



Commissioners Guide

Updated:
September 2023

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1. Introduction

The Clerk of Court has implemented a completely digital jury management system, ezJury™. ezJury™ starts by coordinating the mailing of a traditional paper questionnaire to a random selection of potential jurors in an effort to form an annual pool of jurors that can be used for jury trials. This questionnaire provides the option for the recipient to answer their questionnaire through an online portal (Juror Portal) instead of returning the completed mailed questionnaire. In either case (online submission or paper form), as a Jury Commissioner you will only be reviewing questionnaire answers electronically.

1.1 Traditional Paper Questionnaires

The recipient of the questionnaire may complete and mail back the paper form to the court. The Clerk of Court has already received these, scanned and imaged these into ezJury™. ezJury™ has also converted the handwriting on these forms into data within the system. The questionnaire is a 2-page form (front and back), however when you review the image it will contain the front and back together in one image. See below:

MONTGOMERY COUNTY CIRCUIT COURT CLERK'S OFFICE
Erica W. Conner, Clerk
c/o ezJury™ Processing Center
7230 Lee Deforest Dr
Suite 106
Columbia, MD 21046

*000243111-5-B
Kyle B Sites
205 Boxwood Dr Apt 28
Christiansburg, VA 24073-1134
000006676

MONTGOMERY COUNTY CIRCUIT COURT CLERK'S OFFICE
Erica W. Conner, Clerk
c/o ezJury™ Processing Center
7230 Lee Deforest Dr
Suite 106
Columbia, MD 21046
01211

ADDRESSSEE IS DECEASED
Date of Death

2021 Jury Questionnaire

You may fill this form out online at www.jurorportal.com/montgomery
OR RETURN COMPLETED QUESTIONNAIRE WITHIN 10 DAYS

In accordance with Virginia law, your name has been randomly selected as a prospective juror for Montgomery County Circuit Court. This is NOT a summons to appear. Please complete this CONFIDENTIAL questionnaire and return it within ten days. If you are qualified, you may be summoned for jury duty within the next year. FAILURE TO SUBMIT A COMPLETED QUESTIONNAIRE may result in your being summoned to complete the form.

SPECIAL NOTICE: THIS IS NOT A SUMMONS. THIS INFORMATION IS GATHERED TO OBTAIN POTENTIAL JURORS FOR NEXT YEAR. YOU ARE REQUIRED BY LAW TO SUBMIT A COMPLETED QUESTIONNAIRE.

GENERAL INFORMATION
If your physical address has changed please provide adjustments below

Number Street City State Zip
Home or Work Phone Mobile
Occupation
Employer

THIS IS A 2 SIDED FORM ... PLEASE TURN OVER AND COMPLETE SIDE 2

2021 Jury Questionnaire
RETURN COMPLETED QUESTIONNAIRE WITHIN 10 DAYS 01212

Check all that may apply
✓ 1. I am a United States citizen.
2. I have been a resident of Virginia for the past 12 months.
3. I have been a legal resident of Montgomery County for the past 6 months.
4. I am 18 years of age or older.
5. I am able to communicate in the English language.

Check all that may apply
EXCLUSIONS
1. I have reported as a juror in a Circuit Court within the last 3 years.
If Yes, list year and Court
2. I am unable to serve as a juror due to mental, physical, or other impairment. (Please include note from physician)
3. I have been convicted of treason or a felony. (List court where convicted and year below)
I have had my civil rights restored on
I have had my right to vote restored on

CHECK THE APPROPRIATE BOX IF YOU WISH TO CLAIM AN EXEMPTION. CHECKING A POSSIBLE EXEMPTION DOES NOT GUARANTEE EXEMPTION FROM SERVICE. YOU MUST APPEAR IF A SUMMONS IS RECEIVED.

POSSIBLE EXEMPTIONS
1. I am 70 years of age or older and do not wish to serve.
2. I am necessarily and personally responsible during normal court hours for providing the continuous care required by (i) a child or children age 16 years or younger of whom I have legal custody, or (ii) a person having a physical or mental impairment. (Please include written explanation)
3. I am a mother breast-feeding a child.
4. I am on active duty with the armed forces of the United States or the Commonwealth of Virginia.
5. I am a licensed practicing attorney.
6. I am a sworn law enforcement, correctional, or jail officer.
7. If I am required to serve on a jury: (i) a business, commercial or agricultural enterprise must close or cease to function because the services I provide are essential to the operations of the enterprise and I am the only person who performs those services; or (ii) a political subdivision will suffer undue hardship in carrying out essential services because I am the only firefighter as defined in Section 65.2-102 who performs those services. (Please include written explanation)

SPECIAL INSTRUCTIONS/QUESTIONS
I own real estate in Montgomery County
I HEREBY CERTIFY UNDER PENALTY OF PERJURY THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signed _____ Date _____

THIS IS A 2 SIDED FORM ... PLEASE TURN OVER AND COMPLETE SIDE 1

1.2 Online Submissions

Alternatively, the questionnaire can direct the recipient to the secure Juror Portal where they can elect to provide the answers to the questionnaire electronically through a web form without returning the paper form. ezJury™ ensures that all of the same questions are answered

electronically if the recipient chooses this option. When you review these types of submissions, you will not see a scanned image, but rather a completed web form. See below:

The screenshot shows a web browser window with the following details:

- Browser tabs: "Exemption Requests" and "ALLEN, MARY"
- Address bar: <https://192.168.1.132/qview/475>
- Form fields:
 - Zip Code: 24441
 - email: noemail@aol.com
 - Daytime Phone: 540-383-8010
 - Evening Phone: 540-383-8010
 - Occupation: retired
 - Employer: retired
 - Spouse Occupation: retired
- Section 2: Qualifications
 - I am a United States Citizen: Yes
 - I have been a resident of Virginia for the past 12 months: Yes
 - I have been a legal resident of Harrisonburg / Rockingham County for the past 6 months: Yes
 - I am 18 years of age or older: Yes
 - I am able to communicate in the English language: Yes
 - I have reported as a juror in a Circuit Court within the last 3 years: No
- Buttons: "Save Answers" (checked)

2. Jury Commissioners Workflow

One of the main purposes of the questionnaire is to identify the individuals who may or may not be qualified to serve on a jury. As such, ezJury™ has already organized the questionnaires into 5 groups according to the answers provided:

- A. No Reply
- B. Likely Qualified
- C. Potentially Disqualified Or Excluded
- D. Exemption Requested

- E. Additional Documents Submitted
- F. Marked Deceased
- G. Out-of-State Addresses

It is important to note that **none of the jurors are removed from the pool without your explicit action.** The only exceptions are those jurors who have been marked as deceased. As a Jury Commissioner, it is your task to review and decide to remove potential jurors that are not qualified for jury duty. *The starting point is that all questionnaires are included in the annual pool.*

To start disqualifying potential jurors, it is suggested that you start with Group A and disqualify all of the unanswered questionnaires. These are questionnaires that were mailed, but were never answered or otherwise returned.

Secondly, disqualifying the out of state questionnaires (Group G) is a fairly fast process because the system has already ensured that the juror's updated address is no longer within the state.

Next, in the interest of time and practicality, it is recommended to switch the focus to Groups C and D. These groups contain the questionnaires of potential jurors whose answers may categorize them as potentially unqualified to serve on a jury and are directly related to the following sections of the questionnaire:

Jury Questionnaire
RETURN COMPLETED QUESTIONNAIRE WITHIN 10 DAYS
2 0 1 5 2

QUALIFICATIONS

- 1. I am a United States citizen.
- 2. I have been a resident of Virginia for the past 12 months.
- 3. I have been a legal resident of Harrisonburg or Rockingham County for the past 6 months.
- 4. I am 18 years of age or older.
- 5. I am able to communicate in the English language.

EXCLUSIONS

- 1. I have reported as a juror in a Circuit Court within the last 3 years.
If Yes, list year and Court
- 2. I am unable to serve as a juror due to mental impairment.
- 3. I have been convicted of treason or a felony. (List court where convicted and year below)

I have had my civil rights restored on _____

I have had my right to vote restored on _____

Potential Disqualifications & Exclusions

POSSIBLE EXEMPTIONS

CHECK THE APPROPRIATE BOX IF YOU WISH TO CLAIM AN EXEMPTION. CHECKING A POSSIBLE EXEMPTION DOES NOT GUARANTEE EXEMPTION FROM SERVICE. YOU MUST APPEAR IF A SUMMONS IS RECEIVED.

- 1. I am 70 years of age or older and do not wish to serve.
- 2. I am necessarily and personally responsible during normal court hours for providing the continuous care required by (i) a child or children age 16 years of age or younger of whom I have legal custody, or (ii) a person having a physical or mental impairment. (Please include written explanation)
- 3. I am a mother breast-feeding a child.
- 4. I am on active duty with the armed forces of the United States or the Commonwealth of Virginia
- 5. I am a licensed practicing attorney.
- 6. I am a sworn law enforcement, correctional, or jail officer.
- 7. I am required to serve on a jury: (i) a business, commercial or agricultural enterprise must close or cease to function because the services I provide are essential to the operations of the enterprise and I am the only person who performs those services; or (ii) a political subdivision will suffer undue hardship in carrying out essential services because I am the only firefighter as defined in Section 65.2-102 who performs those services. (Please include written explanation)

Exemption Requests

SPECIAL INSTRUCTIONS/QUESTIONS

I own real estate in the City of Harrisonburg or Rockingham County.

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THE ABOVE INFORMATION IS TRUE AND CORRECT.

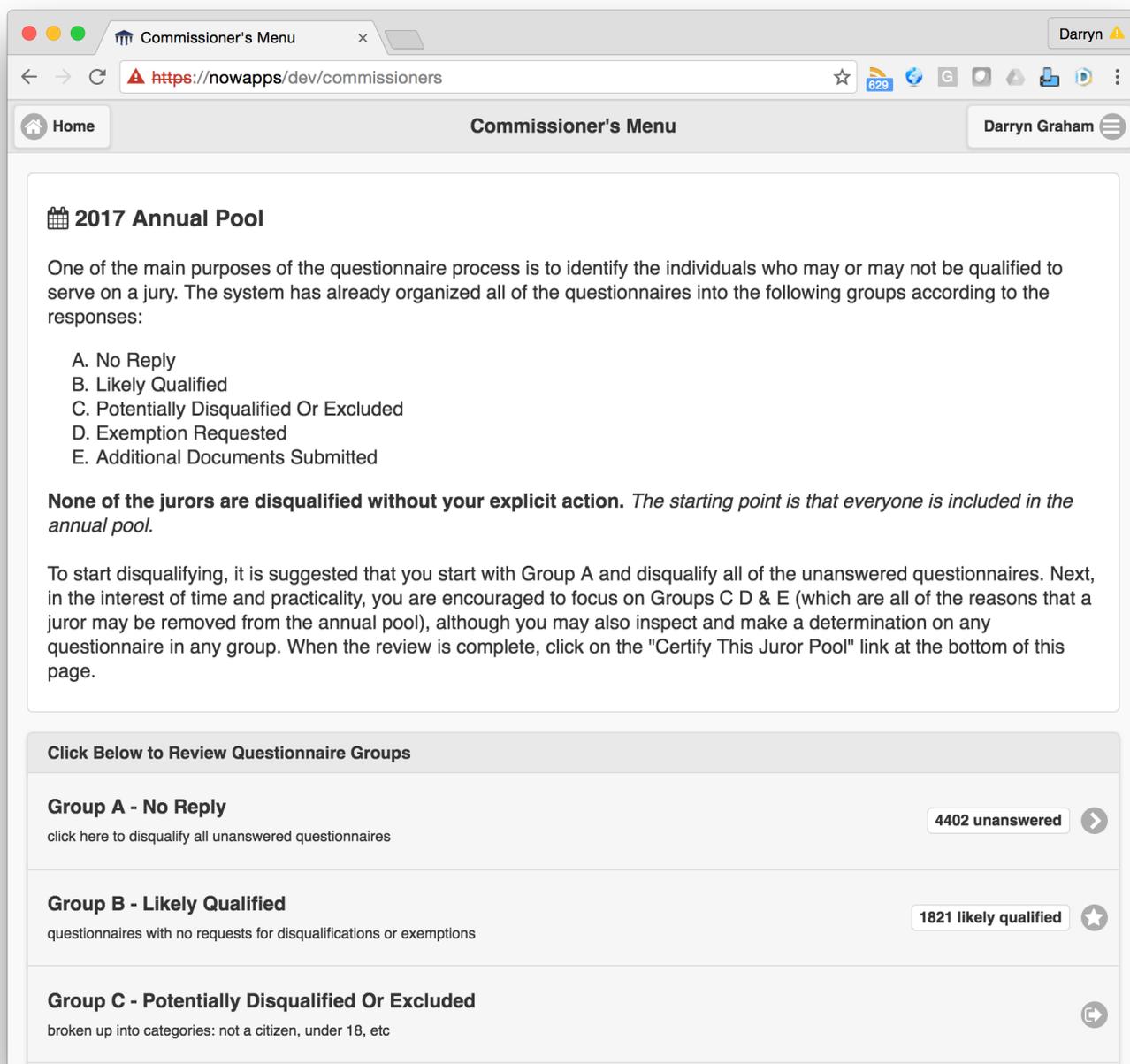
Signed: *[Signature]* Date: _____

THIS IS A 2 SIDED FORM ... PLEASE TURN OVER AND COMPLETE SIDE 1

Finally, Group E consists of questionnaires that were returned with additional documents. These are typically additional notes or explanations, which are scanned and attached to the questionnaire for your review. It is recommended to review this category last, because many of the juror in this category may have already been reviewed and disqualified. You will not need to review these again.

2.1 Logging Into The System

The Clerk of the Court will provide you with a username and password to login to ezJury™. ezJury™ is compatible with a mobile device/tablet or a standard desktop computer. After logging into the system, you will see the Commissioner's Menu:



On this page you will find the options to browse the groups of categories, which the system has organized based on the questionnaire answers. The Clerk may divide these Groups among teams

of Jury Commissioners. The last menu item (Certify This Juror Pool) is the final step and is used only after all of the decisions have been entered into the system.

2.2 Processing Group A – No Reply

This category contains questionnaires that were not completed and returned, not filled out online, or not returned as undeliverable. Therefore, some localities prefer that these questionnaires be removed from the annual pool. Check with the Clerk’s staff to determine how to handle these. Click the "Exclude Unanswered Questionnaires" button below to exclude these from the annual pool.

The screenshot shows a web browser window with the URL <https://nowapps/dev/pools/disqualifyNoReply/8>. The page title is "Disqualify No Replies". The interface includes a navigation bar with "Home" and "Commissioner" links. The main content area is titled "Unanswered Questionnaires (No Reply)" and contains the following text:

There are **4402** questionnaires that have not been answered.

Clicking the "Exclude Unanswered Questionnaires" button below will exclude these jurors and eliminate the possibility of them being summonsed.

If you do not complete this step, these jurors will be still eligible to be summonsed even though they have not responded to the questionnaire.

At the bottom of the main content area, there are two buttons: "Cancel This Action" and "Exclude ALL Unanswered Questionnaires".

Below the main content area, there is a list of jurors with their names and phone numbers, and their status:

- Abbott, Cora C (000-01-5169)**
Status: Mailed to Juror, waiting response
- Abbott, Heather E (000-00-5208)**
Status: Mailed to Juror, waiting response
- Abbott, Leonard J (000-00-6091)**
Status: Mailed to Juror, waiting response
- Abbott, Miguel S (000-01-1999)**
Status: Mailed to Juror, waiting response
- Abdur-Rashid, Tahir (000-00-8528)**

The footer of the page includes "Circuit Court" and "powered by ezJURY".

2.3 Processing Group B – Likely Qualified

The questionnaires in this category do not *require* a review. These questionnaires are in the category because none of the answers provided indicated any typical disqualification or exemption. By default, all of the questionnaires in this category are already included in the annual pool. However, you may still review any of these questionnaires and make a determination.

Group B - Likely Qualified

Below are the questionnaires where none of the answers provided indicated any typical disqualification or exemption. **By default, all of the questionnaires below will be included in the Annual Pool.** You may still review these questionnaires and make a determination. Use the green and red buttons to toggle individual questionnaires within the Annual Pool. You will need to select a reason when excluding questionnaires.

Juror	Additional Documents	View Questionnaire	Current Questionnaire Status
Abel, Donald S (000-00-3578) Status: Answers have been submitted online		View Questionnaire submitted online	Included <input checked="" type="checkbox"/>
Abraham, Craig L (000-00-2444) Status: Delivered by USPS		View Questionnaire scanned	Included <input checked="" type="checkbox"/>
Abrams, Briana S (000-00-3000) Status: Answers have been submitted online		View Questionnaire submitted online	Included <input checked="" type="checkbox"/>
Absher V, Hillary (000-01-5753) Status: Delivered by USPS		View Questionnaire scanned	Included <input checked="" type="checkbox"/>
Adams, Calorie R (000-00-3660) Status: Delivered by USPS		View Questionnaire scanned	Included <input checked="" type="checkbox"/>
Adams, Chad P (000-00-9282)		View Questionnaire	Included <input checked="" type="checkbox"/>

Circuit Court powered by ezJURY

Use the buttons to view additional documents (if any) or to view questionnaire answers. If you would like to remove any questionnaire from the annual pool, click the green button marked "Included" and you will be presented with a popup that you will use to select a reason that the questionnaire is excluded.

Exclude Juror From Annual Pool

Juror: Abraham, Craig L

For excluding this juror from the Annual Pool, please select a reason:

select exemption reason...

Exclude

Once a questionnaire is excluded from the annual pool, a red button will appear to the right of the questionnaire indicating the reason. All questionnaires with a red button next to them will be excluded from the annual pool.

Juror	Additional Documents	View Questionnaire	Current Questionnaire Status
Abel, Donald S (000-00-3578) Status: Answers have been submitted online		View Questionnaire submitted online	Deceased ❌
Abraham, Craig L (000-00-2444) Status: Delivered by USPS		View Questionnaire scanned	Included ✅

To add an excluded questionnaire back into the pool (in case you made a mistake), click the red button again and it will reset the questionnaire to be included in the annual pool.

2.4 Processing Groups C and D – Disqualifications, Exclusions, & Exemptions

Groups C & D are further categorized by the type of disqualification, and are organized by question (Not a Citizen, Under Age 18, etc.). They are all processed and reviewed in the same manner.

Once you have selected a category to work with, you will be presented with the list of questionnaires that apply. For example, if you select "Under 18," you will be presented with the list of all of the questionnaires (both submitted online and paper forms) where the recipient has answered that they would like to be removed from consideration for this exception. Note that the system provides some additional data to help you determine if this is applicable (for example in this category, age). For example, in the "Under 18" category where someone checked that they are under 18 years of age, the system calculates their date of birth. There may be an anomaly or a mistake if we see ages over 18.

Home Under 18 Darryn Graham

[Back to Disqualification Categories](#)

Disqualification Requests: Under 18

44 Records in 5 Pages

Below is the list of people who requested to be disqualified from serving on a jury for the following reason: **Under 18**. Use the green and red buttons to toggle individual questionnaires within the Annual Pool. You will need to select a reason when excluding questionnaires, however the reason will default to the title of the category.

[Disqualify All Under 18](#)

Page 1 of 5 [Next Page](#) [Go To Page](#)

Name	Age Today	Gender	Questionnaire	Additional Documents or Comments	Current Questionnaire Status
[Redacted]	72 ⓘ	♂ M	View Questionnaire scanned		Excluded: Deceased ❌
[Redacted]	57 ⓘ	♀ F	View Questionnaire scanned		Included ✅
[Redacted]	51 ⓘ	♀ F	View Questionnaire scanned	1 Additional Document	Included ✅
[Redacted]	31 ⓘ	♂ M	View Questionnaire		Included ✅

By default, all questionnaires have their status set to “Included” in a green button on the far right of each entry. The “Included” is provided for you to indicate **a decision to remove them from the annual pool** for being Under 18. You can click the Included button to provide the system with your decision. Once disqualified, you will see a red button in the far left that is labeled with “Excluded” along with the disqualification reason. To reverse a decision for an entry, simply click the red button.

Also, there is a “Disqualify All” button available at the top of the page. Sometimes it is faster to disqualify all entries in a category and then press the NO buttons for the few that would not be removed.

If you would like to see the questionnaire answers, click on the “View Questionnaire” link under the “Questionnaire” column. A popup will display the questionnaire answers (either a scanned form, or the web form).

Exemption Requests x Darryn

https://nowapps/dev/disqlist/over18#&ui-state=dialog

Close

ROCKINGHAM COUNTY CIRCUIT COURT
Chaz W. Evans-Haywood, Clerk of Circuit Court
Rockingham County and the City of Harrisonburg
80 Court Square
Harrisonburg, VA 22802

0 1 6 5 1

*000008/1-S-B

Robert L Adams
993 Longs Pump Rd
Rockingham, VA 22802-1400

ROCKINGHAM COUNTY CIRCUIT COURT
Rockingham County and the City of Harrisonburg
80 Court Square
Harrisonburg, VA 22802

2016 Jury Questionnaire

Complete This Form Online
<https://juror.rockinghamcountyva.gov/>

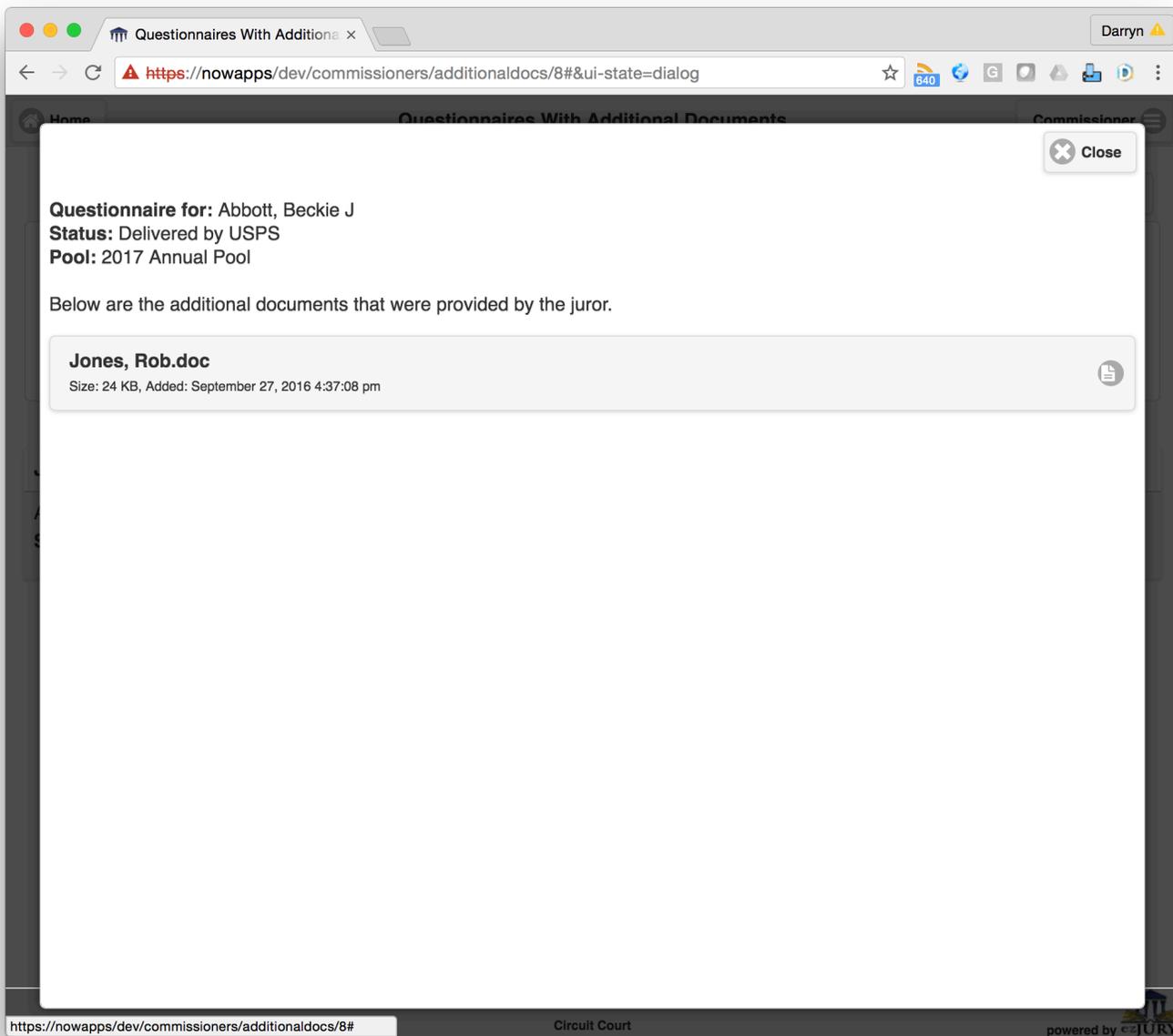
RETURN COMPLETED QUESTIONNAIRE WITHIN 10 DAYS

In accordance with Virginia law, your name has been randomly selected as a prospective juror for the Rockingham County Circuit Court. This is NOT a summons to appear. Please complete this CONFIDENTIAL questionnaire and return it within ten days. If you are qualified, you may be summoned for jury duty within the next year. FAILURE TO RETURN A COMPLETED QUESTIONNAIRE may result in your being summonsed to complete the form.

SPECIAL NOTICE: THIS IS NOT A SUMMONS THIS INFORMATION IS GATHERED TO OBTAIN POTENTIAL JURORS FOR NEXT YEAR. YOU ARE REQUIRED BY LAW TO RETURN THIS COMPLETED FORM.

GENERAL INFORMATION
Only complete this box if your address has changed

There is also a button that may appear in the Additional Documents or Comments column, but only if there were additional documents or online comments attached to the questionnaire. Clicking this button will allow you to review these documents as well.



As you are making decisions to disqualify jurors, changes are automatically saved in the system. There is no "save" button for any particular category.

2.5 Processing Group E – Additional Documents Submitted

Sometimes questionnaires are returned with one or more additional documents, or online submissions may have provided additional comments. Group E consists of these questionnaires. These are typically notes or explanations, which are associated to the questionnaire for your review. You can click the "Additional Documents" button next to any questionnaire to review them.

Questionnaires With Additional Documents

Home Commissioner

Back to Commissioner's Menu

Group E - Additional Documents Submitted

Below are the questionnaires where additional documents were provided for more details/explanations. **Use the green and red buttons to toggle individual questionnaires** within the Annual Pool. You will need to select a reason when excluding questionnaires.

Juror	Additional Documents	View Questionnaire	Current Questionnaire Status
Abbott, Beckie J (000-00-9345) Status: Delivered by USPS	1 Additional Document	View Questionnaire scanned	Included

Circuit Court powered by ezJURY

Like the other Groups, use the "View Questionnaire" button to view questionnaire answers. If you would like to remove any questionnaire from the annual pool, click the green button marked "Included" and you will be presented with a popup that you will use to select a reason.

Exclude Juror From Annual Pool

Juror: Abraham, Craig L

For excluding this juror from the Annual Pool, please select a reason:

select exemption reason...

Exclude

Once a questionnaire is excluded from the annual pool, a red button will appear to the right of the questionnaire indicating the reason. All questionnaires with a red button next to them will be excluded from the annual pool.

Juror	Additional Documents	View Questionnaire	Current Questionnaire Status
Abel, Donald S (000-00-3578) Status: Answers have been submitted online		View Questionnaire submitted online 	Deceased 
Abraham, Craig L (000-00-2444) Status: Delivered by USPS		View Questionnaire scanned 	Included 

To add an excluded questionnaire back into the pool (in case you made a mistake), click the red button again and it will reset the questionnaire to be included in the annual pool.

2.6 Processing Group F – Marked Deceased

This category shows questionnaires that have been returned where the recipient of the questionnaire has indicated that the addressee is now deceased. This is a special category, and these entries are automatically disqualified and not included in the pool.

2.7 Processing Group G – Out-of-State Addresses

This category shows any questionnaire where the recipient provided an updated address which is located outside of the Commonwealth of Virginia. Questionnaires with out-of-state addresses are not eligible to serve. Once you confirm that the address is outside of the Commonwealth of Virginia, you can disqualify them from service. You can also disqualify all of the out of state questionnaires using the “Disqualify All Out Of State Questionnaires” button at the top of the screen.

Juror	Corrected Address Submitted	Additional Documents	View Questionnaire	Current Questionnaire Status
Lablowski, Heather R (123-45-6789)	905 Cucumber Patch Lane Bristol NC 24201-4103		View Questionnaire submitted online 	Included 

2.8 Multiple Exclusions or Disqualifications

It is common for the system flag a single questionnaire for multiple exclusions or disqualifications. As you work through each category, you may find that the juror is already excused for another reason. For any questionnaire that is already exempt, the system will show the exemption type. You will not need to review these entries again.

The system can be configured to hide currently disqualified questionnaires in order to simplify the user interface. For any page of a category, you can see if there are disqualified questionnaires being hidden and you can toggle their visibility:

Home Not a citizen Darryn Graham

[Back to Disqualification Categories](#)

Disqualification Requests: Not a citizen
186 Records in 19 Pages

Below is the list of people who requested to be disqualified from serving on a jury for the following reason: **Not a citizen**. Use the green and red buttons to toggle individual questionnaires within the Annual Pool. You will need to select a reason when excluding questionnaires, however the reason will default to the title of the category.

[Disqualify All Not a citizen](#)

Toggle 2 Disqualified

Page 1 of 19 [Next Page](#) [Go To Page](#)

Name	Age Today	Gender	Questionnaire	Additional Documents or Comments	Current Questionnaire Status
Addison, Trey M	79 ⓘ	♂ M	View Questionnaire <small>scanned</small>		Included ✓
Andersen, Taylor N	89 ⓘ	♀ F	View Questionnaire <small>scanned</small>		Included ✓
Araguas, Ana M	80 ⓘ	♀ F	View Questionnaire <small>scanned</small>		Included ✓
Artis, Keith O	72 ⓘ	♂ M	View Questionnaire <small>submitted online</small>		Included ✓

If you would like to toggle the visibility of these questionnaires, simply click the toggle button and the disqualified questionnaires will be displayed:

Home Not a citizen Darryn Graham

[Back to Disqualification Categories](#)

Disqualification Requests: Not a citizen
186 Records in 19 Pages

Below is the list of people who requested to be disqualified from serving on a jury for the following reason: **Not a citizen**. Use the green and red buttons to toggle individual questionnaires within the Annual Pool. You will need to select a reason when excluding questionnaires, however the reason will default to the title of the category.

[Disqualify All Not a citizen](#)

[Toggle 2 Disqualified](#)

Page 1 of 19 [Next Page](#) [Go To Page](#)

Name	Age Today	Gender	Questionnaire	Additional Documents or Comments	Current Questionnaire Status
Addison, Trey M	79 ⓘ	♂ M	View Questionnaire scanned		Included ✓
Addison, Katrina Y	34 ⓘ	♀ F	View Questionnaire submitted online		Excluded: Not a citizen ✖
Alston, Juanita	53 ⓘ	♀ F	View Questionnaire scanned		Excluded: Not a citizen ✖
Andersen, Taylor N	89 ⓘ	♀ F	View Questionnaire scanned		Included ✓

Note that the system will only use one exemption type to disqualify a questionnaire from the annual pool, so there's nothing you need to do further to keep these people disqualified.

2.9 Removing an Exemption

In any entry, you can reverse any disqualification and make this person qualified for jury duty by clicking the red "Excluded" button on the far right of their entry.

2.10 Working With Pagination

Most of the categories that need to be reviewed are organized into pages. At the top of the page you will see the page navigation controls. You can move forward and backward in pages using "Next Page" and "Previous Page". You can also navigate directly to a page number by clicking the "Go To Page" button.

[Back to Disqualification Categories](#)

Disqualification Requests: Under 18 44 Records in 5 Pages

Below is the list of people who requested to be disqualified from serving on a jury for the following reason: **Under 18**. Use the green and red buttons to toggle individual questionnaires within the Annual Pool. You will need to select a reason when excluding questionnaires, however the reason will default to the title of the category.

[Disqualify All Under 18](#)

Page 1 of 5

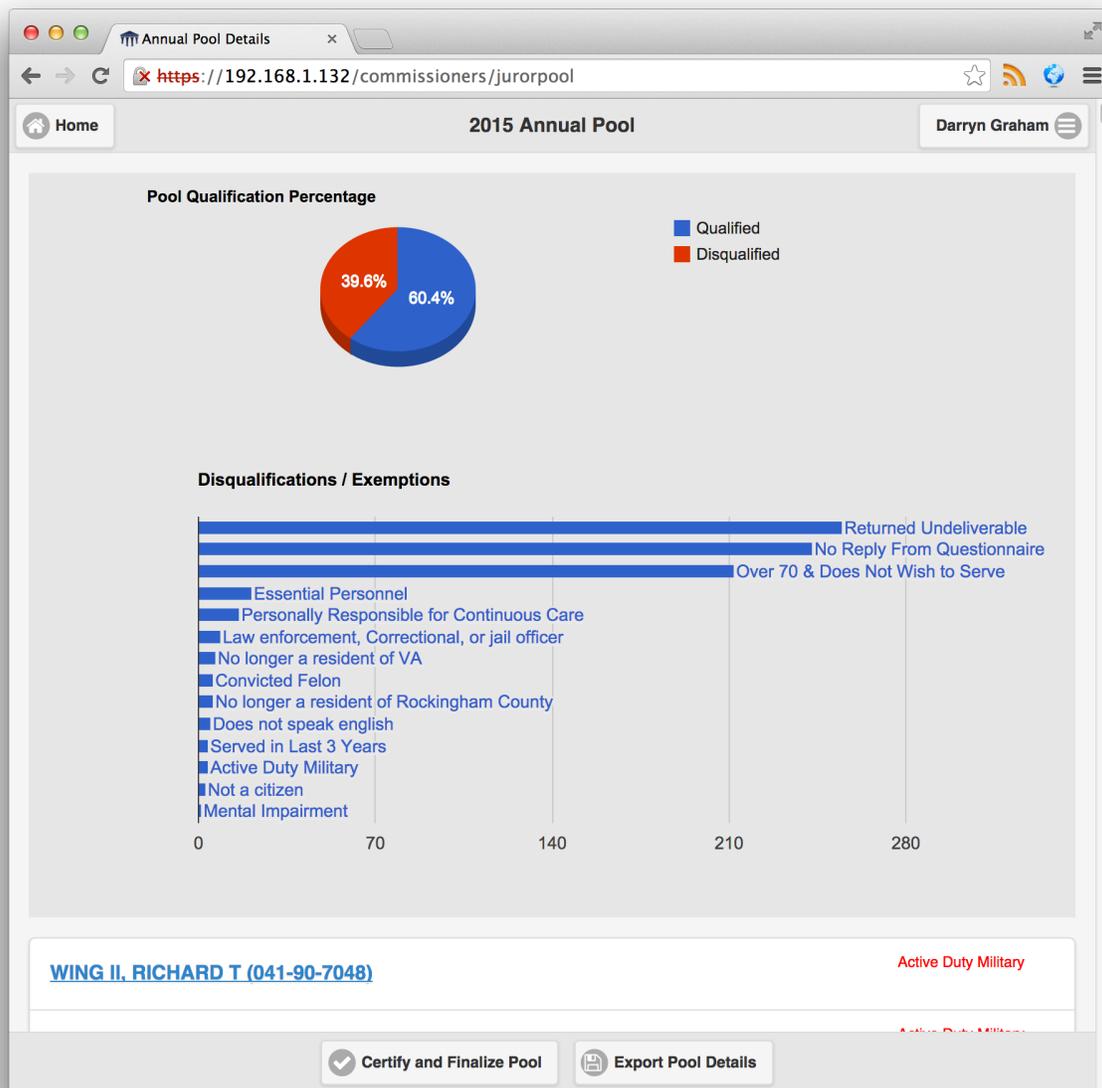
Next Page

Go To Page

Name	Age Today	Gender	Questionnaire	Additional Documents or Comments	Current Questionnaire Status
[Redacted Name]	72 ⓘ	♂ M	View Questionnaire <small>scanned</small>		Excluded: Deceased ❌
[Redacted Name]	57 ⓘ	♀ F	View Questionnaire <small>scanned</small>		Included ✓
[Redacted Name]	51 ⓘ	♀ F	View Questionnaire <small>scanned</small>	1 Additional Document	Included ✓
[Redacted Name]	31 ⓘ	♂ M	View Questionnaire <small>scanned</small>		Included ✓

3. The Last Step: Certify Final Juror Pool

After examining the questionnaires in each of the categories of Exemption Requests and Potential Disqualifications and Exclusions, return to the Home Menu and select Certify Final Juror Pool. This will provide a screen that summarizes the complete annual pool as you have decided based on the exemptions granted (or not):



The graphs at the top of the screen show the breakdown of the annual pool: a pie chart showing percentage qualified and exempt is at the top. The bar graph below it shows the number exemptions by exemption type. Finally, below the graphs you will see a list of all of the questionnaires for the annual pool with the status of each. This is the last opportunity that the Jury Commissioners have to analyze your decisions.

The clerk may request that you print this list before finalizing. This can be accomplished by using the Export Pool Details button at the bottom of the screen. Because this generates a printable copy of the annual pool list, this step must be performed on a desktop – not a tablet.

Once the team is satisfied, click the Certify and Finalize Pool button at the bottom of this screen to finish. You will be presented with a pop-up confirmation, as this action is not reversible. Once this final step is completed, the Jury Commissioners have no other tasks to perform in the system.

4. Conclusion

Thank you for service and assistance in formulating the annual pool that will be used to populate juries for the upcoming year. This is an extremely important function, and you were hand-picked for this endeavor.

If you have any feedback on the system that you used for this task, please do provide this to the clerk.