Empanel a Jury*

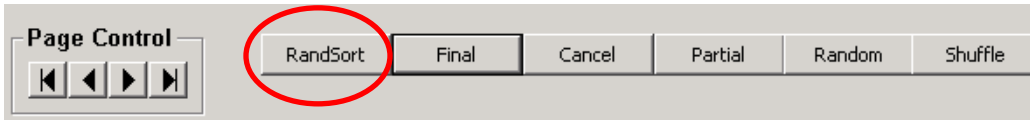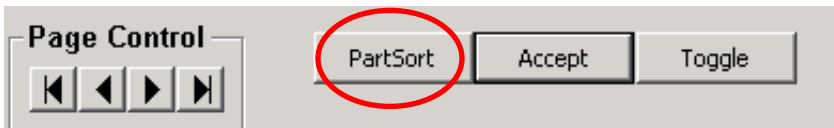|	
	This quick reference guide outlines steps for the empanel process. They can be completed live in the courtroom or after a trial has ended. Note: Several steps *must* be performed before a jury can be empanelled. An event must be created, people must be attended (checked in), and a panel created.
1.	After logging into the program, click the Panel Module icon.
2.	Click the **Empanel** button. The **Empanel Jury** screen will appear.
3.	Click the arrow to the right of the **Event No** field to view a list of events, and double click the needed event.
4.	Enter the number of jurors and alternates requested by the judge in the **Number of Jurors Including Alternates** field.
5.	Click **Accept**. A list of panel members will display in **Last Name, First Name** order.
6.	Click **RandSort** to put the names in the same <u>random</u> order as the judge's list.
7.	Court strikes (judge's strikes) are recorded first. Click in the **Result** column beside a person's name, and click **Court Strike** in the drop-down list.
8.	Click in the **Result** column of the next person to be struck, and select **Court Strike**. Continue recording court strikes in this manner as needed.
9.	Click **Partial** (at any time) to save changes made up to that point in time. Note: **No** changes can be made to any Result once the Partial button is clicked.
10.	The judge has now requested an updated <u>or</u> re-randomized list of people to be used for calling individuals into the jury box for questioning by the attorneys. Panel members labeled as **Court Strike** will <u>not</u> be included in the new lists.
11.	Choose the option which best suits the business process of the court. • Click the **Random** button. This will "re-randomize" the remaining panel members, placing panel members in a <u>different</u> random order. • Click the **Shuffle** button. This will move the remaining panel members up the list to the next empty spot.
12.	Click **OK** in the "Rerandomize" or "Re-Shuffling" message box which appears. The **Judge's List** message box will appear.
13.	Click **Yes** to print the judge's list. The **Attorney's List** message box will appear. (Two copies of the list will print in a <u>re-randomized</u> *or* a <u>re-shuffled</u> order.)

*Video demonstration available at http://courts.arkansas.gov

14.	Click **Yes** to print the attorney's list. The **Seating Plan** message box will appear. (Two copies of the list will print in <u>alphabetical</u> order. It includes a seat number for 12 people, matching the random order of the first 12 people on the judge's list.)
15.	Click **Yes** to print the seating plan. The list of panel members will reappear. (Two copies will print with the first 12 people from the judge's list.)
16.	At this time, begin recording any attorney strikes <u>and</u> marking jurors and alternates by clicking in the **Result** column and selecting the appropriate result.
17.	Continue in this manner until all strikes have been recorded and all jurors and alternates have been marked. <u>Note</u>: If a new list needs to be printed and additional people called into the box for questioning, the **Random** or **Shuffle** button can be used again.
18.	Once all jurors, alternates, and strikes have been recorded, click the **Final** button. The **Jury Box** screen will appear with the list of jurors in alphabetical order. (All unused panel members will be marked Not Used and returned to the pool.) <u>Note</u>: An error message will display if the number of people marked as jurors and alternates does not match the number entered in Step 4. If this occurs, click **OK** and continue recording results.
19.	Click the **PartSort** button three (3) times to put the names in the same <u>random</u> order as the judge's list. (The button's label will change each time it is clicked.)
20.	Click the name of juror #1, drag to the **#1 Jury Box** field, and release.
21.	Continue dragging and dropping jurors and alternates into the numbered seat they will occupy during the trial.
22.	Review the placement of jurors and alternates, and click **Accept**.
23.	Click **Yes** in the message box "Do you want a Jury List printed?"
24.	Click **Yes** in the message box "Do you want a Jury Seating Plan printed?" The Seating Plan screen will appear.
25.	Review the options and select the seating plan that best matches the layout of the jury box in the courtroom. The selected plan will be highlighted in blue.
26.	Check the **Print Landscape** box.
27.	Click **Accept**. The printer's dialog box will appear.
28.	Make the selections for the printer and click **OK**. The Panel window will appear.

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