72736				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000106008	CORDOVA, MARY J	1052 INGRAM BLACKBERRY, AR	72712-6791				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000104949	DAVIS JR, MERRILL	307 VILLAGE APT B HUCKLEBERRY, AR	72732				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000131061	DONAHUE, MARTIN M	650 COULTER RD. BLACKBERRY, AR	72758-6791				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000114811	EDWARDS, JILL L	30 SYLVAN SHORES DRIVE KIWI, AR	72758-7641				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000103772	FRANCIS, DONALD L	17 TERRELL RD FIG, AR	72758				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000108774	HALBERT, RAYMOND C	309 N ADELADE TOMATO, AR	72734-4359				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000064080	HESS, HANNAH G	1715 CENTENNIAL CLUB DR HAZELNUT, AR	72734				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000128947	HINCHEY, JOHN W	PO BOX 1431 PEACH, AR	72756-3467				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000098427	JAKOWSKI, JOHN W	2 MELLING CIR PEAR, AR	72715-4537				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00

* = Fees Donated.

Date Run: **Mon 08/12/13**
 Location: **004**
 From: **08/09/13 To: 08/09/13**

Attendance Audit Report

Audit No: **F30000277**

Date: **08/12/2013**
 Time: **10:52 AM**

Judge: **DAVID CLINGER**

Participant No.	Name	Date	Pool/Trial No	Reason	Amount	Expenses	Total
000100328	JOHNSON, RICHARD D	212 ALABAMA ST TOMATO, AR	72714-4359				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000076235	JONES, THOMAS A	7824 MAIN STREET BLUEBERRY, AR	71000				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000068760	KALMBACH, JAMES H	P.O. BOX 1978 GRAPEFRUIT, AR	72715-4971				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000130654	KECK, CHERIDYTH L	5631 MADISON 3350 KIWI, AR	72758-7641				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000063408	KIKER, STEVEN D	1023 NORTH DR CANTALOUPE, --	09340-5278				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000090224	MARTIN, LAURA K	2302 COUNTY AVE HAZELNUT, AR	72712				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000069024	MCMILLEN, JUDY K	22 MCMILLEN RD CANTALOUPE, AR	72715-5278				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000118239	MISENHEIMER, MILDRED I	2118 N NEWTON APPLE, AR	72751-6249				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000109610	NEVELS, PATRICIA I	900 N 9TH STREET POMEGRANATE, AR	72756-3761				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000113471	PACK, LELAND C	3511 QUAIL RIDGE ROAD POMEGRANATE, AR	72734-3761				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000079395	PRIMM, DANA E	955 S. GERMAN LANE #J1 UGLI, AR	72758				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000113857	ROSE, AUSTIN L	2602 S 17TH ST POMEGRANATE, AR	72745-3761				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000098272	SEARCY, DENNIS D	PO BOX 78 PLUM, AR	72756				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00
000125975	SHINAULT, RAE B	PO BOX 238 WALNUT, AR	72712-1976				
		08/09/13	CV-12345	Panel	15.00	0.00	15.00
					15.00	0.00	15.00

* = Fees Donated.

Date Run: Mon 08/12/13
Location: 004
From: 08/09/13 To: 08/09/13

Attendance Audit Report

Audit No: F30000277

Date: 08/12/2013
Time: 10:52 AM

Judge: DAVID CLINGER

Participant No.	Name	Date	Pool/Trial No	Reason	Amount	Expenses	Total
000098233	SMITH, ANDREW S	08/09/13	2 SWEET GUM LANE BLUEBERRY, AR CV-12345	Panel	72758-7152 15.00	0.00	15.00
					15.00	0.00	15.00
000119077	WATKINS, AARON L	08/09/13	159 GREENE 712 RD GRAPEFRUIT, AR CV-12345	Panel	72751-4971 15.00	0.00	15.00
					15.00	0.00	15.00
Total Transactions for Judge DAVID CLINGER : 30					<u>450.00</u>	<u>0.00</u>	<u>450.00</u>
Overall Total Transactions : 30					<u>\$450.00</u>	<u>\$0.00</u>	<u>\$450.00</u>

* = Fees Donated.

Judge: DAVID CLINGER

Participant No.	Name	Date	Pool/Trial No	Reason	Amount	Expenses	Total
000095344	BEARD, DANIELLE R		2124 LOUVENIA DR WALNUT, AR		72756-1976		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000126660	BEDRAN, J B		375 CAMPBELL DR DATE, AR		72745		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000105432	BLACKSTOCK, REBECCA K		620 GUN CLUB RD W GRAPE, AR		72756-5152		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000090944	COBLE, JACK		39 SPRING VALLEY RD MANGO, AR		72756		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000097728	COPPEDGE, DOUGLAS S		PO BX 69 MANGO, AR		72736		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000106008	CORDOVA, MARY J		1052 INGRAM BLACKBERRY, AR		72712-6791		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000104949	DAVIS JR, MERRILL		307 VILLAGE APT B HUCKLEBERRY, AR		72732		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000131061	DONAHUE, MARTIN M		650 COULTER RD. BLACKBERRY, AR		72758-6791		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000114811	EDWARDS, JILL L		30 SYLVAN SHORES DRIVE KIWI, AR		72758-7641		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000103772	FRANCIS, DONALD L		17 TERRELL RD FIG, AR		72758		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000108774	HALBERT, RAYMOND C		309 N ADELADE TOMATO, AR		72734-4359		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000064080	HESS, HANNAH G		1715 CENTENNIAL CLUB DR HAZELNUT, AR		72734		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000128947	HINCHEY, JOHN W		PO BOX 1431 PEACH, AR		72756-3467		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000098427	JAKOWSKI, JOHN W		2 MELLING CIR PEAR, AR		72715-4537		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000100328	JOHNSON, RICHARD D		212 ALABAMA ST TOMATO, AR		72714-4359		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000076235	JONES, THOMAS A		7824 MAIN STREET BLUEBERRY, AR		71000		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000068760	KALMBACH, JAMES H		P.O. BOX 1978 GRAPEFRUIT, AR		72715-4971		
		8/9/2013	CV-12345	V	15.00	0.00	15.00
000130654	KECK, CHERIDYTH L		5631 MADISON 3350 KIWI, AR		72758-7641		
		8/9/2013	CV-12345	V	15.00	0.00	15.00

Judge: DAVID CLINGER

Participant No.	Name	Date	Pool/Trial No	Reason	Amount	Expenses	Total
000063408	KIKER, STEVEN D	8/9/2013	1023 NORTH DR CANTALOUPE, -- CV-12345	V	15.00	0.00	15.00
000090224	MARTIN, LAURA K	8/9/2013	2302 COUNTY AVE HAZELNUT, AR CV-12345	V	15.00	0.00	15.00
000069024	MCMILLEN, JUDY K	8/9/2013	22 MCMILLEN RD CANTALOUPE, AR CV-12345	V	15.00	0.00	15.00
000118239	MISENHEIMER, MILDRED I	8/9/2013	2118 N NEWTON APPLE, AR CV-12345	V	15.00	0.00	15.00
000109610	NEVELS, PATRICIA I	8/9/2013	900 N 9TH STREET POMEGRANATE, AR CV-12345	V	15.00	0.00	15.00
000113471	PACK, LELAND C	8/9/2013	3511 QUAIL RIDGE ROAD POMEGRANATE, AR CV-12345	V	15.00	0.00	15.00
000079395	PRIMM, DANA E	8/9/2013	955 S. GERMAN LANE #J1 UGLI, AR CV-12345	V	15.00	0.00	15.00
000113857	ROSE, AUSTIN L	8/9/2013	2602 S 17TH ST POMEGRANATE, AR CV-12345	V	15.00	0.00	15.00
000098272	SEARCY, DENNIS D	8/9/2013	PO BOX 78 PLUM, AR CV-12345	V	15.00	0.00	15.00
000125975	SHINAULT, RAE B	8/9/2013	PO BOX 238 WALNUT, AR CV-12345	V	15.00	0.00	15.00
000098233	SMITH, ANDREW S	8/9/2013	2 SWEET GUM LANE BLUEBERRY, AR CV-12345	V	15.00	0.00	15.00
000119077	WATKINS, AARON L	8/9/2013	159 GREENE 712 RD GRAPEFRUIT, AR CV-12345	V	15.00	0.00	15.00
					450.00	0.00	450.00

Total Participants: 30

Total Transactions: 30

Total for Audit Number : F30000277

450.00

0.00

450.00

**Panel Selection Report
Cover Sheet**

Date: **8/12/13**
Time: **10:35 AM**

Event: CV-12345	Description: SMITH V JOHNSON
Event Type: CIVIL	Judge: DAVID CLINGER
Charge Description: CIVIL CASE	Room: COURTROOM
No Requested: 30	Prosecutor Attorney:
No Sent: 30	Defense Attorney:

Data Entry

Panel End Date: _____
Event Disposition: _____
Sequestered Date: _____
Deliberation Date: _____
Judgment Amount: _____

Accused:

Please return this form together with the Panel Selection Report.

Seating Plan

Date: 8/12/13
Time: 10:35 AM

Judge: **DAVID CLINGER**
Description: **SMITH V JOHNSON**
Room: **COURTROOM**

Event: **CV-12345**
Event Date: **8/9/2013**

Prosecutor/Plaintiff Attorney: _____

Defense Attorney: _____

1	JUDY K MCMILLEN
----------	----------------------------

7	MERRILL DAVIS JR
----------	-----------------------------

2	JOHN W HINCHEY
----------	---------------------------

8	DOUGLAS S COPPEDGE
----------	-------------------------------

3	RICHARD D JOHNSON
----------	------------------------------

9	DANA E PRIMM
----------	-------------------------

4	HANNAH G HESS
----------	--------------------------

10	DENNIS D SEARCY
-----------	----------------------------

5	DONALD L FRANCIS
----------	-----------------------------

11	JAMES H KALMBACH
-----------	-----------------------------

6	STEVEN D KIKER
----------	---------------------------

12	LELAND C PACK
-----------	--------------------------

Alternates

Judge's List

Judge: **DAVID CLINGER**
 Event: **CV-12345**

Date: **8/12/13**
 Time: **10:35 AM**

Seat Random

No.	No.	Part No.	Pool Seq.	Name	Code (see legend)
*	1	000069024	03-0001	MCMILLEN, JUDY K CANTALOUPE	_____
*	2	000128947	03-0012	HINCHEY, JOHN W PEACH	_____
*	3	000100328	03-0005	JOHNSON, RICHARD D TOMATO	_____
*	4	000064080	03-0019	HESS, HANNAH G HAZELNUT	_____
*	5	000103772	03-0015	FRANCIS, DONALD L FIG	_____
*	6	000063408	03-0010	KIKER, STEVEN D CANTALOUPE	_____
*	7	000104949	03-0027	DAVIS JR, MERRILL HUCKLEBERRY	_____
*	8	000097728	03-0004	COPPEDGE, DOUGLAS S MANGO	_____
*	9	000079395	03-0028	PRIMM, DANA E UGLI	_____
*	10	000098272	03-0020	SEARCY, DENNIS D PLUM	_____
*	11	000068760	03-0003	KALMBACH, JAMES H GRAPEFRUIT	_____
*	12	000113471	03-0018	PACK, LELAND C POMEGRANATE	_____
	13	000098233	03-0026	SMITH, ANDREW S BLUEBERRY	_____
	14	000105432	03-0024	BLACKSTOCK, REBECCA K GRAPE	_____
	15	000098427	03-0021	JAKOWSKI, JOHN W PEAR	_____
	16	000119077	03-0006	WATKINS, AARON L GRAPEFRUIT	_____
	17	000090224	03-0002	MARTIN, LAURA K HAZELNUT	_____
	18	000076235	03-0014	JONES, THOMAS A BLUEBERRY	_____
	19	000095344	03-0030	BEARD, DANIELLE R WALNUT	_____

Legend: J=Jury A=Alternate NU=Not Used CS=Court Strike
 PP=Peremptory Challenge Prosecutor/Plaintiff PD=Peremptory Challenge Defense
 CP=Challenge For Cause Prosecutor/Plaintiff CD=Challenge For Cause Defense
 Note: Return to Jury Assembly Room each evening during Panel.

Judge's List

Judge: **DAVID CLINGER**
Event: **CV-12345**

Date: **8/12/13**
Time: **10:35 AM**

Seat Random

No.	No.	Part No.	Pool Seq.	Name	Code (see legend)
20	000131061	03-0011		DONAHUE, MARTIN M BLACKBERRY	_____
21	000113857	03-0008		ROSE, AUSTIN L POMEGRANATE	_____
22	000109610	03-0023		NEVELS, PATRICIA I POMEGRANATE	_____
23	000126660	03-0022		BEDRAN, J B DATE	_____
24	000114811	03-0016		EDWARDS, JILL L KIWI	_____
25	000108774	03-0009		HALBERT, RAYMOND C TOMATO	_____
26	000130654	03-0025		KECK, CHERIDYTH L KIWI	_____
27	000106008	03-0029		CORDOVA, MARY J BLACKBERRY	_____
28	000125975	03-0017		SHINAULT, RAE B WALNUT	_____
29	000090944	03-0013		COBLE, JACK MANGO	_____
30	000118239	03-0007		MISENHEIMER, MILDRED I APPLE	_____

Legend: J=Jury A=Alternate NU=Not Used CS=Court Strike
PP=Peremptory Challenge Prosecutor/Plaintiff PD=Peremptory Challenge Defense
CP=Challenge For Cause Prosecutor/Plaintiff CD=Challenge For Cause Defense
Note: Return to Jury Assembly Room each evening during Panel.

Attorney's List

Judge: **DAVID CLINGER**
 Event: **CV-12345**

Date: **8/12/13**
 Time: **10:35 AM**

Seat No.	Part No.	Pool Seq.	Name	Comment	Pool No.
	- 000095344	03-0030	BEARD, DANIELLE R WALNUT		004130803
	- 000126660	03-0022	BEDRAN, J B DATE		004130803
	- 000105432	03-0024	BLACKSTOCK, REBECCA K GRAPE		004130803
	- 000090944	03-0013	COBLE, JACK MANGO		004130803
8	- 000097728	03-0004	COPPEDGE, DOUGLAS S MANGO		004130803
	- 000106008	03-0029	CORDOVA, MARY J BLACKBERRY		004130803
7	- 000104949	03-0027	DAVIS JR, MERRILL HUCKLEBERRY		004130803
	- 000131061	03-0011	DONAHUE, MARTIN M BLACKBERRY		004130803
	- 000114811	03-0016	EDWARDS, JILL L KIWI		004130803
5	- 000103772	03-0015	FRANCIS, DONALD L FIG		004130803
	- 000108774	03-0009	HALBERT, RAYMOND C TOMATO		004130803
4	- 000064080	03-0019	HESS, HANNAH G HAZELNUT		004130803
2	- 000128947	03-0012	HINCHEY, JOHN W PEACH		004130803
	- 000098427	03-0021	JAKOWSKI, JOHN W PEAR		004130803
3	- 000100328	03-0005	JOHNSON, RICHARD D TOMATO		004130803
	- 000076235	03-0014	JONES, THOMAS A BLUEBERRY		004130803
11	- 000068760	03-0003	KALMBACH, JAMES H GRAPEFRUIT		004130803
	- 000130654	03-0025	KECK, CHERIDYTH L KIWI		004130803
6	- 000063408	03-0010	KIKER, STEVEN D CANTALOUPE		004130803

Attorney's List

Judge: DAVID CLINGER
Event: CV-12345

Date: 8/12/13
Time: 10:35 AM

Seat No.	Part No.	Pool Seq.	Name	Comment	Pool No.
	- 000090224	03-0002	MARTIN, LAURA K HAZELNUT		004130803
1	- 000069024	03-0001	MCMILLEN, JUDY K CANTALOUPE		004130803
	- 000118239	03-0007	MISENHEIMER, MILDRED I APPLE		004130803
	- 000109610	03-0023	NEVELS, PATRICIA I POMEGRANATE		004130803
12	- 000113471	03-0018	PACK, LELAND C POMEGRANATE		004130803
9	- 000079395	03-0028	PRIMM, DANA E UGLI		004130803
	- 000113857	03-0008	ROSE, AUSTIN L POMEGRANATE		004130803
10	- 000098272	03-0020	SEARCY, DENNIS D PLUM		004130803
	- 000125975	03-0017	SHINAULT, RAE B WALNUT		004130803
	- 000098233	03-0026	SMITH, ANDREW S BLUEBERRY		004130803
	- 000119077	03-0006	WATKINS, AARON L GRAPEFRUIT		004130803

Panel Summary Report

Event: **CV-12345**
Judge: **DAVID CLINGER**

Date: **8/12/13**
Time: **10:35 AM**

Part No.	Pool Seq.	Name	Result	
000095344	03-0030	BEARD, DANIELLE R	Serving	
000126660	03-0022	BEDRAN, J B	Serving	
000105432	03-0024	BLACKSTOCK, REBECCA K	Serving	
000090944	03-0013	COBLE, JACK	Serving	
000097728	03-0004	COPPEDGE, DOUGLAS S	Serving	
000106008	03-0029	CORDOVA, MARY J	Serving	
000104949	03-0027	DAVIS JR, MERRILL	Serving	
000131061	03-0011	DONAHUE, MARTIN M	Serving	
000114811	03-0016	EDWARDS, JILL L	Serving	
000103772	03-0015	FRANCIS, DONALD L	Serving	
000108774	03-0009	HALBERT, RAYMOND C	Serving	
000064080	03-0019	HESS, HANNAH G	Serving	
000128947	03-0012	HINCHEY, JOHN W	Serving	
000098427	03-0021	JAKOWSKI, JOHN W	Serving	
000100328	03-0005	JOHNSON, RICHARD D	Serving	
000076235	03-0014	JONES, THOMAS A	Serving	
000068760	03-0003	KALMBACH, JAMES H	Serving	
000130654	03-0025	KECK, CHERIDYTH L	Serving	
000063408	03-0010	KIKER, STEVEN D	Serving	
000090224	03-0002	MARTIN, LAURA K	Serving	
000069024	03-0001	MCMILLEN, JUDY K	Serving	
000118239	03-0007	MISENHEIMER, MILDRED I	Serving	
000109610	03-0023	NEVELS, PATRICIA I	Serving	
000113471	03-0018	PACK, LELAND C	Serving	
000079395	03-0028	PRIMM, DANA E	Serving	
000113857	03-0008	ROSE, AUSTIN L	Serving	
000098272	03-0020	SEARCY, DENNIS D	Serving	
000125975	03-0017	SHINAULT, RAE B	Serving	

Panel Summary Report

Event: CV-12345

Judge: DAVID CLINGER

Date: 8/12/13

Time: 10:35 AM

Part No.	Pool Seq.	Name	Result	
000098233	03-0026	SMITH, ANDREW S	Serving	
000119077	03-0006	WATKINS, AARON L	Serving	

Totals:	Jurors: 0	Peremptory Challenge Prosecutor/Plaintiff: 0	Peremptory Challenge Defense: 0
	Alternates: 0	Challenge For Cause Prosecutor/Plaintiff: 0	Challenge For Cause Defense: 0
	Serving: 30	Court Strike: 0	Not Used: 0

Panel Detail Report

Event: CV-12345

Judge: DAVID CLINGER

Date: 8/12/13

Time: 10:35 AM

Part No.	Pool Seq.	Name	Address	Home Phone	Work Phone
000095344	03-0030	BEARD, DANIELLE R	2124 LOUVENIA DR, WALNUT, AR 72756-1976		
000126660	03-0022	BEDRAN, J B	375 CAMPBELL DR, DATE, AR 72745		
000105432	03-0024	BLACKSTOCK, REBECCA K	620 GUN CLUB RD W, GRAPE, AR 72756-5152		
000090944	03-0013	COBLE, JACK	39 SPRING VALLEY RD, MANGO, AR 72756		
000097728	03-0004	COPPEDGE, DOUGLAS S	PO BX 69, MANGO, AR 72736		
000106008	03-0029	CORDOVA, MARY J	1052 INGRAM, BLACKBERRY, AR 72712-6791		
000104949	03-0027	DAVIS JR, MERRILL	307 VILLAGE APT B, HUCKLEBERRY, AR 72732		
000131061	03-0011	DONAHUE, MARTIN M	650 COULTER RD., BLACKBERRY, AR 72758-6791		
000114811	03-0016	EDWARDS, JILL L	30 SYLVAN SHORES DRIVE, KIWI, AR 72758-7641		
000103772	03-0015	FRANCIS, DONALD L	17 TERRELL RD, FIG, AR 72758		
000108774	03-0009	HALBERT, RAYMOND C	309 N ADELADE, TOMATO, AR 72734-4359		
000064080	03-0019	HESS, HANNAH G	1715 CENTENNIAL CLUB DR, HAZELNUT, AR 72734		
000128947	03-0012	HINCHEY, JOHN W	PO BOX 1431, PEACH, AR 72756-3467		
000098427	03-0021	JAKOWSKI, JOHN W	2 MELLING CIR, PEAR, AR 72715-4537		
000100328	03-0005	JOHNSON, RICHARD D	212 ALABAMA ST, TOMATO, AR 72714-4359		
000076235	03-0014	JONES, THOMAS A	7824 MAIN STREET, BLUEBERRY, AR 71000		
000068760	03-0003	KALMBACH, JAMES H	P.O. BOX 1978, GRAPEFRUIT, AR 72715-4971		
000130654	03-0025	KECK, CHERIDYTH L	5631 MADISON 3350, KIWI, AR 72758-7641		
000063408	03-0010	KIKER, STEVEN D	1023 NORTH DR, CANTALOUPE, -- 09340-5278		
000090224	03-0002	MARTIN, LAURA K	2302 COUNTY AVE, HAZELNUT, AR 72712		

Panel Detail Report

Event: CV-12345

Judge: DAVID CLINGER

Date: 8/12/13

Time: 10:35 AM

Part No.	Pool Seq.	Name	Address	Home Phone	Work Phone
000069024	03-0001	MCMILLEN, JUDY K	22 MCMILLEN RD, CANTALOUPE, AR 72715-5278		
000118239	03-0007	MISENHEIMER, MILDRED I	2118 N NEWTON, APPLE, AR 72751-6249		
000109610	03-0023	NEVELS, PATRICIA I	900 N 9TH STREET, POMEGRANATE, AR 72756-3761		
000113471	03-0018	PACK, LELAND C	3511 QUAIL RIDGE ROAD, POMEGRANATE, AR 72734-3		
000079395	03-0028	PRIMM, DANA E	955 S. GERMAN LANE #J1, UGLI, AR 72758		
000113857	03-0008	ROSE, AUSTIN L	2602 S 17TH ST, POMEGRANATE, AR 72745-3761		
000098272	03-0020	SEARCY, DENNIS D	PO BOX 78, PLUM, AR 72756		
000125975	03-0017	SHINAULT, RAE B	PO BOX 238, WALNUT, AR 72712-1976		
000098233	03-0026	SMITH, ANDREW S	2 SWEET GUM LANE, BLUEBERRY, AR 72758-7152		
000119077	03-0006	WATKINS, AARON L	159 GREENE 712 RD, GRAPEFRUIT, AR 72751-4971		

