JURY MANAGEMENT

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IMPORT JURORS

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CLICK DOWNLOAD FILE HYPERLINK

_	*
-	*
	_
/	

General		
Import File Type	New DOS Format	~
Last Import Date:	9/5/2023	
Last import Date.		
Download File:	JuryPool.txt	~
	Download file or O Select existing file	
Import Restrictions	;	
Zip Code	City State	
×J		
	Last Import	
	The number of months set for time between jury service has not passed since	
	the last Juror Master import. Do you wish to continue?	
	Yes No	

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DEPENDING ON THE SIZE OF YOUR FILE THIS PROCESS MAY TAKE A FEW MINUTES

General				
Import File Type:	New DOS Format			~
Last Import Date:	9/6/2023			
Download File:	JuryPool.txt			~
	Ownload file	or O Select existing file		
Import Restrictions				
Zip Code	City	State		
×J				
		Processing	×	
		Please wait while files are being updated	٩	

ONCE DOWNLOAD IS COMPLETE IT WILL SHOW HOW MANY ACTIVE JURORS ARE AVAILABLE

General			
Import File Type:	New DOS Format		~
Last Import Date:	9/6/2023		
Download File:	JuryPool.txt		~
	Oownload file or	O Select existing file	
Import Restrictions			
Zip Code	City	State	
XJ			
		Import Complete	
		Juror Master now contains	
		8,529 active jurors.	
		UK	

CLICK ON JUROR MASTER TO SEE TOTAL AVAILABLE JURORS FOR SERVICE

📄 hide menu	TnC	ISPerry	CC					Juro	or Master
Home		ი <u>C</u> lose	D 4	<u>A</u> dd New	<u> N</u> ew <u>S</u> earch	🖨 P <u>r</u> int			
Party Search	Se	arch by:	Juror Name		~				
Print Reports		Juror:				<u>F</u> ind Now	Jurors Availa	able For Servi	ce: 8528
Criminal Civil		Date Of E Social Se	Birth:						
Delinquent Taxes		Driver's L	icense Number:						
Jury Management				Active Only	,				
Import Jurors	Jur	or Ad	dress SSI	N DL Numbe	er DOB	Last Service Date		Status	Active
Juror Master				Sele	ect criteria above and	l click "Find Now".			
Groups Panels				D	ouble-click here to a	dd a new item.			

JUROR MASTER

SELECT JUROR FROM JUROR MASTER TO MAKE CHANGES TO THE PARTY

📑 hide menu 🌱	TnCISPerryCC	Juror Master
Home	🖍 <u>C</u> lose 🗋 <u>A</u> dd New 🔂 New <u>S</u> earch 🎒 P <u>r</u> int	
Party Search	Search by: Juror Name 🗸 1 -	1 of 1 Prev Next
Print Reports Reminders	Juror: Aaron Smith <u>Find Now</u> Jurors Avail	lable For Service: 8192
Criminal Civil	Date Of Birth: Social Security Number:	
Documents	Driver's License Number:	
Jury Management	Active Only	nvice Date Status Active
Juror Master	Jaron Casy Smith7112 Rockhouse Rd Linden, TN 370961038015596/10/1985	Eligible Yes
Groups Panels		
Juries Juror Attendance		
Calculate Juror Pay		

CLICK ON JUROR TO CHANGE ADDRESS, JUROR STATUS, EXCUSE JUROR, ETC.

Save and Close	Save and <u>N</u> ew 🗙 <u>D</u> elete	🥖 More Optic	ons	
General Notes A	udit			
Name/Address Juror: Address: Home	Aaron Casy Smith 7112 Rockhouse Rd Linden, Tennessee 37096 This is the mailing address	Phone Phone Cellular Cellular Email Home Home Phone Ph		Options Audits
Social Security Number <u>Driver License State:</u> Driver License Number: <u>Race:</u> <u>Sex:</u> Date Of Birth:	Tennessee 103801559 (None) Male 6/10/1985	Number Of Children: Spouse Name: Employer: Occupation:		
Status: Exc Last Service Date: Miles Driven:	used 🗸	* <u>Excuse:</u> From Available Date: Thru Available Date:	Excused	*
	Hold Disbursements Active	Import Source:	<u>505</u>	Tasks Add Attendance Add Documents Add Employment Add To Group Add To Jury Add To Panel Calculate Juror Pay

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CLICK ADD NEW TO ADD NEW GROUP

Save and Close	Save and New 🥖 More Options	
General Jurors		
Group Name:	2023 4 Quarter	* Tasks
From Service Date: Thru Service Date:	10/1/2023	 Add Attendance Add Documents Add Panel
Group Count:	0	Export Group Print Address Labels
		Print Index Cards Print Venire List Update Document Statuses

CLICK JUROR TAB, CLICK RANDOM SELECT, YOU MUST FIRST SAVE YOUR GROUP... CLICK YES

Save and Close	🖪 Save and <u>N</u> ew		Rectangular Snip
General Jurors			
Juror		Juror Status	juror Type
			See Crop X Image: See Crop X
Add	Random Select		Total Number Of Jurors: 0
			QK Cancel

ONCE GROUP IS ADDED, CLICK JURORS TAB, RANDOM SELECT, ENTER NUMBER OF JURORS, CLICK OK

🔛 Save and Close 🛛 Save and New 🗙 Delete 🥒 More Opti	ons	
General Jurors		
Juror Status		Juror Type
	Group Random Select	
	🗠 Close 🥒 More Options	
	General Audit	
	Select From: DOS	✓ *
	Available Jurors: 7,336	
	Number Of Jurors To Select: 150	*
	Notes	
Add Random Select		

CONFIRM YOU WOULD LIKE A RANDOM SELECTION... YES

🖍 <u>C</u> lose 🌙 Mor	e Options
General Audit	
Select From:	DOS 👻 *
Available Jurors:	7,487
Number Of Jurors To Select:	150 *
Notes	
	Are you sure you want to
	execute a random selection?
	Tes No

RANDOM JURORS SELECTED AND TOTAL NUMBER OF JURORS ARE SHOWN

Save and Close 🛛 👫 Save and New	X Delete ♪ More Options	
General Jurors Audit		
Juror	Juror Status	Juror Type
Chalmos Logan Allen	Eligible	Juror
Timothy Allison Armstrong	Eligible	Juror
Susan Nanette Arnold	Fligible	luror
David Newton Arnwine	Eligible	Juror
Gloria D Arteaga Maysse	Eligible	Juror
Marion Marressa Ashley	Eligible	Juror
Stephen Lee Averett	Eligible	Juror
David Wayne Bailey	Fligible	luror
Billy Joe Baker	Eligible	Juror
Dalton Bradley Baker	Eligible	Juror
Strain Balmez	Flighte	luror
Vickolas Lee Bates	Eligible	luror
Ana Liza Batson	Eligible	Juror
Sheila Ann Beasley	Eligible	luror
D Bings	Eligible	luror
Audra Ann Botkin	Flighte	Juror
Kim Renee Bowers	Eligible	Juror
Denise Jean Boyd	Fligible	Juror
Wostlov M Prooks	Eligible	Juror
David M Brown	Eligible	Juror
Martha App Brunhacher	Eligible	Juror
Kevin Vondell Bunch	Eligible	Juror
Clan Loray Butter	Eligible	Juror
Tasha Manyon Butler	Eligible	Juror
Topy Wada Buttray	Eligible	Juror
Daula Jean Duler	Eligible	Juror
Paula Jean Dyler Chanda June Dyler	Eligible	Juror
Silarida Jurie Byler	Eligible	Juloi
Greeke Sue Carrell	Eligible	Juror
Carolyn Sue Carroli	Eligible	Juror
Predule momas carroli	Eligible	Juror
Dames Robert Carter	Eligible	Juror
Deporan Elane Chandler	Eligible	Juloi
Denise Lima Childress	Eligible	Juror
Lewis Steven Clark	Eligible Flightle	Juron
Halcolm Cody Clayborne	Eligible	Juror
Linua Faye Clitton	Eligible	Juror
Jana Beth Conway	Eligible	Juror
Address Joy Coons	Eligible	Juror
Aaron Anthony Courter	Eligible	Juror
Kaison Bates Crowe	Eligible	Juror
Melody Kay Cude	Eligible	JUTUT
Nyan Lee Cundiff	Eligible	Juror
	Eligible	

WITHIN GROUPS TASKS AVAILABLE ARE:

Tasks

Add Attendance Add Documents Print Address Labels Print Attendance Roster Print Index Cards Print Venire List Update Document Statuses

PRINT JURY ROSTER REPORT

Date: 9/6/2023 12:37:01PM	Perry County Circuit C	ourt		Page 1 of 4
User: lgdeb	Attendance Roster Re	Attendance Roster Report		
Category Name: 2023 4th Quarter				
Juror	DL Number	SSN	Sex	•
Chalmos Logan Allen	065342529		Male	
Timothy Allison Armstrong	092132595		Male	
Susan Nanette Arnold	057992484		Female	
David Newton Arnwine	136846094		Male	
Gloria D Arteaga Maysse	143402703		Female	
Marion Marressa Ashley	039978661		Female	
Stephen Lee Averett	036880392		Male	
David Wayne Bailey	063694878		Male	
Billy Joe Baker	081415170		Male	
Dalton Bradley Baker	118620933		Male	
Strain Balmez	092854787		Male	
Nickolas Lee Bates	093748531		Male	
Ana Liza Batson	148816239		Female	
Sheila Ann Beasley	039640741		Female	

PRINT VENIRE LIST

Date: 9/6/2023 12:41:01PM User: lgdeb	Perry County Circuit Court Venire List Report		Page 1 of 11
Category Name: 2023 4th Quarter			
Juror	Address	DOB	
Chalmos Logan Allen	161 N Main St Lobelville, TN 37097	8/7/1968	
Timothy Allison Armstrong	11352 Highway 13 S Linden, TN 37096	11/18/1955	
Susan Nanette Arnold	174 W Seventh Ave Lobelville, TN 37097	8/31/1964	
David Newton Arnwine	562 Green Hollow Rd Linden, TN 37096	3/31/1982	
Gloria D Arteaga Maysse	109 Happy Holw Linden, TN 37096	4/14/2001	
Marion Marressa Ashley	278 Hendrix Rd Linden, TN 37096	5/12/1951	
Stephen Lee Averett	62 Medical Dr Linden, TN 37096	2/28/1953	

PANELS

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CLICK ADD NEW TO ADD NEW PANELS

🕌 <u>S</u> ave and Close	🖥 Save and <u>N</u> ew 🌙 <u>M</u> ore Options		
General Jurors			
Court Division:	Perry County Circuit Court]*	Tasks
Group:	2023 4th Quarter 🗸	*	Add Attendance Add Documents
Panel:	2023 4th Quarter Panel)*]_	Add Jury Print Attendance Roster
From Service Date:	10/1/2023]*]	Print Venire List
Panel Count:	0]	Update Document Statuses
	Grand Jury		
Notes		-	

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CLICK YES TO SAVE THE PANEL BEFORE CONTINUING

Save and Close	Save and New 🥒 More Options	
General Jurors		
Juror	Juror Status	Juror Type
30101		
	Save Group	×
	You must save the panel before continuing return to the screen.	g. Click Yes to save or click No to

CLICK ADD TO ADD JURORS TO PANEL OR CLICK RANDOM SELECT TO ADD JURORS TO PANEL

Save and Close	R Save and New	J More Options		
General Jurors				
Juror		Juror Status	Juror Type	
Add	andom Select			Total Number Of Jurors: 0
	<u>v</u> eret			
				<u>O</u> K <u>C</u> ancel

JUROR, JUROR STATUS AND JUROR TYPE WILL DISPLAY

	3
General	Jurors

Juror	Juror Status	Juror Type
Gloria D Arteaga Maysse	Eligible	Juror
Strain Balmez	Eligible	Juror
Jana Beth Conway	Eligible 🔹	Juror
Adele Joy Coons	Eligible	Juror
Marla Gaye Davis	Eligible	Juror
Linda Hall Dennis	Eligible	Juror
Jackie Blake Duncan	Eligible	Juror
Robert Nakyah Gomez	Eligible	Juror
Scotty Dale Griggs	Eligible	Juror
Patricia Diane Hutson	Eligible	Juror
Sherry D Mercer	Eligible	Juror
Dillan Morgan Runions	Eligible	Juror
Deborah Sargent Taylor	Eligible	Juror
Kelly Marie Womble	Eligible	Juror

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WITHIN PANELS TASKS AVAILABLE ARE:

Tasks Add Attendance Add Documents Add Jury Print Attendance Roster Print Venire List Update Document Statuses

ADD JUROR ATTENDANCE

- Juror attendance can be added within:
 - Juror Master
 - Groups
 - Panels

CLICK ON JUROR MASTER, GROUPS OR PANEL ENTER ATTENDANCE DATES

📑 hide menu	Т	nCISPerryCC					Panels
Home		🖍 <u>C</u> lose	🗋 Add New	<u>ठ</u> New <u>9</u>	Search 🛛 🞒 Prin	t	
Log Off Party Search		Search by: Panel		~		1 - 17 of 17	Pre <u>v</u> <u>N</u> ext
Print Reports		Panel:			<u> </u>	v	
Criminal Civil Delinguent Ta	Xes	Open Only	y				
Documents		Panel	Court Division	Group	From Service Date	Thru Service Date Juror C	Count Grand Jury
Financials		2023 4th Quarter Panel 1	CC1	2023 4th Quarter	10/1/2023	14	No
🗟 Jury Managen	nent	2023 4th Quarter Panel 2	CC1	2023 4th Quarter	10/1/2023	14	No
Import Jur	ars	Grand Jury Fall 2022	CC1	Fall 2022 Pool	8/15/2022	17	No
		Mobilize 1	CC1	Fall 2022 Pool	5/1/2023	80	No
Juror Master	er	Mobilize Test	CC1	Mobilize 2023	5/1/2023	13	No
Groups		Mobilize Test July	CC1	Spring 2023	7/1/2023	50	No
🗐 Panels		Panel 1 Fall 2022	CC1	Fall 2022 Pool	8/15/2022	87	No
Juries		Panel 2 Fall 2022	CC1	Fall 2022 Pool	8/15/2022	64	No
Duror Atton	danco	Panel test	CC1	mobilize testing	4/1/2023	15	No
	uance	Special Panel	CC1	Fall 2022 Pool	8/15/2022	11	No
🔲 Calculate Jr	uror Pay	Spring Panel 1 2023	CC1	Spring 2023	3/1/2023	12	No

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CLICK ADD ATTENDANCE ENTER DATE ATTENDED

Juror Attendance					
Save and Close	e 🥖 More Options				
General Note	S				
Category:	Panel				× *
Category Name:	2023 4th Quarter Panel 2				~ *
Date Attended:	10/1/2023				*
Attendees		~			
Juror		Pay Type	Completes Service	Miles Mileage Amount	Pay Amount
🗹 Susan N	anette Arnold	Juror Pay		\$0.00	\$10.00
🗹 Freddie	Thomas Carroll	Juror Pay		\$0.00	\$10.00
🗹 Nyah Le	e Cundiff	Juror Pay		\$0.00	\$10.00
🗹 Eric Kyle	Davis	Juror Pay		\$0.00	\$10.00
🗌 Darrell J	oseph Ducharme	Juror Pay		\$0.00	\$10.00
🗹 Brittany	Nicole Duncan	Juror Pay		\$0.00	\$10.00
🗹 Katie Le	vi Kuepfer	Juror Pay		\$0.00	\$10.00
🗌 Emily N	Petre	Juror Pay		\$0.00	\$10.00
🗹 Jaycie M	adolyn Roberts	Juror Pay		\$0.00	\$10.00
🗹 Johnny J	lay Skelton	Juror Pay		\$0.00	\$10.00
🗹 Candace	Smith	Juror Pay		\$0.00	\$10.00
Aaron Al	lan Stewart	Juror Pay		\$0.00	\$10.00
🗹 James L	arry Trull	Juror Pay		\$0.00	\$10.00
🗹 Randall	Edward Webster	Juror Pay		\$0.00	\$10.00
Print Roster					
				1 <u>0</u>	Cancel

CALCULATE JUROR PAY

YOU CAN EITHER PAY BY REPORT OR CHECK

t show menu	TnCISPerryCC	
Calculate Juror Par Enter the require	/ - Batch Information d batch information. Click Next to continue.	
Batch Description:	dn-9/6/2023-1	*
Batch Date:	9/6/2023	*
Pay By:	Report 🗸	*

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SELECT JURORS FOR JURY PAY

📳 show menu

TnCISPerryCC

Calculate Juror Pay - Juror Information

Select the Jurors to calculate pay for. Click Next to continue.

Juror	Surrender Of Pay	Mileage Amount	Pay Amount	Total Amount
🗹 🍠 Susan Nanette Arnold		\$0.00	\$10.00	\$10.00
🗹 🍠 Freddie Thomas Carroll		\$0.00	\$10.00	\$10.00
🗹 🌶 Nyah Lee Cundiff	✓	\$0.00	\$10.00	\$10.00
🗹 🥖 Eric Kyle Davis	· ·	\$0.00	\$10.00	\$10.00
🗹 🍠 Brittany Nicole Duncan	✓	\$0.00	\$10.00	\$10.00
🗹 🍠 Katie Levi Kuepfer		\$0.00	\$10.00	\$10.00
🗹 🥖 Jaycie Madolyn Roberts		\$0.00	\$10.00	\$10.00
🗹 🍠 Johnny Jay Skelton		\$0.00	\$10.00	\$10.00
🗹 🍠 Candace Smith	✓	\$0.00	\$10.00	\$10.00
🗹 🍠 James Larry Trull		\$0.00	\$10.00	\$10.00
🗹 🍠 Randall Edward Webster		\$0.00	\$10.00	\$10.00

COMPLETING JUROR PAY CALCULATION

Completing Juror Pay Calculation

You have successfully specified the information required to calculate juror pay. Review the information below and click Finish to execute.

Batch Description	on: dn-9/6/2023-1				
Batch Date:	9/6/2023				
Pay By:	Report				
Jurors					
Juror		Surrender Of Pay	Mileage Amount	Pay Amount	Total Amoun
Susan Nanette A	rnold	No	\$0.00	\$10.00	\$10.00
Freddie Thomas	Carroll	No	\$0.00	\$10.00	\$10.00
Nyah Lee Cundiff		Yes	\$0.00	\$10.00	\$10.00
Eric Kyle Davis		No	\$0.00	\$10.00	\$10.00
Brittany Nicole D	uncan	Yes	\$0.00	\$10.00	\$10.0
Katie Levi Kuepfe	er 🛛	No	\$0.00	\$10.00	\$10.0
Jaycie Madolyn R	oberts	No	\$0.00	\$10.00	\$10.00
Johnny Jay Skelt	on	No	\$0.00	\$10.00	\$10.00
Candace Smith		Yes	\$0.00	\$10.00	\$10.00
James Larry Trull		No	\$0.00	\$10.00	\$10.0
Randall Edward V	Vebster	No	\$0.00	\$10.00	\$10.0

Departmen

t Of Revenue Disbursement Amount: \$0.00	
Total Mileage Amount	\$0.00
Total Pay Amount:	\$110.00
Total Amount:	\$110.00
< Back Finish	Cancel

SELECT APPROPRIATE TASK

Juror Pay Has Been Calculated

Click the task that you wish to perform. Click Close to return to the main menu.

Calculate juror pay has completed.

Tasks

Create Juror Pay Report Print Checks

JUROR PAY

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CLICK ON BATCH

📄 hide menu	TnCISPerryCC	Juror Pa
Home	🕫 Close 🔂 New Search 🚭 P <u>r</u> in	nt
Log Off Party Search	Search by: Batch Description 🗸	1 - 1 of 1 Prey Next
Reminders Criminal	Batch Description:	<u> </u>
Civil Delinquent Taxes	Thru Date: 9/5/2023	
Documents Financials	Batch Description Batch Da	te Pay By
Jury Management	un-9/0/2023-1 9/0/2023	Kepuit
Juror Master		
Panels		
Juries Juror Attendance		
Calculate Juror Pay		
Add Jury Documents		

ENTER FROM BATCH DATE SELECT BATCH TO PAY

🕌 <u>S</u> ave and Close	X Delete	<u></u> <u> M</u> ore Options					
General Audit							
Batch Description	dn-9/6/2023-1						
Batch Date:	9/6/2023	9/6/2023					
Pay By:	Report	Report					
Jurors							
Juror		Surrender Of Pay	Mileage Amount	Pay Amount	Total Amount		
Susan Nanette Ar	nold	No	\$0.00	\$10.00	\$10.00		
Freddie Thomas C	Carroll	No	\$0.00	\$10.00	\$10.00		
Nyah Lee Cundiff		Yes	\$0.00	\$10.00	\$10.00		
Eric Kyle Davis		No	\$0.00	\$10.00	\$10.00		
Brittany Nicole Du	incan	Yes	\$0.00	\$10.00	\$10.00		
Katie Levi Kuepfe	r	No	\$0.00	\$10.00	\$10.00		
Jaycie Madolyn Ro	oberts	No	\$0.00	\$10.00	\$10.00		
Johnny Jay Skelto	n	No	\$0.00	\$10.00	\$10.00		
Candace Smith		Yes	\$0.00	\$10.00	\$10.00		
James Larry Trull		No	\$0.00	\$10.00	\$10.00		
Randall Edward W	/ebster	No	\$0.00	\$10.00	\$10.00		

JURY SERVICE COMPLETED

CLICK ON GROUP TO ENTER SERVICE COMPLETION DATE

Home	🔊 <u>C</u> lose	🗋 <u>A</u> dd New	👌 New <u>S</u> earch	🞒 P <u>r</u> int	
Log Off					
Party Search	Search by: Grou	p	~	1 - 6 of 6 Prev	<u>N</u> ext
Print Reports					-
Reminders	Group:			<u>Find Now</u>	J
Criminal	🗹 Ope	en Only			
Civil Civil					
Delinquent Taxes	Group	From Service Date	Thru Service Date	Juror Count	Exported
Documents	2023 4th Quarter	10/1/2023	Third Dervice Date	150	Exported
Financiais	Fall 2022 Pool	8/15/2022		275	
	June 2023	6/1/2023		225	
	Mobilize 2023	5/1/2023		251	
Juror Master	mobilize testing	3/29/2023		221	
Groups	Spring 2023	2/22/2023		353	
Panels					
🗐 Juries					
Juror Attendance					
Calculate Juror Pay					
📄 Juror Pay					
Add Jury Documents					
Jury Documents					

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ENTER THRU SERVICE DATE AND NOTES IF NEEDED

🕌 <u>S</u> ave and Close	<mark>न</mark> Save and <u>N</u> ew	X Delete	<u>∮</u> More Options		
General Jurors	Audit				
Group Name:	2023 4th Quarter			*	Options
From Service Date:	10/1/2023			*	Audits
Thru Service Date:	12/31/2023				Pallel
Group Count:	150				
Notes			•		
Service completed	for Jury, Jury has been	paid in full			

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