

Attachment 4: Jury Management System Capabilities and Scenarios

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Offeror Response to Capabilities

The table below lists the capabilities needed in a jury management system framework. The capabilities do not describe the complete configuration of the final product. Configuration requirements will be further defined in cooperation with the selected Offeror.

Jury Management System Capabilities

No.	Category	Description of Capability	Included	Note
1	Source List Merging	Eliminate duplicate names that appear on multiple source lists (Optional)		
2	Source List Merging	Provide a report of possible matches that require human inspection, using name, social security number and date of birth (Optional)		
3	Qualification and Summons	Provide support for both a separate qualification and summoning process (current) and a one-step qualification and summoning process (possibly in the future)		
4	Online Interaction	Provide online qualification input from potential jurors, and online updating of juror information		
5	EDMS	Support scanning completed qualification forms from jurors without email		
6	Email Communications	Identify (potential) jurors with email access, and communicate with them via email		
7	Document Generation	Generate notices, summonses, questionnaire summaries, and other forms for selected groups of (potential) jurors		
8	Schedule Conflicts	Record dates of juror schedule conflicts		

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9	Excuse from Service	Accept requests for excusal, and flag excused jurors, including period		
10	Excuse from Service	Record decisions concerning excusal requests, including length of excused period		
11	Selecting Jury Panels	Skip potential jurors with prior service within the statutory period (currently 18 months)		
12	Selecting Jury Panels	Skip potential jurors who have been disqualified		
13	Selecting Jury Panels	Skip jurors with approved requests for excusal, but only during the period of approved request		
14	Juror Event Tracking	Record all jury service events, e.g., submitted qualifications, checked in at court, failed to appear, called for voir dire, served on a jury for a case		
15	Selecting Jurors for Voir Dire	Randomly select panels from checked-in jurors		
16	History of service	Provide a history of juror service inquiry for any individual juror		
17	Scheduling	Coordinate and monitor juror needs with court schedule		
18	Juror Payment	Compute juror payment and forward to ERP system		
19	Reporting	Provide flexible system for requesting statistics and reports		
20	Interface	Integrate with document scanner to scan paper documents filed by (potential) jurors		
21	Interface	Integrate with an IVR system to support queries from jurors about service dates, etc.		
22	Interface	Integrate with signature pad to capture signature and apply electronically to a document (fee waiver)		
23	Interface	Integrate with address verification service to verify that an address is valid and that a person has a particular address		

Jury Management System Scenarios

Qualification and Summons

1. Show how both prior service and disqualification keep a name from being selected for the master jury list.
2. Demonstrate how standard qualification and summons forms can be modified by the court.

Juror Service

1. Demonstrate the ability to check in and record service by jurors.
2. Show how juror name badges and certificates of service can be generated.
3. Show the capability to display the history of juror service for an individual.
4. Show a juror fee waiver process and a cancellation of waiver of jury fee process
5. Provide an example of the creation of a request for juror payment to be sent to the court's ERP system.
6. Show how the request for juror payment transaction could be modified by the court.

Jury Management

1. Demonstrate your capacity to provide statistics, management reports, and ad hoc reporting capabilities (e.g., calculate and report juror costs by case, court, case-type)
2. Print labels of only qualified jurors for courtroom use.
3. Perform random selection for voir dire, selecting additional jurors after peremptory challenges and for cause.
4. Flag potential jurors who have a prior or pending case with the court.