



JURY

Juror Payments and Attendance

Table of Contents

OVERVIEW.....	2
JUROR ATTENDANCE- ADD / CHANGE.....	2
JUROR PAYMENTS - ADD / CHANGE.....	4
REPORTS.....	6
EXPORT TO FINANCIAL.....	6

OVERVIEW

Once the Jurors have completed the jury service and their status says “Completed”, you can create the payments to be issued by the clerk.

Before the Payments can be created, the Attendance for the jurors needs to be entered. You can enter Attendance as a Mass Attendance entry, or you can enter individually. After entering in the Attendance, you can create the payments to the jurors. The payments can be created as a Mass Payment entry, or you can create them individually. After the Attendance and Payments are entered, you will run a payment report to verify that the payment information is correct. Next, you will export the payment information to the Financial clerk to process the payments.

JUROR ATTENDANCE

Add Attendance

Open the Docket you are working with.

To do a **Mass Assign Attendance**:

- 1) In the *List Docket Jurors* window, enter the number of Full Days and/or Half Days for the hearing.
- 2) Highlight Jurors
- 3) Select the Attendance button. This will populate the Attendance columns for each juror.

The screenshot shows the 'List Docket Jurors' window with the following details:

- Docket #: 2010-1-2, Docket Type: District
- Judge #: 6, COLLIN W. LUKE
- Court Location: 1, Puled: 3/10/2010, Reporting Date: 3/10/2010
- Court Room: 10, Closed: 0/0/0000, Reporting Time: 8:00 am, Active:
- Sort by: Name, Reporting #
- Mass Assign Attendance: Full Days: 0, Half Days: 0
- Mass Assign Payments: Mileage..., Service...

Name	Reporting #	Status	Full	Half	Trips	Amount
BROWER, EVA LOUISE	13	Completed	0	0	0	0.00
CHAN, YEE WAN REBEC	41	Completed	3	0	6	30.00
BYRNE, LYNNE A	68	Completed	3	0	6	30.00

Buttons on the right side of the window include: Done, Search F4, Refresh F5, View, Copy Docket, Copy Selected, In Court, Release, Reactivate, Attendance (highlighted), and Pay Jurors.

Bottom navigation bar: Juror Info F7, Voir Dire F8, Jurors History F9, Attendance F10, Payments F11

To enter **Attendance individually**

- 1) Highlight the juror from the List Docket Jurors window.
- 2) Select the **Attendance** button at the bottom of window.
- 3) In the Change Docket Juror window, enter the number of Full Days and/or Half Days of service.
- 4) Select Change to save the change.

The screenshot shows the 'Change Docket Jurors' window with the following fields and values:

Panel #	1			Change
Docket Control #	2			Cancel
Reporting #	13			Help
Name	BROWER, EVA LOUISE			Refresh
Court Location	MADISON COUNTY			
Full Days	1	Status	Completed	
Half Days	0	Distance from Home to Court House	8	Default Distance 8
Trips	2	Mileage Rate	0.445	Mileage Base Distance: 30
Service Due	10.00	Mileage Due	7.12	
Paid Service	0.00	Amount Paid Mileage	0.00	

Change Attendance

To Change Attendance- From the List Docket Jurors window, Highlight the Juror, select the Attendance button at the bottom of the window and make the changes. Select the Change button to save the changes.

JUROR PAYMENTS

Add Payments

To do **Mass Payments**

- 1) Enter the Mileage Payment Code and the Service Payment Code.
- 2) Now highlight all the jurors you would like to pay.
- 3) Select Pay Jurors.

The screenshot shows the 'List Docket Jurors' window with the following details:

- Docket #:** 2010-1-2
- Docket Type:** District
- Judge #:** 6, COLLIN W. LUKE
- Court Location:** 1
- Pulled:** 3/10/2010
- Reporting Date:** 3/10/2010
- Court Room:** 10
- Closed:** 0/0/0000
- Reporting Time:** 8:00 am
- Active:**

Mass Assign Attendance:

- Sort by:** Name, Reporting #
- Attendance:** Full Days: 0, Half Days: 0

Mass Assign Payments:

- Payment Codes:** Mileage... MILES, Service... SERVE

Name	Reporting #	Status	Full	Half	Trips	
BROWER, EVA LOUISE	13	Completed	0	0	0	0.00
CHAN, YEE WAN REBEC	41	Completed	3	0	6	30.00
BYRNE, LYNNE A	68	Completed	3	0	6	30.00

Buttons: Done, Search F4, Refresh F5, View, Copy Docket, Copy Selected, In Court, Release, Reactivate, Attendance, Pay Jurors.

Bottom Bar: Juror Info F7, Voir Dire F8, Jurors History F9, Attendance F10, Payments F11.

To add **Payments Individually**-

1. Highlight the juror from the List Docket Jurors window.
2. Select the Payments button at the bottom of the window.
3. In the List Juror Payment window select the Add Jurors Payment button on the bottom left of the window. This will take you to the Add Juror Payments window.
4. Select Mileage, Service, or Other. Enter the Payment Type Code and the Amount.
5. Select Add to save the payment.

Change Payments

You will need to Remove the Juror Payment first, then Add Juror Payment again correctly, you cannot change or modify a payment.

1. Highlight the Juror from the List Docket Jurors window.
2. Select the Payments button at the bottom of the window. You will be in the List Juror Payments window.
3. Select Remove Juror Payment.

4. In the Delete Juror Payment window, select the Delete button. Now Add Juror Payment. See instructions above to Add Individual Payment.

REPORTS

Once you have all the payments entered, you need to run the *Payment Proof List* report and check to make sure everything was entered correctly.

04/02/2010 14:30:53 JY016 COMPUTER ARTS, INC. PAGE 1									
PAYMENT PROOF LIST									
SELECTION: Panel Year = 2010 Panel Number = 1 Docket Number = 2 All Payments									
Jury Panel Year: 2010 Jury Panel: 1 Docket No. 2 D *** ALPHA ***									
Reporting #	Master Seq #	Name	Days Served	FY	Trans No.	Posted Status	Date Posted	Trans Code	Amount
13	5536	BROWER, EVA LOUISE	3.0		2647	MILEAGE		SERVE	21.36
					2648	SERVICE		MILES	30.00
								JUROR TOTAL MILEAGE:	21.36
								JUROR TOTAL SERVICE:	30.00
								JUROR TOTAL OTHER:	0.00
								JUROR GRAND TOTAL:	51.36
68	14706	BYRNE, LYNNE A	3.0		2651	MILEAGE		SERVE	10.68
					2652	SERVICE		MILES	30.00
								JUROR TOTAL MILEAGE:	10.68
								JUROR TOTAL SERVICE:	30.00
								JUROR TOTAL OTHER:	0.00
								JUROR GRAND TOTAL:	40.68
41	12230	CHAN, YEE WAN REBEC	3.0		2649	MILEAGE		SERVE	8.01
					2650	SERVICE		MILES	30.00

Once you have looked at the Payment Proof List report, then you can post payments to the Financial Interface.

EXPORT PAYMENTS TO FINANCIAL

To send the payments to the Financial you need to go back to List Docket Control. On List Docket Control you need to highlight the docket you want to post payments for and hit the Create Payment Records to the Financial Interface. 