



JURY MANAGEMENT

v7.3.0

MARCH 2019

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PROGRAM

ENHANCEMENTS

#46014 - Requested by Cassia County

Add text and emailing feature to Jury program.

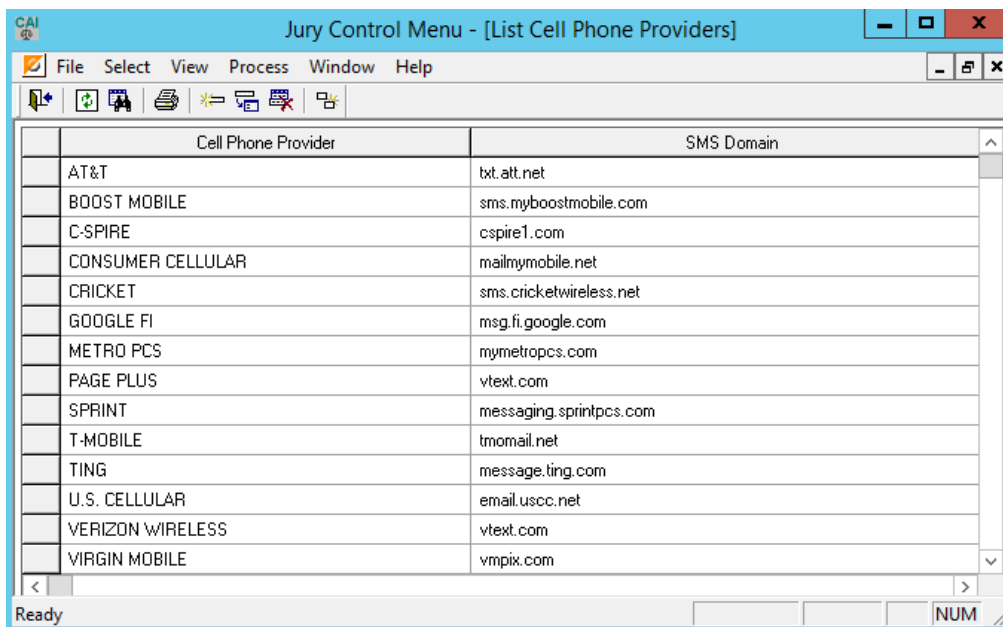
Juror text and email notifications are now available in the CAI Jury Program.

- **NOTE:** Please contact Computer Arts Help Desk if your county is interested in using this texting feature. It is not automatically setup for use.

In the Jury Control Menu, there is a new icon titled *Cell Phone Providers*. This list contains cell phone providers and their SMS Domain; this is a required to send notifications to jurors. The Jury v7.3.0 update will have most commonly used providers installed.



You will have the ability to add, change, copy, or delete providers. In order to add a new cell phone provider, you will need to obtain the SMS Domain from the provider.



The Qualification Form report (JY014) was updated to include a section for the juror to opt-in for text/email messages:

DATE OF THIS SELECTION: 01/21/2015 REPORTING NO: 1
 PANEL YEAR: 2015 PANEL NO: 1 WHEEL NO: 39840

NOTE >> THIS IS NOT A SUMMONS FOR JURY DUTY, BUT A QUESTIONNAIRE TO DETERMINE WHETHER YOU WILL BE SUBJECT TO CALL FOR FUTURE JURY DUTY.

If you have any questions contact the Jury Commissioner's Office at (208) 222-2222.

JUROR QUALIFICATION FORM

COMPLETE AND RETURN THIS FORM WITHIN 10 DAYS AFTER YOU RECEIVE IT TO THE CLERK OF THE DISTRICT COURT

FOR CLERKS USE ONLY

MAKE NAME AND/OR ADDRESS CORRECTIONS IN THIS AREA

I would like to receive Jury notification via: Text Email Email Address _____
 Cell Phone Number _____ Wireless Service Provider _____

THE FIRST 6 QUESTIONS LISTED BELOW MUST BE ANSWERED.

At the panel or docket level, enter juror's cell phone number, cell phone provider, and flag the Receive Texts box to send text messages.

Add the juror's email address and flag the Receive Emails box to send email messages.

When finished, click the Change button:

Change Master Source List

Last Name: JUROR
 First Name: FIRST
 Middle: _____ Suffix: _____
 Drivers License: 00000000 Donate Jury Fees?

Street	Mail
Address 1: 123 WEST MAIN ST	123 WEST MAIN ST
Address 2: _____	_____
City: MERIDIAN	MERIDIAN
State: ID Zip: 83642-____	ID Zip: 83642-____

{Copy Street Address to Mailing Address} Copy -->

Soc Sec #: 0000 Distance: 0
 Birth Date: 01/01/1999 Date Qual Sent: 7/8/2015
 Home Phone: () - - Postponed: 0/0/0000
 Work Phone: () - - Exemption... _____
 Extension: _____ Available Date: 0/0/0000 *{Temp Exemption}*

Cell Phone: (208)101-0101 E-mail: first@juror.com Receive Emails
 Cell Provider...: VERIZON WIRELESS Receive Texts Text Juror

Juror Info: FIRSTJUROR

Date Address was Manually Changed: 0/0/0000 Assigned to a Panel? Voir Dire?
 File Updated Date: 5/23/2014

Master Source: 59943
 Panel: _____

Panel: 2015 3
 Reporting #: 1
 Qualified: _____

Docket: _____
 Docket #: 0

Change

Cancel All

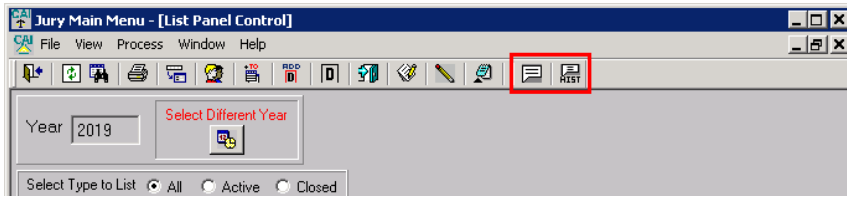
new

Refresh

Voir Dire Excused Source Juror Panels: A Juror Dockets: A Scan

Name/Address History Jurors History Notes View

From either the List Panel Control or List Docket Control you will see two new icons:



Jurors to Message is where messages are sent.



Juror's Messaging History lists the batch history of notifications sent.

(messages are stored in history as batches, each time a message is sent, it is given a batch number)

If you need to send a text and/or email message to an individual juror, click the **Text Juror** button on the Change Master Source List panel:

The Send Text Process panel opens to send an individual message. The top half of this panel is the information about the juror. The message portion has an option to copy the last text message sent, or you can type a new message, and then click Send.

Send Text Process X

Last Name: <input type="text" value="TEST"/>	Master Source: <input type="text" value="57892"/>	Panel: <input type="text" value="2015"/> <input type="text" value="3"/>	Docket: <input type="text" value="0"/>
First Name: <input type="text" value="JUROR"/>	Panel: <input type="text" value="Panel"/> <input type="button" value="↓"/>	Reporting #: <input type="text" value="2"/>	<input type="text" value=""/> <input type="button" value="↓"/>
Middle: <input type="text"/> Suffix: <input type="text"/>	Qualified: <input type="text" value="Qualified"/> <input type="button" value="↓"/>		
Cell Phone: <input type="text" value="(208)888-8888"/>			
Cell Provider: <input type="text" value="VERIZON WIRELESS"/>			

Enter Message:

Type message here or Copy Last Message and click Send.

Batch #:

The Juror's Messaging History icon displays the history of texts/emails sent. To resend a message, highlight the jurors to notify (CTRL+click) and select **Resend**. If the status column lists anything besides "Sent" (such as Ready or Error) please contact Computer Arts.

List Jury Messaging-Panel X

Year-Panel: Active

Search by Batch #/Last Name

Batch #: Last Name:

Name	Status	Sent Timestamp	Cell Phone	Message	Done
RECIPIENT: JUROR: JAVIER	Sent	2/22/2019 5:46:36 pm	(208) 888-8888	CAI testing	<input type="button" value="Done"/>
RECIPIENT: JUROR: JAVIER	Sent	2/22/2019 5:47:36 pm	(208) 888-8888	CAI testing	<input type="button" value="Refresh"/>
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 1:36:06 pm	(208) 888-8888	CAI testing	<input type="button" value="Search"/>
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 2:42:43 pm	(208) 888-8888	CAI testing	<input type="button" value="Resend"/>
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 2:42:44 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 2:42:46 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 2:42:46 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 1:36:06 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 2:42:43 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 2:42:45 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 2:42:46 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/22/2019 5:46:36 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/22/2019 5:47:36 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 1:36:06 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 2:42:43 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 2:42:45 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 2:42:46 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 2:42:46 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/22/2019 5:46:35 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Error	2/22/2019 5:46:35 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/22/2019 5:47:36 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Error	2/22/2019 5:47:36 pm	(208) 888-8888	CAI testing	
RECIPIENT: JUROR: JAVIER	Sent	2/25/2019 1:36:06 pm	(208) 888-8888	CAI testing	

Master Seq #: Batch #: Panel Year: Panel #: Reporting #: Message Type:

Name: E-mail:

Cell Phone: SMS Domain:

Message: Message Timestamp:

Status:

Status Message: Sent Timestamp:

In the Search button, you can search the history by the options in the panel:

Filter Jury Messaging-Docket [X]

Position to

Last Name

First Name

Contains

Batch #

Reporting #

Cell Phone

SMS Domain

Status [v]

OK

Cancel

Help

Clear

Records to Search

Please contact the Help Desk if you have any questions or need assistance with the Jury texting feature.

Email: service@gocai.com

Phone: 208-385-9335

#29905 - Requested by Bonner County

Request is to add a new field to hold more characters in description areas of Change Panel Control that will print on the Order to Appear report (JY0117B). Development added a new field to extend character length in the Panel Control and print on the *Order to Appear* report.

Description fields in Change Panel Control:

Judge #	Description 1	Description 2	Description 3	Description 4	Date Pulled	Report Date	Expect
1	HD #29905 BETA TEST FOR ADD	TEST DOCKET1123 HD #29905 BETA TEST FOR	TEST DOCKET112456 HD #29905 BET	TEST DOCKET1237TEST DOCKET123/TE	8/31/2017	8/29/2017	9/13/20
1	TEST JEROME REPORT				7/8/2017	7/8/2017	12/31/19
1	TESTING				7/19/2016	7/19/2016	0/0/000

The extended character length holds more text and prints on the report from the Docket Control:

IN THE DISTRICT COURT OF THE 5TH JUDICIAL DISTRICT OF THE
STATE OF IDAHO, IN AND FOR THE COUNTY OF ADAMSON

Order to Appear for Jury Service
555 NORTH SOUTH MAIN MERIDIAN, ID 83642-5442

PANEL: 3
REPORTING NUMBER : 1

[REDACTED]
[REDACTED]
JEROME, ID 83338

KEEP THIS DOCUMENT FOR YOUR RECORDS

YOU ARE HEREBY SUMMONED to appear as a prospective juror in the District Court of Bonner County, of the First Judicial District of Idaho, at the Courthouse in Sandpoint, Idaho. **PLEASE COMPLETE THE ENCLOSED QUALIFICATION FORM AND RETURN WITHIN 10 DAYS.** You will be notified by mail or email, or telephone of your status once we have reviewed your questionnaire.

DATES OF SERVICE: 07/08/2017 through 12/31/2017.

You are required to be available during your dates of service for jury trials. *You will not serve all of these days.*

CURRENT JURY TRIAL DATES:

This Is For Bonners Report - Jy117B. It Does Not Show On The Regular Order To Appear. This Is For Bonners Report - Jy117B. It Does Not Show On The Regular Order To Appear. This Is For Bonners Report - Jy117B. It Does Not Show On The Regular Order To Appear. This Is For Bonners Report - Jy117B. It Does Not Show On The Regular Order To Appear. This Is For Bonners Report - Jy117B. It Does Not Show On The Regular Order To Appear. This Is For Bonners Report - Jy117B. It Does Not Show On The Regular Order To Appear. This Is For Bonners Report - Jy117B. It Does Not Show On The Regular Order To Appear. This Is For Bonners Report - Jy117B. It Does Not Show On The Regular Order To Appear.

REPORTING INSTRUCTIONS:

You must call or check the Jury website for reporting instructions EACH FRIDAY EVENING AFTER 6:00 P.M. INCLUDING THE FRIDAY BEFORE THE FIRST DAY OF YOUR MONTH OF SERVICE. Have your **PANEL and REPORTING NUMBER** (located in the upper right corner of this document) ready as you will receive instructions for the entire week.

JURY MESSAGE RECORDING NUMBER 208-265-1477

This message line is available 24 hours a day.

Website: www.bonnercountyid.gov

Select "Jury Service" under County Quick Links

If the message line and/or website are not working, Please call 208-290-4993

#35542 – Requested by Bonner County

When manually adding new jurors to the Master Source List, the system does not allow the Street Address to copy to the Mailing Address. Added a **Copy** button to copy street address to mailing address.

The screenshot shows a web form titled "Add Master Source List" with a close button (X) in the top right corner. The form is organized into several sections:

- Personal Information:** Last Name, First Name, Middle, Suffix, Drivers License, and a checkbox for "Donate Jury Fees?".
- Address Section:** Divided into "Street" and "Mail" columns. Each column has fields for Address 1, Address 2, City, State, and Zip.
- Copy Button:** A button labeled "{Copy Street Address to Mailing Address} Copy -->" is highlighted with a red box, positioned below the address fields.
- Other Fields:** Soc Sec #, Birth Date, Home Phone, Work Phone, Extension, Cell Phone, Juror Info, Distance Home to Court House, Date Qual Sent, Exemption..., Status (with a dropdown menu currently set to "Eligible"), Postponed, and E-mail.

On the right side of the form, there are four buttons: "Add", "Cancel", "Help", and "Refresh".

REPORTS

BUGS & FIXES

#47371 – Requested by Computer Arts, Inc.

Remove the word ALPHA from the header of the Payment Proof List (JY016 and JY0167B).

Removed ALPHA from report.


ENHANCEMENTS

#41564 - Requested by Bonner County (custom report)

District Court judge requested layout changes to the Qualifications Form report (JY0147B) to add more questions and add the Voir Dire to the back. We changed the reports to accommodate this request.

#47340 – Requested by Computer Arts, Inc.

Update Qualifications Form report (JY014) to add section where juror may opt in to receive text and/or email notifications.

DATE OF THIS SELECTION: 01/21/2015 REPORTING NO: 1 PANEL YEAR: 2015 PANEL NO: 1 WHEEL NO: 39840	JUROR QUALIFICATION FORM
NOTE >> THIS IS NOT A SUMMONS FOR JURY DUTY , BUT A QUESTIONNAIRE TO DETERMINE WHETHER YOU WILL BE SUBJECT TO CALL FOR FUTURE JURY DUTY . If you have any questions contact the Jury Commissioner's Office at (208) 222-2222.	COMPLETE AND RETURN THIS FORM WITHIN 10 DAYS AFTER YOU RECEIVE IT TO THE CLERK OF THE DISTRICT COURT
	FOR CLERKS USE ONLY _____ _____ _____
	MAKE NAME AND/OR ADDRESS CORRECTIONS IN THIS AREA _____ _____ _____
I would like to receive Jury notification via: <input type="checkbox"/> Text <input type="checkbox"/> Email Email Address _____ Cell Phone Number _____ Wireless Service Provider _____	
THE FIRST 8 QUESTIONS LISTED BELOW MUST BE ANSWERED .	

#39076 – Requested by Jerome County (custom report)

Create a Docket Scramble Layout report for 144 jurors. We created a new report, JY3812J3.

#37583 – Requested by Bonner County (custom report)

Request is to create a report that will print the total monthly payments to jurors for a payment date range, not just by specific panel and/or docket. New report created (JY0167B) to accommodate this request.

Date range option added to filter:

Report results:

03/05/2019 10:55:16 JY016 COMPUTER ARTS, INC. -CAIDATA ADAMSON COUNTY PAGE 1

PAYMENT PROOF LIST

SELECTION: All Payments
 PAYMENTS POSTED FROM: 01/01/2010 To 12/31/2018

Reporting #	Master Seq #	Year-Panel #	Docket #	Docket Type	Days Served FY	Trans No.	Posted Status	Date Posted	Trans Code	Amount
585	10794	2010-03-3		M-MIAG/ISTRATE	0.5	11465	MILEAGE POSTED	10/20/2010	MILE	4.50
						11466	SERVICE POSTED	10/20/2010	SERV	5.00
JUROR GRAND TOTAL:										9.50
462	12253	2010-06-3		M-MIAG/ISTRATE	0.5	12876	MILEAGE POSTED	07/27/2011	MILE	22.50
						12877	SERVICE POSTED	07/27/2011	SERV	5.00
JUROR GRAND TOTAL:										27.50

#38659 – Requested by Blaine County (custom report)

Apply custom changes to the Jury Summons report (JY0115B). Changes were made for Blaine County.

#46601- Requested by Bonner County (custom report)

Request to customize the Order to Appear for Grand Jury Service report (JY0107B).