

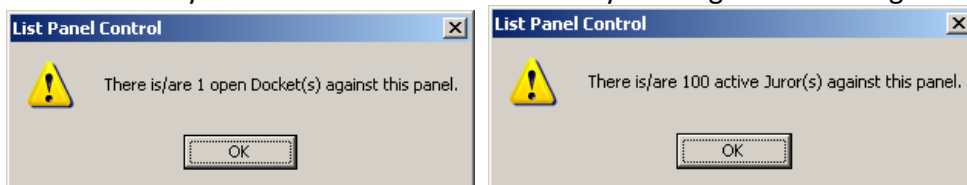


# Jury

## Instructions for Closing a Panel

### To close a panel:

- Click Jury Panel Control on the main toolbar in the Main Menu. This will bring up a List Panel Control window.
- Highlight the panel you want to close.
- Click the Close Panel on the toolbar.
- If there are any Active Dockets or Active Jurors you will get this message.



*(Refer below on what to do if you have active dockets or jurors.)*

If not you will get a message asking you to confirm that you want to close the panel

### Note:



The system will not allow you to close a panel if there are any open dockets or jurors associated with the panel.

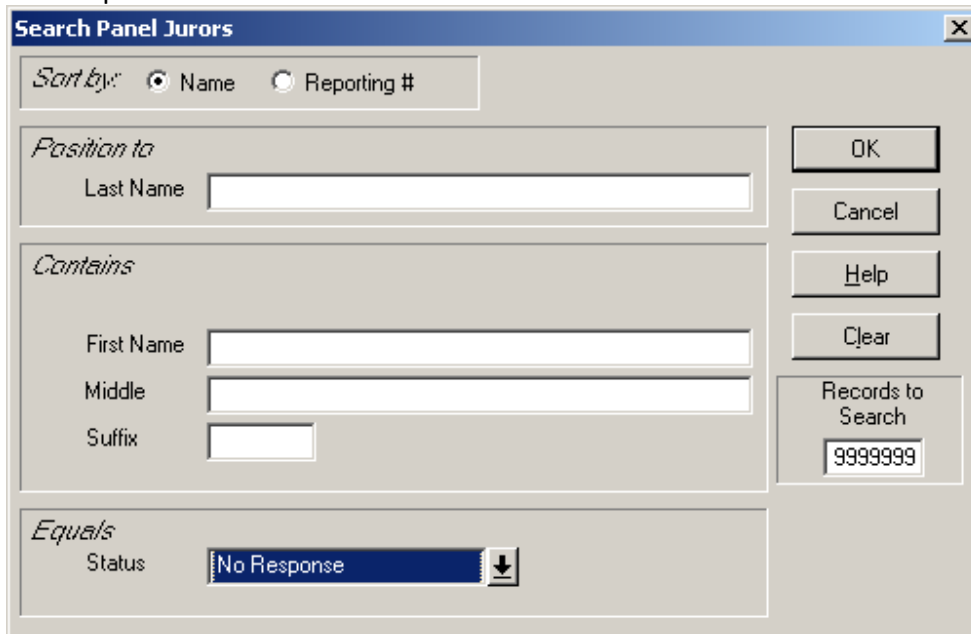
### Close Active Dockets:

- Click Jury Docket Control on the main toolbar in the Main Menu. This will bring up a *List Docket Control* window.
- Highlight the Docket that is active and click the Change button on the toolbar.
- Click the Close button and you will have to enter the Date Closed. After that hit the Change button and the docket will be closed.

Panel Year	2010			Change
Panel #	3			Cancel
Docket Control #	1			Help
Docket Type	District	Date Pulled	12/28/2009	Refresh
Docket Control Active?	<input checked="" type="checkbox"/>	Date Closed	0/0/0000	Close
Docket Control Desc.1	TEST			
Docket Control Desc.2	TEST			
Docket Control Desc.3	TEST			
Docket Control Desc.4				
Reporting Date	1/4/2010	Reporting Time	8:00 am	Expected Trial End Date
Court Room	1			
Judge #...	9 HONORABLE STEPHEN W. KIKECHER			
Court Location...	DIST1 DISTRICT COURTROOM #1			

### Check for Active Jurors on a Panel:

- Click Jury Panel Control  on the main toolbar in the Main Menu. This will bring up a *List Panel Control* window.
- Highlight the panel that active jurors reside on.
- Click the  List Jurors on a Panel button on the toolbar.
- From *List Panel Jurors* display, you will need to search for the jurors who have a status of 'No Response'.



**Search Panel Jurors**

Sort by:  Name  Reporting #

Position to  
Last Name

Contains  
First Name   
Middle   
Suffix

Equals  
Status **No Response** ↓

OK  
Cancel  
Help  
Clear

Records to Search  
9999999

These are the jurors who most likely received a Qualification Form and nothing was ever done within the system or they did not return it.

- Something has to be done on these Jurors in order to Close the Panel. Either 'Qualify', "Exempt" or anything other than a 'No Response' as the *Status*.
- Once there are no active dockets or jurors it will allow you to close the panel.