

**AGENDA**  
**JURY MANAGEMENT**  
**Track Committee**  
**August 1, 2007**

9:00 a.m.

**Participant Introductions**

9:15 a.m.

**Overview**

- Pilot Project Recap
- Review Concept of Operation
- Legislative Changes
- Implementation Approach
- Committee Goals Discussion
- Session Approach – Brenda Marks

10:00 a.m.

**Jury Demonstration and Review of Functional Requirements**

- Import of a Secretary of State file
  - Matching Criteria
- Review of the Jury Master records
  - Searching
  - Voter ID
  - Maintenance of Permanently Excused
  - Master Records Information
- Creation of Juror Group for each court of county
  - Create Groups
  - Random Selection – Report Number
  - Creation of Juror Group Questionnaire at Group Level
  - Processing Questionnaires in Jury Master Records
  - Explanation of Availability
- Panel Creation
  - Creating New Panel
  - Summons Document
  - Processing Juror Panel Notices
  - Add Additional Juror to Panel
  - Reinstate Juror to Panel
  - Juror Sign in Affidavit
  - Voir Dire
  - Panel Status Update
  - Panel Status Report
- Payment of Jurors and Trials
- Financial Processes

- Miscellaneous Functionality
  - Juror attendance records
  - Label Printing
- Reports

1:30 p.m.

### **Records Retention**

- Records Retention Schedule
- Develop Records Purging Requirements

2:00 p.m.

### **Review Standard Table Setup and Configuration**

- Demonstrate State Standard Setups
- Validate Setups and Identify Gaps

2:30 p.m.

### **Review Standard Table Values for Jury Management**

- Validate Standard Table Values
- Identify Gaps in Standard Values

3:30 p.m.

### **Review and Prioritize Functional Gaps**

- Filter/search/verify individual jurors may not appear on master list more than once
- Ability to maintain separate master juror lists containing same jurors
- Maintenance of permanently excused records
- Indicate on Jury Master record tab whether data is present
- Period of Unavailability flag to juror tab of juror master
- Add zip code to group window for sorting
- Export multiple juror groups by year for each limited court filtered by area ward
- Ability to lock limited jurisdiction group for use by the jury commissioner
- Ability to draw additional jurors filter by a designated area of the county
- Ability to draw additional jurors filtering by a designated area of the county (ward or zip code)
- All questionnaire fields to the juror record (to match questionnaire)
- Allow for mass assignment of juror status and next eligible date (by juror number or reporting number)
- Default post-summons panel status
- Panel selection # to Voir Dire and Merge Codes
- Panel History Enhancement and Panel History Reporting
- Allow expense and disbursement records not tied to a specific juror but reference a group or panel (i.e. meals, witness fees, etc.)

- Ability to Print Checks or Warrants
- Unavailable Juror Report
- Addition of imaging functionality