



Automated Jury Management Software

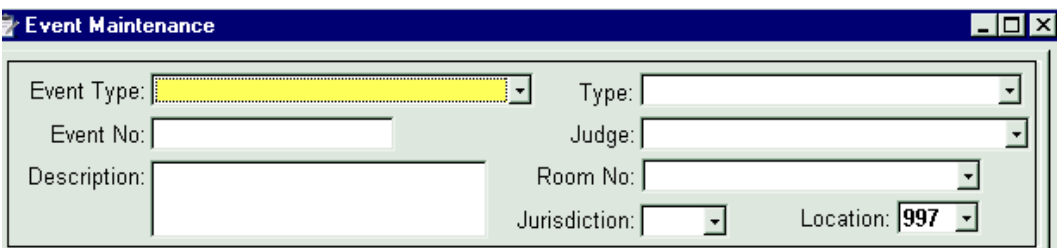
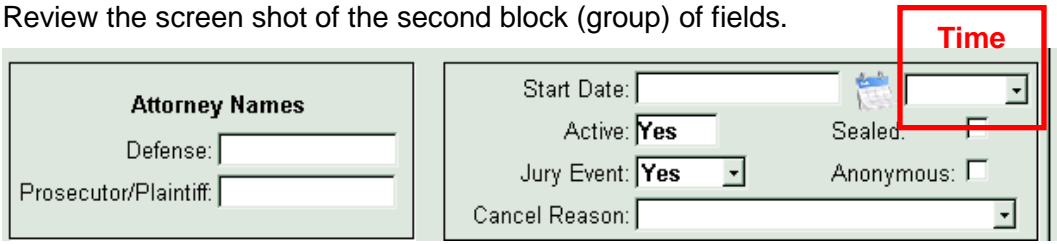
Panel Module Quick Reference Guides

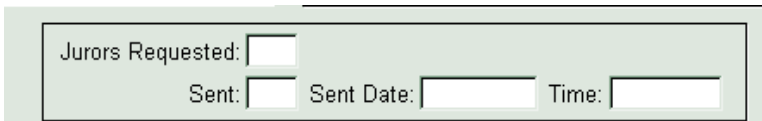
September 2010

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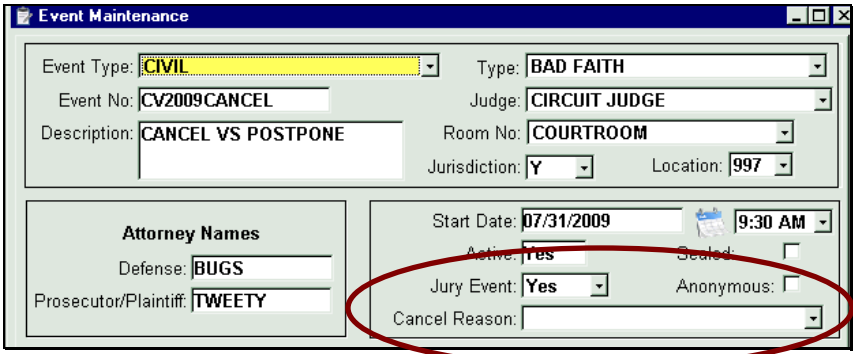
* Video demos available at <http://courts.arkansas.gov/acap/JurorTrainingAccess.cfm>

Create an Event

	<p>The steps for creating an event in the Panel Module are outlined below.</p> <p><u>Note:</u> A change in the formatting of the Event Number is necessary. This change is outlined in Step 5 below.</p>
1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the Events button. The Event Maintenance screen will appear displaying a list of active events already created in the location.
3.	To create a new event, click the New button. A new screen with several blank fields will appear.
4.	<p>Review the screen shot of the first block (group) of fields.</p> 
5.	<p>Enter (or select) the information for each field in the following order:</p> <ol style="list-style-type: none"> Event Type – Civil, Criminal, etc (click the arrow to view a list of options) Event No – this is the case number (of a trial). After entering the case number, add a dash (-) and the three digit location code of the county. <u>Examples:</u> CV-2008-309-003 (for Baxter County) or CR-2009-23-035 (for Jefferson County). Description – New VS Old (civil) or State VS Alias (criminal) Type – Arson, Bad Faith, etc (click the arrow to view a list of options) Judge – click the arrow to view a list of judges Room No – click the arrow to view a list of courtrooms Jurisdiction – Civil, Criminal, etc (click the arrow to view a list of options) Location – is automatically filled in by the program <p><u>Note:</u> Pulaski County users should select the judge who is presiding over the trial and that judge's Division for the Jurisdiction field.</p>
6.	<p>Review the screen shot of the second block (group) of fields.</p> 

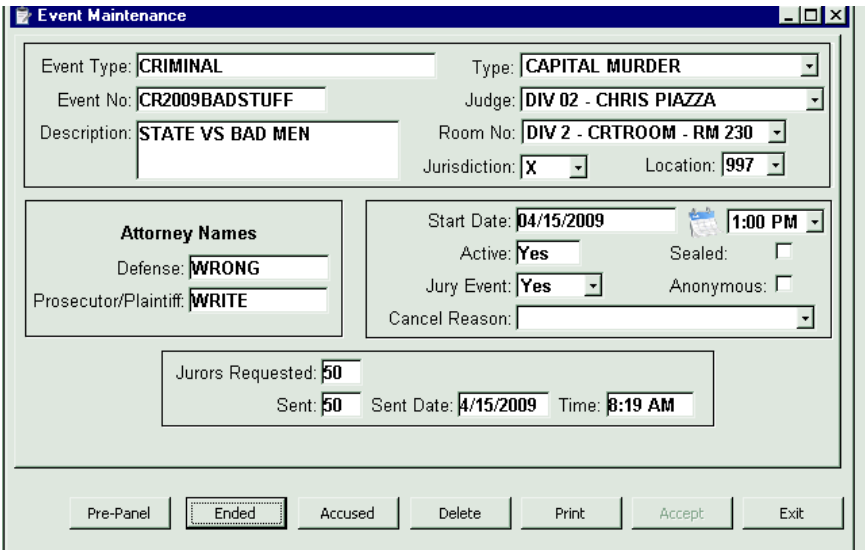
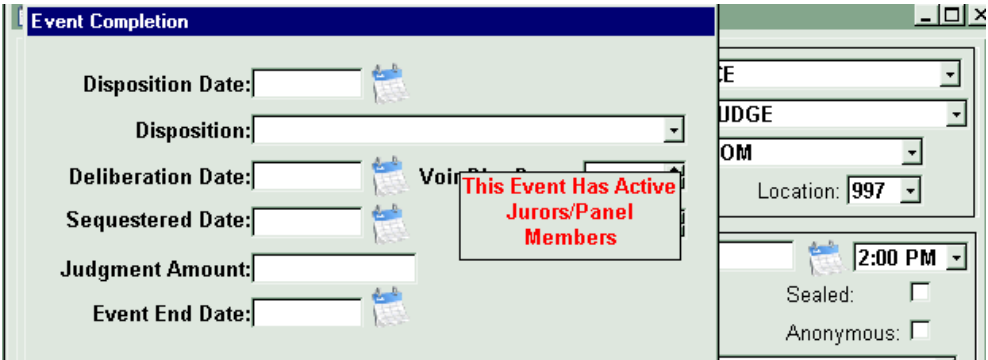
7.	Enter (or select) the information for each field in the following order: <ol style="list-style-type: none"> 1. Defense – the attorney's last name 2. Prosecutor/Plaintiff – the attorney's last name 3. Start Date – click the blue calendar to select the month, year, and date 4. Time – click the arrow to select the start time of the trial
8.	The Active and Jury Event fields are automatically filled in. The other fields of Sealed , Anonymous , and Cancel Reason are left blank at this time.
9.	The third block of fields in the screen shot below are filled in by the program at a later time. <div data-bbox="368 634 1125 753" data-label="Form">  <p>Jurors Requested: <input type="text"/></p> <p>Sent: <input type="text"/> Sent Date: <input type="text"/> Time: <input type="text"/></p> </div>
10.	At this time, review all information entered or selected.
11.	Click Accept to create the new event. The Pre-Panel dialog box will display.
12.	Click NO (most users will not use the pre-panel functionality).
13.	Click Exit to close the newly created event. The Event Maintenance screen will appear, displaying all active events – including the one just created.
14.	Click Exit . The Panel window will appear.

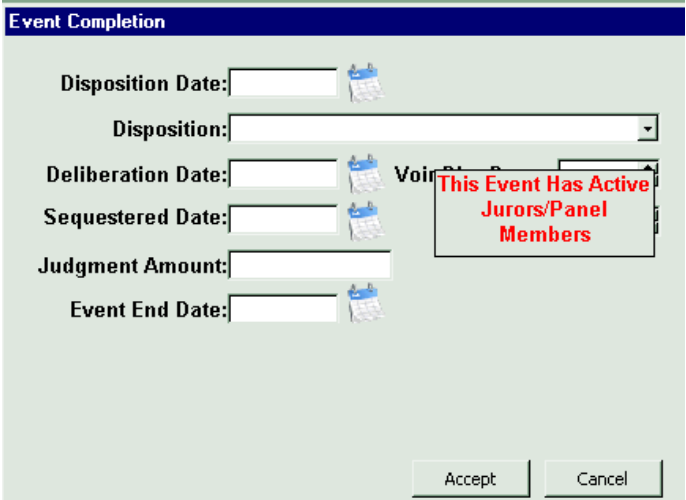
Cancel an Event*

	Event numbers can only be used once in the program. If a trial cannot be held, canceling the event enables the end user to “re-use” the event at a later time. This quick reference guide outlines how to cancel and un-cancel an event.
	Cancel
1.	After logging into the program, click the Panel Module icon.
2.	Click the Events button. The Event Maintenance screen will appear.
3.	Double click the event which needs to be canceled. The event will open.
4.	Click the Jury Event arrow and select No . 
5.	Click the Cancel Reason arrow, and review the options. Select the most appropriate reason for the cancellation.
6.	Review the changes and click Accept .
7.	Click Exit . The Panel window will appear.
	Un-Cancel
1.	Click the Events button. The Event Maintenance screen will appear.
2.	Double click the event which needs to be un-canceled.
3.	Click the Jury Event Arrow and select Yes .
4.	Click <u>in</u> the Cancel Reason field to highlight it.
5.	While the Cancel Reason field is highlighted, press the Delete key on the keyboard. The field will become blank.
6.	Review the changes and click Accept .
7.	Click Exit . The Panel window will appear.

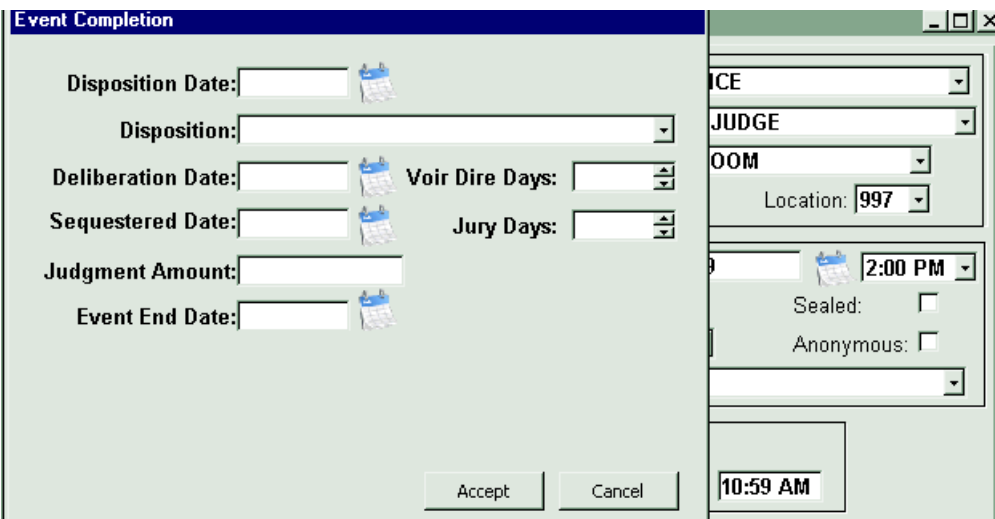
*Video demonstration available at <http://courts.arkansas.gov>

Enter a Disposition Date and Disposition

	At the conclusion of a trial, the clerk in the courtroom should enter a <u>disposition date</u> – the date a verdict was reached – and the disposition. This process can also be completed the day after an event. The steps are outlined below.
1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the Events button. The Event Maintenance screen will appear.
3.	<p>Double click the needed Event No. The event's details will be displayed.</p> 
4.	<p>Click the Ended button. The Event Completion screen will appear on top of the event, and the screen should look like this example.</p>  <p>Note: The red message is a reminder that the jury has not been returned. Since the jury cannot be returned until payment has been processed, seeing the message at this step is normal.</p>
5.	The Disposition Date is <u>the date a verdict was reached</u> . Click the blue calendar to select the month, year, and date.
6.	Click the arrow to the right of the Disposition field to see a list of options, and select the outcome (acquitted, dismissed, etc.).

7.	<p>Entries in the following fields are not required, but can be filled in if the court would like to record this information in the program.</p> <ul style="list-style-type: none">• Deliberation Date• Sequestered Date• Judgment Amount• Voir Dire Days (not visible – behind message)• Jury Days (not visible – behind message) <p><u>Note:</u> Do not put a date in the Event End Date field! This field is for payment purposes and cannot be entered until jury payment has been processed and the jury returned.</p>
8.	<p>Click Accept after entering the needed information.</p>  <p>The Event Completion screen will close, and the information entered will be saved.</p>
9.	<p>Click the Exit button twice. The Panel window will appear.</p>

End an Event

	These steps outline ending an event in the Panel Module. An event should <u>only</u> be ended after the jury has been confirmed for payment and returned to the pool.
1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the Events button. The Event Maintenance screen will appear.
3.	Double click the Event No for the event which needs to be ended. The event's details will be displayed.
4.	Click the Ended button. The Event Completion screen will appear. 
7.	The Disposition Date is <u>the date a verdict is reached</u> . If blank, click the blue calendar to select the month, year, and date. <u>Note:</u> Disposition Date , Disposition , and Judgment Amount should be entered by the clerk in the courtroom on the day of the trial.
8.	If it is blank, click the arrow to the right of the Disposition field to see a list of options, and select the outcome (acquitted, dismissed, etc.).
9.	The following fields can be filled in if the court would like to record this information in the program; Deliberation Date, Sequestered Date, Voir Dire Days, and Jury Days. This step is optional.
10.	Click the calendar to the right of the Event End Date to select the month, year, and date the trial ended. <u>Note:</u> Entering the Event End Date will cause the program to mark the event as inactive and remove it from the active list in the Event Maintenance screen.
11.	Click Accept . The Event Completion screen will close.
12.	Click Exit twice. The Panel window will appear.

Create a Pre-Panel*

	<p>These steps outline the new functionality of creating a pre-panel. Creating a pre-panel allows the user to</p> <ul style="list-style-type: none"> • assign a group of people to an event <u>before</u> the day of the trial; • print ballots; • print a pre-panel report (for attending or calling roll); and • print the judge (random order) and attorney (alphabetical) lists. <p><u>Note:</u> These steps outline how to create a pre-panel for an event which has already been created. A pre-panel can also be formed at the same time an event is created.</p>
1.	After logging into the program, click the Panel Module icon.
2.	Click the Events button. The Event Maintenance screen will appear.
3.	Double click the Event No which needs a pre-panel. The event's information will be displayed.
4.	Click the Pre-Panel button (first button, bottom left). A new screen will open.
5.	Pre-panels are created from a <u>single</u> pool. Click the arrow to the right of the Pick A Pool For Pre-Panel field to see a list of available pools.
6.	<p>Double click the Pool No of the pool which will be used. An alphabetical list of pool members will display. Anyone marked disqualified, excused, and undeliverable will not be displayed.</p> <p><u>Note:</u> If a person in the selected pool is already on a pre-panel, they will have an event number in the Event column beside their name.</p>
7.	<p>For this example, only 70 people (pool and responded status) will be used. Click Sort to change the order to pool sequence number. The Specify Sort Columns dialog box will appear.</p> <p><u>Note:</u> Sorting by pool sequence (random) number maintains randomization.</p>
8.	<p>Click and drag the status field from the Source Data Column (on the left) to the Columns area (on the right), and release. Doing this will group everyone with a "pool" status together and everyone with a "responded" status together.</p> <p><u>Note:</u> If the business process of the court includes using people with a pool status, this step may be skipped.</p>
9.	Click and drag the pool_seq field from the Source Data column (on the left) to the Columns area (on the right), and release.
10.	Click OK . Notice the list is in Status order first and then Seq# order (random number order).

*Example of pre-panel report on back

11.	Click in the Tag column of each person who will be included in the 70. <u>Note:</u> If the entire pool were being used, simply click the Tag All button.
12.	To see how many people have been tagged so far, click the Count button and then click OK . Since more people need to be tagged, repeat step 10 until the count is 70.
13.	Click Accept . The Event Maintenance window will appear.
14.	Click the Pre-Panel button again to review the list of people. Notice the Event column has an event number for the 70 tagged people.
15.	Click Cancel to close the pre-panel screen. The Panel window will appear. The remaining steps outline how to print the reports and ballots for a pre-panel.
Printing Attorney and Judge Lists	
1.	To print judge and attorney lists, click the Report menu item in the Panel Module.
2.	Click Pre-Panel Package . The Panel Detail Report dialog box will appear.
3.	Click the arrow to the right of Event Number to view a list of events, and double click the Event No which needs a pre-panel package printed.
4.	Check the Attorney's List box and enter the number of copies needed.
5.	Check the Judge's List box and enter the number of copies needed. <u>Note:</u> Bioforms (questionnaires) will not be printed at this time.
6.	Click Accept . The Panel window will appear while the reports print.
Printing Ballots	
1.	To print ballots, click the Report menu item in the Panel Module.
2.	Click Pre-Panel Ballot (2 nd menu item from the bottom).
3.	Click the arrow to view a list of events, and double click the needed Event No .
4.	Click the arrow to the right of the Paper Type field to view the two paper options, and click the appropriate option. <u>Note:</u> If the court does not have any ballot paper, card stock paper will work and could be cut apart.
5.	Click Accept . The ballots will be displayed for preview in last name order. They can be re-sorted by clicking the Sort button. Participant number and pool sequence (random) number are also listed on the ballot.

**Example of pre-panel report on back*

6.	After loading ballot paper in the printer, click Print .
7.	Click Close after printing.
8.	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p>LAURA J ADAMS</p> <p>001357358 - 5</p> </div> <div style="text-align: center;"> <p>Sample Ballot</p> </div> <div style="text-align: right;"> <p>MELINDA D ASHLEY</p> <p>024975045 - 26</p> </div> </div>
	<i>Printing the Pre-Panel Report</i>
1.	Click the Report menu item in the Panel Module.
2.	Click Pre-Panel Report (last menu item).
3.	Click the arrow to view a list of events, and double click the needed Event No.
4.	<p>Click Accept. The Pre-Panel Summary Report will be displayed for preview in last name order. It can be re-sorted by clicking the Sort button. This report can be used for calling roll and / or scanning people into attendance on the day of the trial.</p> <p>Information listed on this report includes:</p> <ul style="list-style-type: none"> • line numbers (1, 2, 3, 4, etc.) • participant number • pool sequence number • first and last name • status • bar code
5.	After loading regular paper into the printer, click Print . The printer's dialog box will appear.
6.	Make the appropriate selections for the printer and click OK .
7.	Click the Close button after printing. The Panel window will appear.

**Example of pre-panel report on back*

Pre-Panel Summary Report

Event: **CR09082009BEK**

Start Date: **9/8/2009**





























(Printed)

Description: **TALL VS SHORT**

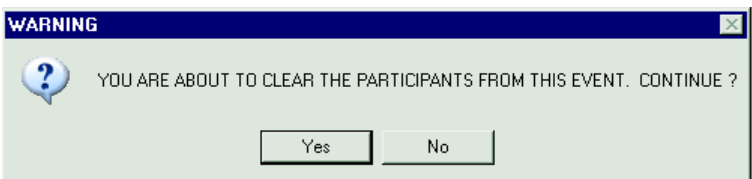
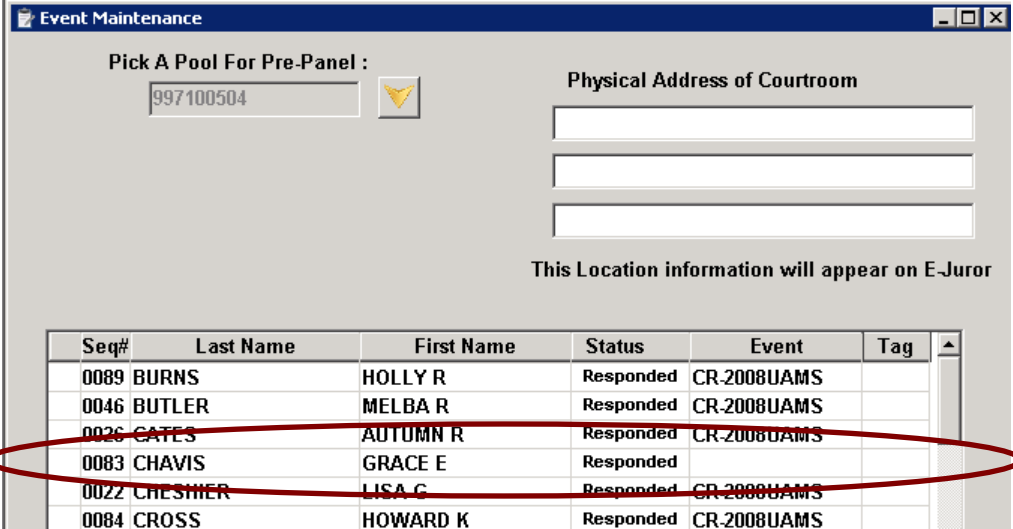
Date: **09/15/09**

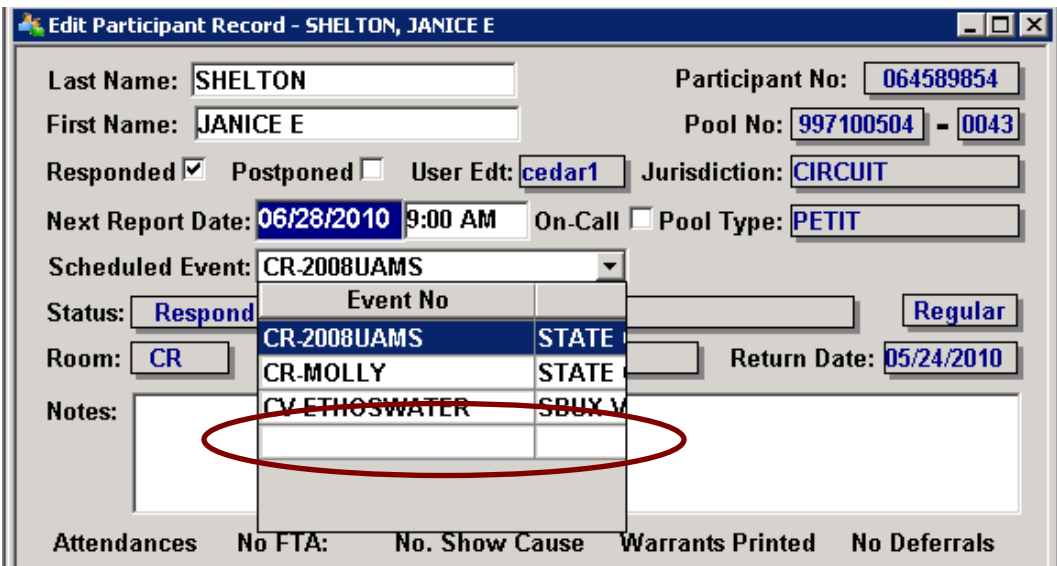
Judge: **CIRCUIT JUDGE**

Time: **9:35 AM**

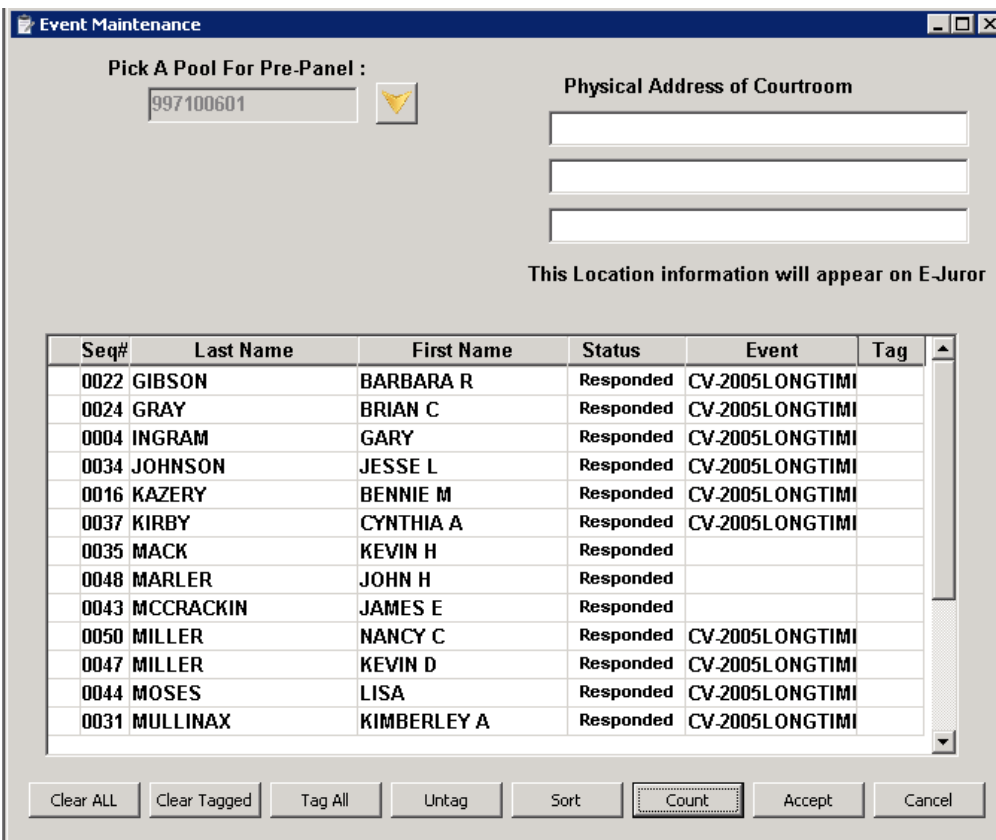
Line	Part No.	Pool Seq.	First Name	Last Name	Status	
1	064588164	01-0138	POLLY A	BARRON	Responded	
2	064576733	01-0059	MARY G	BICANOVSKY	Responded	
3	064590345	01-0060	RICKY D	BICE	Responded	
4	064574464	01-0053	STEVEN R	BOYD	Responded	
5	001186142	01-0070	JEFFERY L	BRATCHER	Responded	
6	064590824	01-0071	PAMELA J	CHRISTENSEN	Responded	
7	064590889	01-0062	LAURA L	CLEPPER	Responded	
8	064590011	01-0074	KATHLEEN	DENTON	Responded	
9	064590412	01-0082	LENEA P	DWYER	Responded	
10	064590463	01-0145	DONNIE G	EARLS	Responded	
11	064590472	01-0127	ABBY L	EDWARDS	Responded	
12	064591973	01-0077	EUGENE W	FITTIN	Responded	
13	064592158	01-0058	NOBLE L	FRAYER	Responded	
14	064591831	01-0057	MONETTE	GASTON	Responded	
15	064589934	01-0069	VERA E	GODFREY	Responded	
16	064590060	01-0080	CLINTON R	GRAHAM	Responded	
17	001181202	01-0090	WANDA J	GUNDERMAN	Responded	
18	064580848	01-0125	SHARON	GUTHRIE	Responded	
19	064590504	01-0052	KELLEY R	HALE	Responded	
20	064592133	01-0067	WALLACE W	HILL	Responded	
21	064588047	01-0085	HERBERT L	HINTON	Responded	
22	064591397	01-0131	ANITA J	HOLLEMAN	Responded	
23	064591153	01-0064	BOBBY D	JAMES	Responded	
24	064591812	01-0072	BENNIE A	KEETER	Responded	
25	064590317	01-0105	HALTON G	LACY	Responded	
26	001189012	01-0076	CLIFFORD M	LAFFERTY	Responded	
27	064592003	01-0133	ANGELICA	MARTINEZ	Responded	
28	064589103	01-0120	VIRGIL J	NAPIER	Responded	

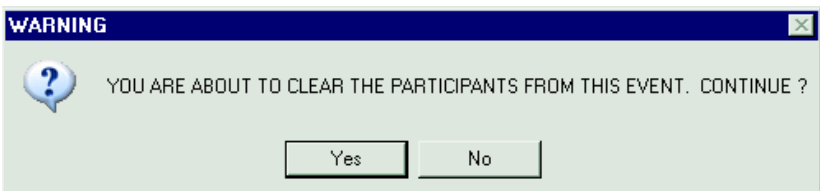
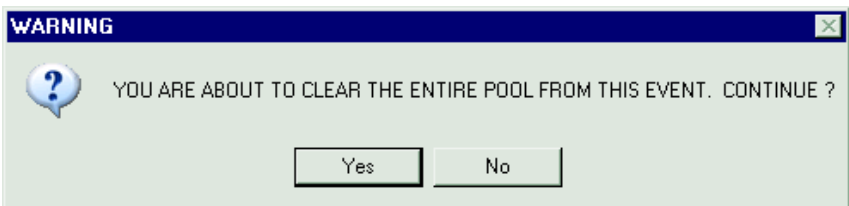
Remove an Individual from a Pre-Panel

	This quick reference guide outlines the steps for removing an individual from a pre-panel. This can be accomplished through the pre-panel screen or through a participant record. Both methods are illustrated.																																										
	<i>Remove through Pre-Panel Screen</i>																																										
1.	After logging into the program, click the Panel Module icon.																																										
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5.	Click in the Tag column of the person who needs to be removed. If additional people need to be removed from this pre-panel, click in their Tag column.																																										
6.	Click the Clear Tagged button. The following message box will display. 																																										
7.	Click Yes . The Event and Tag columns will be cleared for anyone tagged.  <table border="1" style="margin-top: 10px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Seq#</th> <th>Last Name</th> <th>First Name</th> <th>Status</th> <th>Event</th> <th>Tag</th> </tr> </thead> <tbody> <tr> <td>0089</td> <td>BURNS</td> <td>HOLLY R</td> <td>Responded</td> <td>CR-2008UAMS</td> <td></td> </tr> <tr> <td>0046</td> <td>BUTLER</td> <td>MELBA R</td> <td>Responded</td> <td>CR-2008UAMS</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>0026</td> <td>CATES</td> <td>AUTUMN R</td> <td>Responded</td> <td>CR-2008UAMS</td> <td></td> </tr> <tr> <td>0083</td> <td>CHAVIS</td> <td>GRACE E</td> <td>Responded</td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>0022</td> <td>CHESHER</td> <td>LISA G</td> <td>Responded</td> <td>CR-2008UAMS</td> <td></td> </tr> <tr> <td>0084</td> <td>CROSS</td> <td>HOWARD K</td> <td>Responded</td> <td>CR-2008UAMS</td> <td></td> </tr> </tbody> </table>	Seq#	Last Name	First Name	Status	Event	Tag	0089	BURNS	HOLLY R	Responded	CR-2008UAMS		0046	BUTLER	MELBA R	Responded	CR-2008UAMS		0026	CATES	AUTUMN R	Responded	CR-2008UAMS		0083	CHAVIS	GRACE E	Responded			0022	CHESHER	LISA G	Responded	CR-2008UAMS		0084	CROSS	HOWARD K	Responded	CR-2008UAMS	
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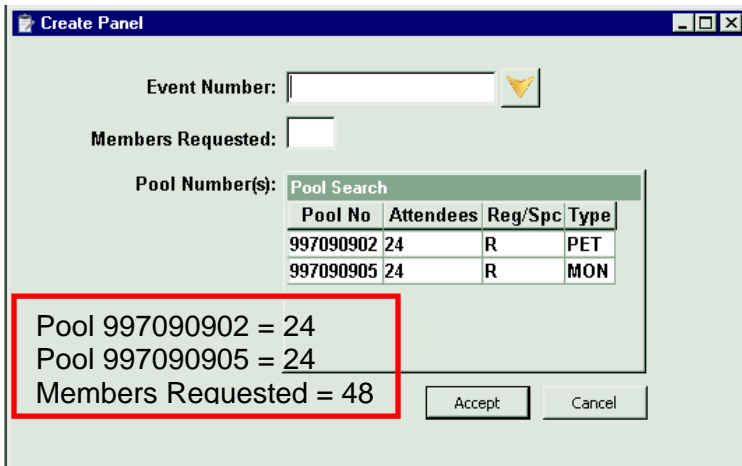
	<p>Note: The date and time of the event remains on the participant record of anyone cleared from a pre-panel. If they are <u>not</u> due in court on this date, change date and time by using the Att Date button in the Pool Module.</p>
8.	Click Cancel to close the Pre-Panel screen. The event's information will reappear.
	Remove through Participant Record
1.	After logging into the program, click the Pool Module icon.
2.	Click the Edit button. The Pool Member Search screen will appear.
3.	Enter the Participant Number or Last Name, First Name of the individual who needs to be removed from a pre-panel. Their individual record will open.
4.	<p>Click the arrow to the right of the Scheduled Event field, and click in the blank space at the bottom of the Event No column. The event field will now be blank.</p>  <p>The screenshot shows the 'Edit Participant Record' window for SHELTON, JANICE E. The window contains various fields for participant information, including Last Name, First Name, Participant No, Pool No, Responded status, Postponed status, User Edit, Jurisdiction, Next Report Date, On-Call status, Pool Type, Scheduled Event, Status, Room, Notes, and a table with Event No and State. A red circle highlights the bottom of the Event No column, indicating where to click to remove the event.</p>
	<p>Note: The date and time of the event remains on the participant record. If the person is <u>not</u> due in court on this date, change date and time by using the Att Date button in the Pool Module.</p>
5.	Click the small black X to save and close the record, or click the Search button to save the changes and return to the Pool Member Search screen.

Remove a Group from Pre-Panel

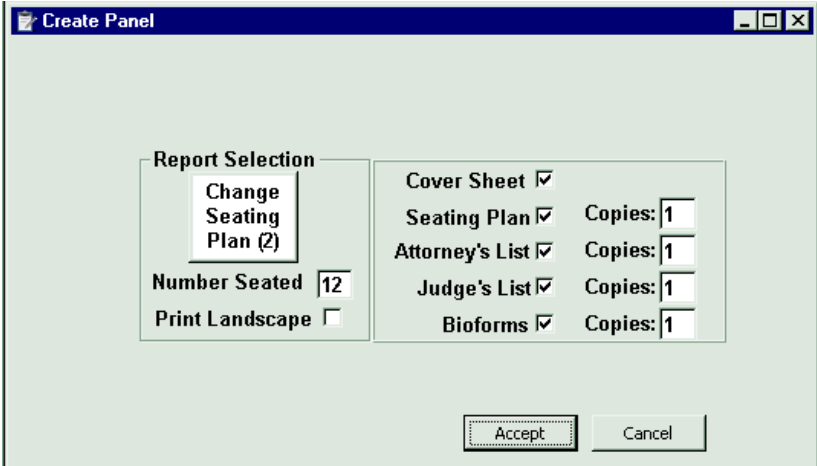
	<p>This quick reference guide outlines the steps for removing a group of people from a pre-panel. These steps are followed if the event / trial was not held, or someone on the pre-panel did not show up on the day of the event.</p>
1.	After logging into the program, click the Panel Module icon.
2.	Click the Events button. The Event Maintenance screen will appear.
3.	Double click the Event No which has the needed pre-panel. The event's information will be displayed.
4.	Click the Pre-Panel button. A list of pool members will display.
	<p><u>Important Note:</u> Since pre-panels are created from a single pool, everyone in the pool displays – whether or not they have been assigned to this specific pre-panel. If a person is assigned to any pre-panel, the event number will be listed in the Event column of this screen. <u>Only</u> remove people from a pre-panel during this step who are specifically assigned to the selected event.</p>  <p>The screenshot shows the 'Event Maintenance' window. It has a title bar 'Event Maintenance'. Below the title bar, there's a section 'Pick A Pool For Pre-Panel :' with a text box containing '997100601' and a yellow arrow button. To the right, there's a section 'Physical Address of Courtroom' with three empty text boxes. Below that, it says 'This Location information will appear on E-Juror'. The main part of the window is a table with columns: Seq#, Last Name, First Name, Status, Event, and Tag. The table contains 15 rows of data. The 'Status' column for all rows is 'Responded'. The 'Event' column contains 'CV-2005LONGTIMI' for most rows, but is empty for rows 0035, 0048, and 0043. The 'Tag' column has checkboxes. At the bottom of the window, there are buttons: 'Clear ALL', 'Clear Tagged', 'Tag All', 'Untag', 'Sort', 'Count', 'Accept', and 'Cancel'.</p>
5.	<p>If part of the pool is on the selected pre-panel, click in the Tag column of each person who needs to be removed.</p> <p>OR</p> <p>If everyone in the pool is on the selected pre-panel, click the Tag All button. A check mark will be placed in everyone's Tag column.</p>

6.	<p>If part of the pool is on the pre-panel, click the Clear Tagged button. The following message box will display.</p>  <p>OR</p> <p>If everyone in the pool is on the pre-panel, click the Clear ALL button. The following message box will display.</p> 
7.	<p>Click Yes. The tagged names will have the event number removed from their Event column, <u>or</u> all names will be cleared from the Pre-Panel screen (if the Clear ALL button was clicked).</p>
	<p><u>Note</u>: The date and time of the event remains on the participant record of anyone cleared from a pre-panel. If they are <u>not</u> due in court on this date, change date and time by using the Att Date button in the Pool Module.</p>
8.	<p>Click Cancel to close the Pre-Panel screen. The event's information will reappear.</p>

Create a Panel from One or More Pools*

	<p>A panel can be created from available attendance, one or more pools, or a pre-panel. Using the available attendance option should <u>not</u> be used if more than one trial is occurring in the same location at the same time.</p> <p>These steps outline how to create a panel from one or more pools. Be sure the event has already been created and people have been attended before starting this process.</p>
1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the CreatePanel button. The Panel Date screen will appear.
3.	The Panel Creation Date: field will display today's date. If this is the date needed, click Accept . The Create Panel – Panel Source screen will appear.
4.	Click the option button for One or more specific Pools .
5.	Click Accept .
6.	A new screen will appear displaying fields for Event Number , Members Requested , and Pool Numbers(s) .
7.	Click the arrow to the right of Event Number to view a list of events, and select the event which needs a panel created.
8.	<p>Enter the number of attendees (people sitting in the courtroom) in the Members Requested field. This number should total the number of Attendees displayed for <u>all</u> pools being used for this specific panel.</p> 
9.	Holding down the CTRL key, click the Pool No of each pool being used to form the panel. The pool information will be highlighted in yellow.

*Example of judge's and attorney's lists on back

10.	Click Accept . The following screen will display.
	
11.	It is not necessary to print all of these forms at this time. Uncheck the Cover Sheet , Seating Plan , and Bioforms check boxes. (Ignore the Change Seating Plan option at this time as well.)
12.	Leave Attorney's List checked and enter the number of copies needed. This list will print in alphabetical order by last name, first name.
13.	<p>Leave Judge's List checked and enter the number of copies needed. It is recommended that at least two copies be printed; one for the judge and one for the clerk.</p> <p>Because the Judge's List is printed in <u>random number order</u>, it can be used by the clerk to call people into the box for questioning by the attorneys.</p>
14.	Click Accept . The Panel window will appear while the reports are printed.

Judge's List

Judge: **CIRCUIT JUDGE**

Event: **CR20090220XYZ**

Date: **2/20/09**

Time: **12:02 PM**

Seat Random

No.	No.	Part No.	Pool Seq.	Name	Code (see legend)
*	1	001483114	01-0087	EVANS, BARRY E TANGERINE	
*	2	000211744	01-0094	POINDEXTER, PEGGY A CHERRY	
*	3	000277288	01-0103	USRY, LOIS G PLUM	
*	4	062120231	01-0085	CROOK, KEVIN D PLUM	
*	5	045432586	01-0072	CREER, BARBARA J WALNUT	
*	6	001832694	01-0070	COPELAND, RACHEL D LIME	
*	7	065100204	01-0089	BROMLEY, KRISTIE L RASPBERRY	
*	8	033647746	01-0064	MILLIKEN, JOHN W MANGO	
*	9	282002205	01-0095	ALLEN, JEREMY W GRAPEFRUIT	
*	10	000232205	01-0109	MACKEY, SANDRA C MANGO	
*	11	043148575	01-0069	SCOTT, SONJA M CHESTNUT	
*	12	023141462	01-0061	STOCKTON, IRIS J PEAR	
	13	282003986	01-0080	SCOTT, JEFF R BLUEBERRY	
	14	000942226	01-0105	RUMFIELD, JAMES M KUMQUAT	
	15	000195280	01-0065	RUDDER, CHRISTINA E WATERMELON	
	16	054103673	01-0078	BANKS, MARY A APRICOT	
	17	282032760	01-0098	BRANSTETTER, ROY D BLACKBERRY	
	18	282017444	01-0077	JOHNSON, JON R CHERRY	
	19	000564517	01-0092	LAMB, GEORGE A RASPBERRY	

Legend: J=Jury A=Alternate NU=Not Used CS=Court Strike

PP=Peremptory Challenge Prosecutor/Plaintiff PD=Peremptory Challenge Defense

CP=Challenge For Cause Prosecutor/Plaintiff CD=Challenge For Cause Defense

Note: Return to Jury Assembly Room each evening during Panel.

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Attorney's List

Judge: **CIRCUIT JUDGE**

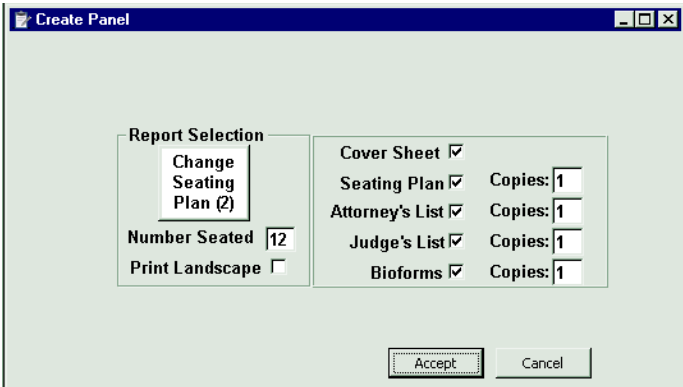
Event: **CR20090220XYZ**

Date: **2/20/09**

Time: **12:02 PM**

Seat No.	Part No.	Pool Seq.	Name	Comment	Pool No.
	-	001800187	01-0099	ACREE, ALISON N GRAPE	997090101
9	-	282002205	01-0095	ALLEN, JEREMY W GRAPEFRUIT	997090101
	-	000600806	01-0056	ALLEN, PAUL M TANGERINE	997090101
	-	054103673	01-0078	BANKS, MARY A APRICOT	997090101
	-	001202736	01-0073	BOBO, FRANKIE D PLUM	997090101
	-	018399892	01-0076	BOYD, BRITTNEY R PEANUT	997090101
	-	282032760	01-0098	BRANSTETTER, ROY D BLACKBERRY	997090101
	-	042102537	01-0074	BRINNEMAN, ROY G UGLI	997090101
7	-	065100204	01-0089	BROMLEY, KRISTIE L RASPBERRY	997090101
	-	011107202	01-0107	BROWN, PHYLLIS D LEMON	997090101
	-	001141245	01-0060	BRUNK, LLOYD A PEANUT	997090101
	-	001350712	01-0066	CAMP, DEBORAH J ALMOND	997090101
	-	015103460	01-0108	COLLINS, DONNA B CHESTNUT	997090101
	-	068114465	01-0086	CONRAD, LISA M PERSIMMON	997090101
6	-	001832694	01-0070	COPELAND, RACHEL D LIME	997090101
5	-	045432586	01-0072	CREER, BARBARA J WALNUT	997090101
4	-	062120231	01-0085	CROOK, KEVIN D PLUM	997090101
	-	001801580	01-0084	DAVIS, INGRID N PLUM	997090101
	-	000163871	01-0102	DAVIS, KATHERYN E HAZELNUT	997090101

Create a Panel from Available Attendance*

	These steps outline how to create a panel from available attendance. Using the available attendance option should <u>not</u> be used if more than one trial is occurring in the same location at the same time. Be sure the event has already been created and people have been attended <u>before</u> starting this process.
1.	After logging into the program, click the Panel Module icon.
2.	Click the CreatePanel button. The Panel Date screen will appear and display today's date in the Panel Creation Date field.
3.	If the date displayed is correct, click Accept . The Create Panel – Panel Source screen will appear. (A different date can be selected by clicking the calendar.)
4.	Click the option button for Available Attendance .
5.	Click Accept . Fields for Event Number and Members Requested will display.
7.	Click the arrow to the right of Event Number to see a list of events, and select the event which needs a panel created.
8.	Enter the number of attendees in the Members Requested field. This number should match the number of people actually sitting in the courtroom.
10.	Click Accept . The following screen will display. 
11.	Uncheck the Cover Sheet , Seating Plan , and Bioforms check boxes. (Ignore the Change Seating Plan option at this time as well.)
12.	Enter the number of Attorney's List copies needed.
13.	Enter the number of Judge's List copies needed. It is recommended that at least two copies be printed. Because the Judge's List is printed in <u>random number order</u> , it can be used to call people into the box for questioning by the attorneys.
14.	Click Accept . The Panel window will appear while the reports are printed.

**Example of judge's and attorney's list on back*

Attorney's List

Judge: **CIRCUIT JUDGE**

Event: **CR20090220XYZ**

Date: **2/20/09**

Time: **12:02 PM**

Seat No.	Part No.	Pool Seq.	Name	Comment	Pool No.
	-	001800187	01-0099	ACREE, ALISON N GRAPE	997090101
9	-	282002205	01-0095	ALLEN, JEREMY W GRAPEFRUIT	997090101
	-	000600806	01-0056	ALLEN, PAUL M TANGERINE	997090101
	-	054103673	01-0078	BANKS, MARY A APRICOT	997090101
	-	001202736	01-0073	BOBO, FRANKIE D PLUM	997090101
	-	018399892	01-0076	BOYD, BRITTNEY R PEANUT	997090101
	-	282032760	01-0098	BRANSTETTER, ROY D BLACKBERRY	997090101
	-	042102537	01-0074	BRINNEMAN, ROY G UGLI	997090101
7	-	065100204	01-0089	BROMLEY, KRISTIE L RASPBERRY	997090101
	-	011107202	01-0107	BROWN, PHYLLIS D LEMON	997090101
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5	-	045432586	01-0072	CREER, BARBARA J WALNUT	997090101
4	-	062120231	01-0085	CROOK, KEVIN D PLUM	997090101
	-	001801580	01-0084	DAVIS, INGRID N PLUM	997090101
	-	000163871	01-0102	DAVIS, KATHERYN E HAZELNUT	997090101

Judge's List

Judge: **CIRCUIT JUDGE**

Event: **CR20090220XYZ**

Date: **2/20/09**

Time: **12:02 PM**

Seat Random

No.	No.	Part No.	Pool Seq.	Name	Code (see legend)
*	1	001483114	01-0087	EVANS, BARRY E TANGERINE	
*	2	000211744	01-0094	POINDEXTER, PEGGY A CHERRY	
*	3	000277288	01-0103	USRY, LOIS G PLUM	
*	4	062120231	01-0085	CROOK, KEVIN D PLUM	
*	5	045432586	01-0072	CREER, BARBARA J WALNUT	
*	6	001832694	01-0070	COPELAND, RACHEL D LIME	
*	7	065100204	01-0089	BROMLEY, KRISTIE L RASPBERRY	
*	8	033647746	01-0064	MILLIKEN, JOHN W MANGO	
*	9	282002205	01-0095	ALLEN, JEREMY W GRAPEFRUIT	
*	10	000232205	01-0109	MACKEY, SANDRA C MANGO	
*	11	043148575	01-0069	SCOTT, SONJA M CHESTNUT	
*	12	023141462	01-0061	STOCKTON, IRIS J PEAR	
	13	282003986	01-0080	SCOTT, JEFF R BLUEBERRY	
	14	000942226	01-0105	RUMFIELD, JAMES M KUMQUAT	
	15	000195280	01-0065	RUDDER, CHRISTINA E WATERMELON	
	16	054103673	01-0078	BANKS, MARY A APRICOT	
	17	282032760	01-0098	BRANSTETTER, ROY D BLACKBERRY	
	18	282017444	01-0077	JOHNSON, JON R CHERRY	
	19	000564517	01-0092	LAMB, GEORGE A RASPBERRY	

Legend: J=Jury A=Alternate NU=Not Used CS=Court Strike


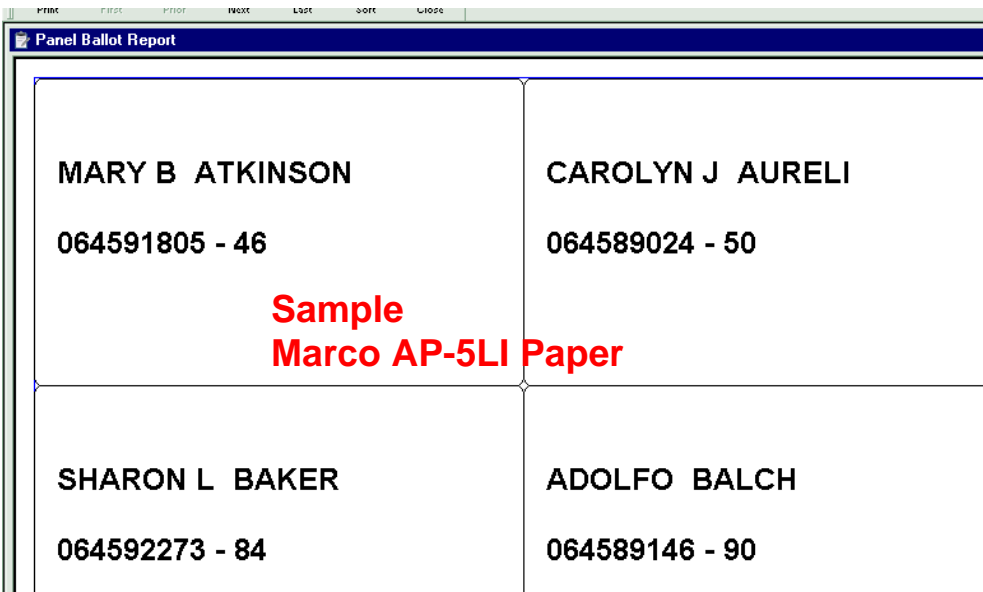
PP=Peremptory Challenge Prosecutor/Plaintiff PD=Peremptory Challenge Defense

CP=Challenge For Cause Prosecutor/Plaintiff CD=Challenge For Cause Defense

Note: Return to Jury Assembly Room each evening during Panel.

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Print Ballots after Creating a Panel*

	These steps outline how to print ballots in the courtroom. Ballots can only be printed after creating a panel.
1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the Ballot button. The Panel Ballot Report dialog box will open. 
3.	Click the arrow to the right of the Event Number field to view a list of events, and double click the needed event.
4.	Click the arrow to the right of the Paper Type field to view the paper options, and select the type of paper which will be used. <u>Note:</u> If ballot paper is not available, card stock or regular paper may be used. Ballots printed on these types of paper will need to be cut apart.
5.	Click Accept . A preview of the ballots will appear with name, participant number (part no), and pool sequence number (random number). 
6.	Review the ballots if needed and click Print . The printer's dialog box will appear. <u>Note:</u> The ballots appear in alphabetical order, but the sort order can be changed by clicking the Sort button.
7.	Make the selections for the printer and click OK .
8.	After the ballots print, click the Close button. The Panel window will appear.

*Sample of ballots on back

IRENE L BROWN

001186878 - 56

ALTON P CASEY-HAMPTON

064590847 - 7

MAE D CATRON

001187305 - 99

MARY E CHILDRES

064589015 - 61

JAMES L COFFEY

001189438 - 30

DELLA F COLE

064589390 - 4

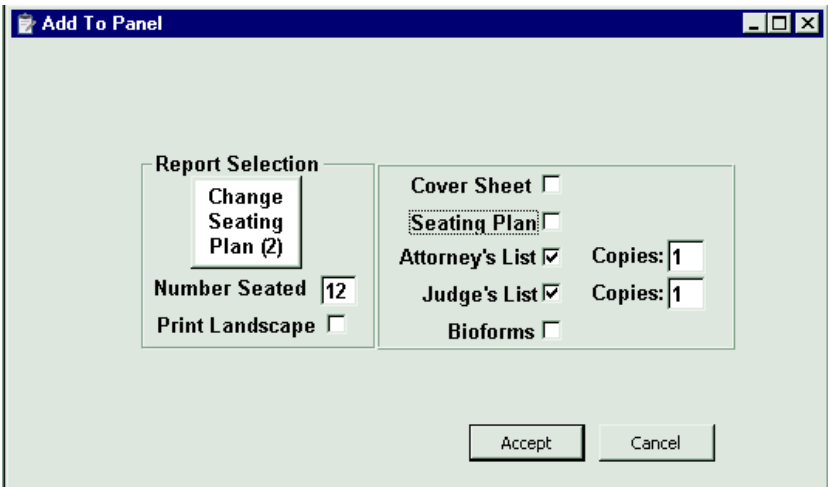
EARL J COLE

064589987 - 70

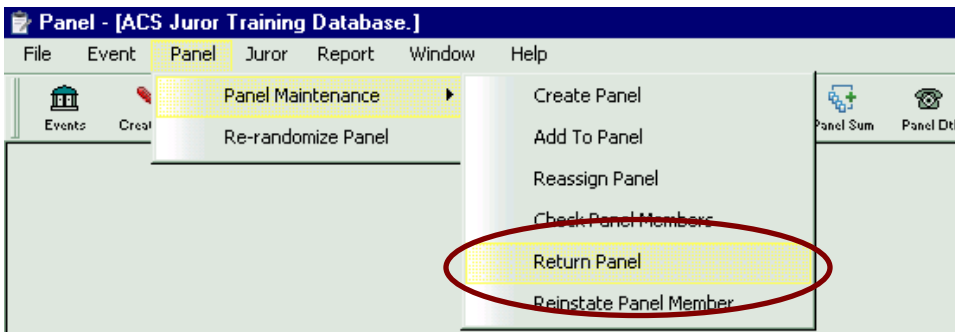
COLONUL R COOPER

064579276 - 57

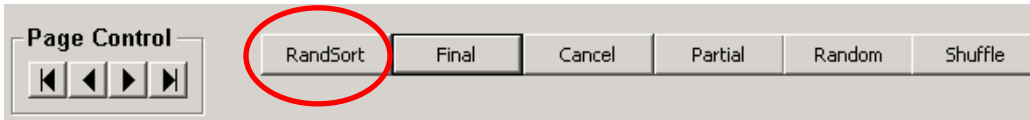
Add People to a Voir Dire Panel

	These steps illustrate how to add more people to a panel through the Available Attendance or Pre-Panel option.
1.	After logging into the program, click the Panel Module icon.
2.	Click the Panel menu item.
3.	Go to Panel Maintenance and click Add To Panel . The Panel Date dialog box will open.
4.	Enter the Panel Creation Date . This is the date of the event / trial.
5.	Click Accept . The Add To Panel screen will appear.
6.	Select the Panel Source option of Available Attendance. (To use this option, the people should already be attended / checked-in.)
7.	Click Accept . The Event Number and Members Requested fields will appear.
8.	Click the arrow to the right of the Event Number field and select the event / trial which needs more people on the panel.
9.	Enter the number of additional people needed in the Members Requested field.
10.	Click Accept . The following screen appears. 
11.	Uncheck / check the needed reports and number of copies to print.
12.	Click Accept . The selected reports will print. The newly added people will be added to the bottom of the judge's list, and they will be placed in alphabetical order on the attorney's list.
13.	To add people who are on a pre-panel, repeat Steps 3 through 12 and change the option in Step 6 to Pre-Panel.

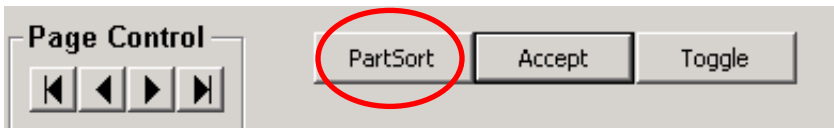
Return a Panel (Canceled or Postponed Event)

	<p>After a panel has been created, the trial may be canceled or postponed. These steps outline how to return a panel when the trial or event was not held.</p> <p>Complete the payment step for the panel (Confirm button in the Attend Module) <u>before</u> following these steps.</p>
1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the Panel menu item.
3.	<p>Go to Panel Maintenance, and then click Return Panel.</p>  <p>The Return Panel screen will appear.</p>
4.	Click the arrow to the right of Event Number and select the event which did not take place.
5.	Click Accept . A list of the panel members for the selected event will display. Everyone will be tagged by default.
6.	<p>To return everyone, click the Accept button.</p> <p><u>Note:</u> If only part of the panel needs to be returned, untag those individuals who will not be returned. The program will <u>only</u> return panel members with a check mark in the Tag column.</p>
7.	Click OK in the Confirm Panel Return dialog box. The Panel window appears.

Empanel a Jury*

	<p>This quick reference guide outlines steps for the empanel process. They can be completed live in the courtroom or after a trial has ended.</p> <p><u>Note:</u> Several steps <i>must</i> be performed before a jury can be empanelled. An event must be created, people must be attended (checked in), and a panel created.</p>
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.	<p>Click RandSort to put the names in the same <u>random</u> order as the judge's list.</p> 
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.	<p>Click Partial (at any time) to save changes made up to that point in time.</p> <p><u>Note:</u> No changes can be made to any Result once the Partial button is clicked.</p>
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.	<p>Choose the option which best suits the business process of the court.</p> <ul style="list-style-type: none"> 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.)  The screenshot shows a 'Page Control' section with four navigation buttons (back, forward, etc.) and three main buttons: 'PartSort', 'Accept', and 'Toggle'. The 'PartSort' button is circled in red.
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.

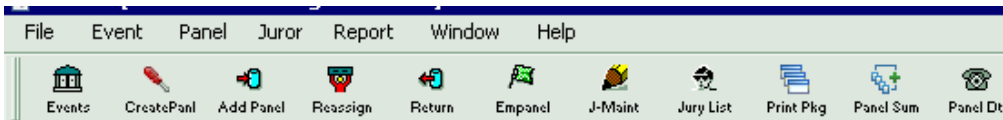
Change an Alternate to a Juror

1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the Juror menu item.
3.	Click Juror Maintenance . The Jury Maintenance screen will appear.
4.	Click the arrow to the right of the Event Number field to see a list of events, and double click the needed event.
5.	Click Accept . The list of jurors and alternates will display.
6.	To see the J / A (juror / alternate) column, click and drag the separator bar between the Name and Part # columns.
7.	Click the Part # of the juror who was unable to complete service.
8.	Write down the participant number of the juror to verify later.
9.	Click the Return button.
10.	Verify the participant number written down in Step 8 is the number displayed in the Return Juror / Alternate dialog box. Click Yes .
11.	Locate the name of the alternate who will replace the juror and click their Part # .
12.	Write down this participant number because it will have to be entered later.
13.	The alternate must be <u>returned</u> before they can be <u>added</u> as a juror. Click the Return button.
14.	Verify the participant number written down in Step 12 is the number displayed in the dialog box. Click Yes .
15.	In the empty Part # field of the returned juror, enter the participant number of the alternate written down in Step 12. The program now lists the alternate as a juror.
16.	Click Exit twice. The Panel window will appear.
17.	Click the Jury List button to review and/or print the jury list for this event.
18.	Click the arrow to the right of the Event Number field to see a list of events, and double click the needed event.
19.	Click Accept . Note there is one less name on the list.
20.	Click Cancel to exit or Print to print an updated jury list. The Panel window will appear.

Return a Jury after a Trial

Note:	These steps are followed to return a jury <u>after</u> attending and confirming payment for the jury (clicking the Jury Att button in the Attend Module). It is not necessary to finalize payment (clicking the green money bag) before returning the jury, but the jury <u>must be</u> returned before ending the event.
1.	After logging into the program, click the Panel Module icon.
2.	Click the Juror menu item.
3.	Click Juror Maintenance (the third item on the menu). The Juror Maintenance screen will appear.
4.	Click the arrow to the right of the Event Number field.
5.	Double click the event which needs the jury returned.
6.	Click OK . The list of jurors (and alternates, if any) will appear.
7.	Click the Return All button.
8.	Click Yes in the Return Juror / Alternate dialog box. The returned jurors are placed back in the Pool and are available for another event. <u>Note</u> : Their status will be Responded.
9.	Click Exit . The Juror Maintenance screen will appear.
10.	Click Exit . You will be returned to the Panel Module window.

Print Panel Summary Report*

	These steps outline how to print the Panel Summary Report. This report will list all panel members and their status, i.e., Not Used, Court Strike, Peremptory-Defense, Serving, totals for each category, etc.
1.	After logging into the program, click the Panel Module icon. The Panel window will appear.
2.	Click the Panel Sum button. The Panel Summary Report dialog box will open.  <p>Note: Another option is to click the Report menu item and then the Panel Summary sub-menu item.</p>
3.	Click the arrow to the right of the Event Number field to view the list of events, and double click the needed event.
4.	Click Accept . The Panel Summary Report for the selected event will display. This report includes the names of all panel members and their status.
5.	Click Print . The printer's dialog box will appear.
7.	Make the selections for the printer and click OK .
8.	After the report prints, click the Close button. The Panel window will appear.

*Sample of report on back

Panel Summary Report

Event: **CR09082009BEK**

Date: **9/21/09**

Judge: **CIRCUIT JUDGE**

Time: **1:22 PM**

Part No.	Pool Seq.	Name	Status	
064588164	01-0138	BARRON, POLLY A	Not Used	
064576733	01-0059	BICANOVSKY, MARY G	Court Strike	
064590345	01-0060	BICE, RICKY D	Returned Juror	
064574464	01-0053	BOYD, STEVEN R	Not Used	
001186142	01-0070	BRATCHER, JEFFERY L	Not Used	
064590824	01-0071	CHRISTENSEN, PAMELA J	Returned Juror	
064590889	01-0062	CLEPPER, LAURA L	Not Used	
064590011	01-0074	DENTON, KATHLEEN	Not Used	
064590412	01-0082	DWYER, LENE A P	Not Used	
064590463	01-0145	EARLS, DONNIE G	Peremptory-Defence	
064590472	01-0127	EDWARDS, ABBY L	Returned Juror	
064591973	01-0077	FITTIN, EUGENE W	Not Used	
064592158	01-0058	FRAYER, NOBLE L	Not Used	
064591831	01-0057	GASTON, MONETTE	Not Used	
064589934	01-0069	GODFREY, VERA E	Not Used	
064590060	01-0080	GRAHAM, CLINTON R	Not Used	
001181202	01-0090	GUNDERMAN, WANDA J	Not Used	
064580848	01-0125	GUTHRIE, SHARON	Not Used	
064590504	01-0052	HALE, KELLEY R	Not Used	
064592133	01-0067	HILL, WALLACE W	Returned Juror	
064588047	01-0085	HINTON, HERBERT L	Returned Juror	
064591397	01-0131	HOLLEMAN, ANITA J	Not Used	
064591153	01-0064	JAMES, BOBBY D	Not Used	
064591812	01-0072	KEETER, BENNIE A	Not Used	
064590317	01-0105	LACY, HALTON G	Not Used	
001189012	01-0076	LAFFERTY, CLIFFORD M	Returned Juror	
064592003	01-0133	MARTINEZ, ANGELICA	Cause-Prosecutor	
064589103	01-0120	NAPIER, VIRGIL J	Court Strike	



Panel Summary Report

Event: **CR09082009BEK**

Judge: **CIRCUIT JUDGE**

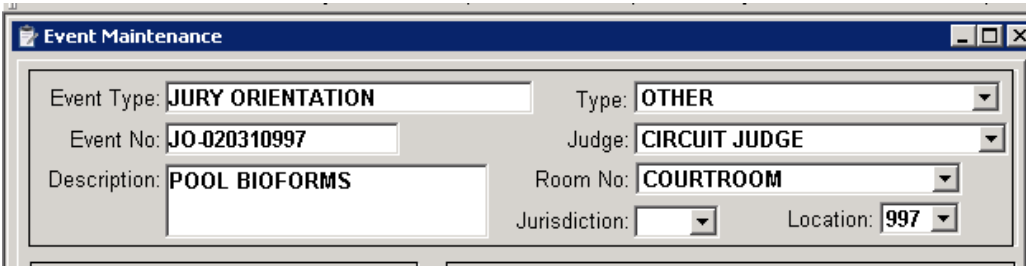
Date: **9/21/09**

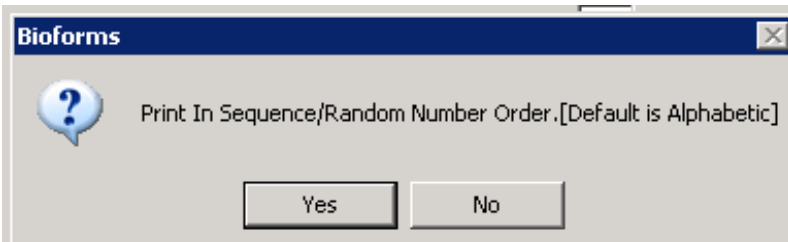
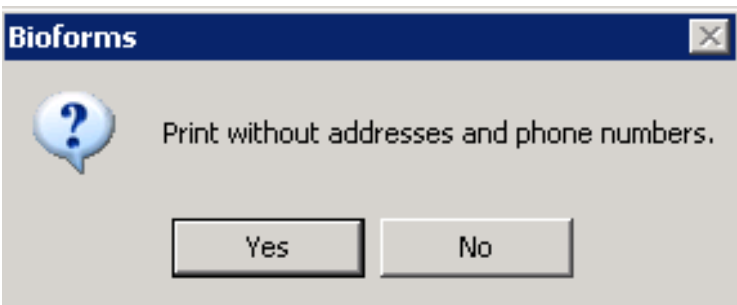
Time: **1:22 PM**

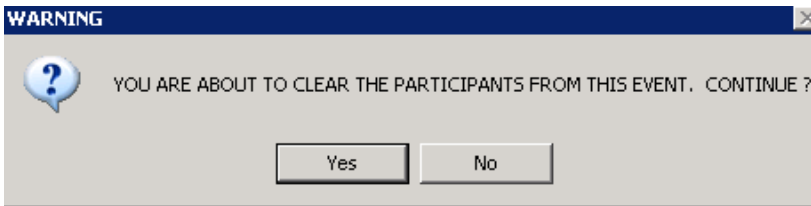
Part No.	Pool Seq.	Name	Status	
064589412	01-0088	OLIVER, BRIDGET D	Returned Juror	
064588177	01-0056	PARKER, JO A	Not Used	
064580332	01-0075	PHIPPS, BOB D	Not Used	
064580959	01-0063	PRESLEY, NANCY A	Returned Juror	
001186360	01-0079	RAMSEY, CHARITY MARIE	Returned Juror	
001189537	01-0054	REYNOLDS, HERBERT H	Returned Juror	
001180385	01-0051	SAMS, PATSY R	Not Used	
064588805	01-0066	SELF, JO A	Not Used	
064589799	01-0073	SMITTLE, JAMES L	Not Used	
064588262	01-0055	STACEY SR, GROVER L	Not Used	
064588264	01-0078	STACY, NIKI S	Not Used	
064588326	01-0065	STAGGS, ROXIE	Returned Juror	
064589850	01-0068	TALLEY, BERNIS E	Returned Juror	
064589172	01-0081	THOMPSON, DORA L	Not Used	
001188115	01-0061	TUBBS, LETA M	Court Strike	
064588714	01-0050	WIGTON, LORIE R	Not Used	

Totals:	Jurors: 0	Peremptory Challenge Prosecutor/Plaintiff: 0	Peremptory Challenge Defense: 1
	Alternates: 0	Challenge For Cause Prosecutor/Plaintiff: 1	Challenge For Cause Defense: 0
	Serving: 0	Court Strike: 3	Not Used: 27

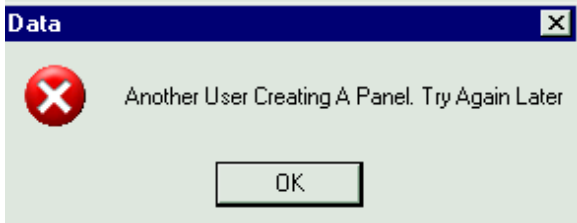
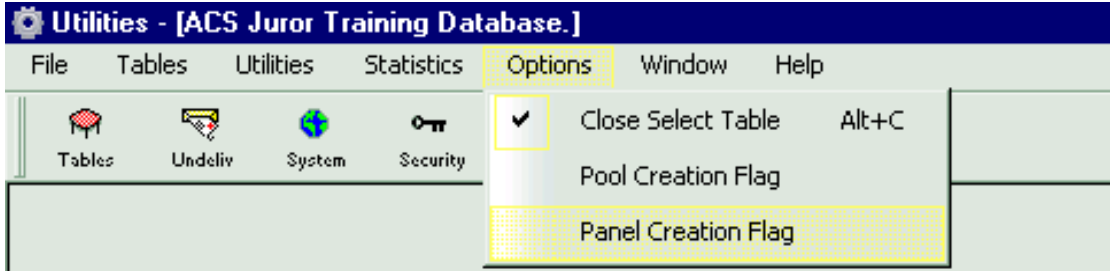
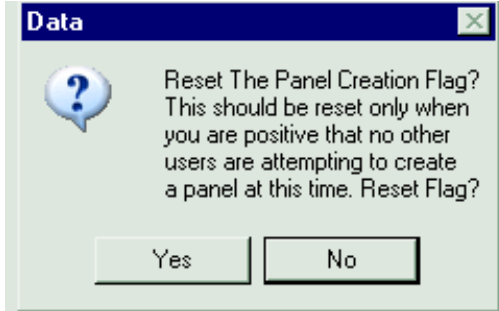
Create a Pre-Panel to Print Bioforms for a Pool

	These steps outline the functionality of creating a pre-panel for the purpose of printing Bioforms for an entire pool.
1.	After logging into the program, click the Panel Module icon.
2.	Click the Events button. The Event Maintenance screen will appear.
3.	Click New . A “fake” event will be created. <u>Note</u> : Only the fields listed below need to be filled out for this process.
4.	Select Jury Orientation for the Event Type .
5.	Enter the Event No as JO-MMDDYYXXX (XXX will be the location code). JO means jury orientation; MM means the month; DD means the date; and YY means the year. If an orientation date is not known, use the first day of the current term of service.
6.	Type Pool Bioforms in the Description field.
7.	Select Other for the Type field.
8.	Select Circuit Judge for the Judge field.
9.	Select Courtroom for the Room No field.
	<p>This is what the “fake” event should look like.</p> 
10.	Click Accept . The Pre-Panel dialog box will appear.
11.	Click Yes . The Pre-Panel screen will open.
12.	Pre-panels are created from a <u>single</u> pool. Click the arrow to the right of the Pick A Pool For Pre-Panel field to view a list of available pools.
13.	Double click the Pool No of the pool which will be used. A list of pool members will display (<u>excluding</u> disqualified, excused, and undeliverable people).
14.	To select <u>only</u> Responded people, sort the list by clicking the Status column heading and tagging only people with a status of Responded.

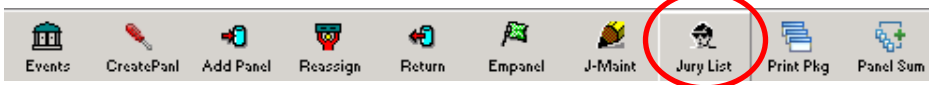
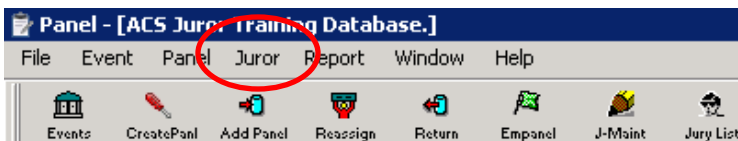
15.	To see how many people have been tagged so far, click the Count button.
16.	Click Accept . The “fake” event will reappear.
17.	Click Exit twice. The Panel window will appear.
18.	To print the Bioforms, click the Reports menu item.
19.	Click Pre-Panel Package . The Panel Detail Report dialog box will appear.
20.	Click the arrow to the right of the Event Number field to view a list of events, and double click the Pool Bioforms event.
21.	Check the Attorney’s List box so one copy will print. <u>Note:</u> Either the Attorney’s List or Judge’s List must be checked in order for the Bioforms to print. If either list is NOT checked, the Bioforms will not print.
22.	Check the Bioforms box.
23.	Click Accept . The Attorney’s List will begin printing and the dialog box shown below will appear.
24.	Click No to printing the Bioforms in random number order (default is alphabetic). 
25.	Click Yes to print the Bioforms without addresses and phone numbers. 
26.	The Panel window will appear while the forms print.
	After the Bioforms have finished printing, the tagged people need to be removed from the Pre-Panel.
27.	Click the Events button.

28.	Double click the Pool Bioforms event to open the event.
29.	Click the Pre-Panel button to open the Pre-Panel screen.
30.	To select only those pool members on the pre-panel, sort the list by clicking the Event column heading and tagging everyone with the event number created in Step 5.
31.	To verify how many people have been tagged so far, click the Count button.
32.	Click Clear Tagged to remove the tagged pool members from the pre-panel.
33.	<p>The following message will appear. Click Yes.</p> 
34.	Click Cancel to close the Pre-Panel screen.
35.	Click Exit twice. The Panel window will appear.

Reset Panel Creation Flag after Error

	<p>These steps outline how to reset the Panel Creation Flag. This will need to be done if the error message shown below is received when trying to create a panel (marrying the people to an event in the Panel Module).</p> 
1.	After receiving this error message, click OK . The Panel window will appear.
2.	Exit the Panel Module.
3.	Click the Utility Module icon. The Utilities window will appear.
4.	<p>Click the Options menu item, and select the Panel Creation Flag item.</p> 
5.	<p>The Data dialog box will open.</p> 
6.	Click Yes . The "Panel Creation Flag reset!" message will display.
7.	Click OK . The Utilities window will appear.
8.	Click Exit to leave the Utility Module.

Print a Jury List / Reprint an Ended Jury List

	<p>This quick reference guide outlines steps for:</p> <ul style="list-style-type: none"> • Printing a jury list – <u>before</u> an event has been ended • Reprinting a jury list – <u>after</u> an event has been ended
	Print a Jury List (will only work for an event which has not been ended)
1.	After logging into the program, click the Panel Module icon.
2.	Click the Jury List button. An Event Number screen will appear.
	 <p>The screenshot shows a toolbar with icons for Events, CreatePanel, Add Panel, Reassign, Return, Empanel, J-Maint, Jury List (circled in red), Print Pkg, and Panel Sum.</p>
3.	Click the arrow to the right of the Event Number field to view a list of events, and double click the needed event.
4.	Click Accept . A list of the jury for the selected event will display.
5.	Click Print if needed.
6.	Click Cancel to close the Jury List screen. The Panel window will appear.
	Reprint Ended Jury List (will only work for an ended / inactive event)
1.	<p>In the Panel Module, click the Juror menu item.</p>  <p>The screenshot shows the Panel menu with options: File, Event, Panel, Juror (circled in red), Report, Window, and Help. Below the menu is a toolbar with icons for Events, CreatePanel, Add Panel, Reassign, Return, Empanel, J-Maint, and Jury List.</p>
2.	Click Reprint Ended Jury List . An Event Number screen will appear.
3.	Click the arrow to the right of the Event Number field to view a list of events, and double click the needed event.
4.	Click Accept . A reprint list of the jury for the event will display.
5.	Click Print if needed.
6.	Click Cancel to close the Reprint Jury List screen. The Panel window will appear.