

JURY SELECTION PORTAL



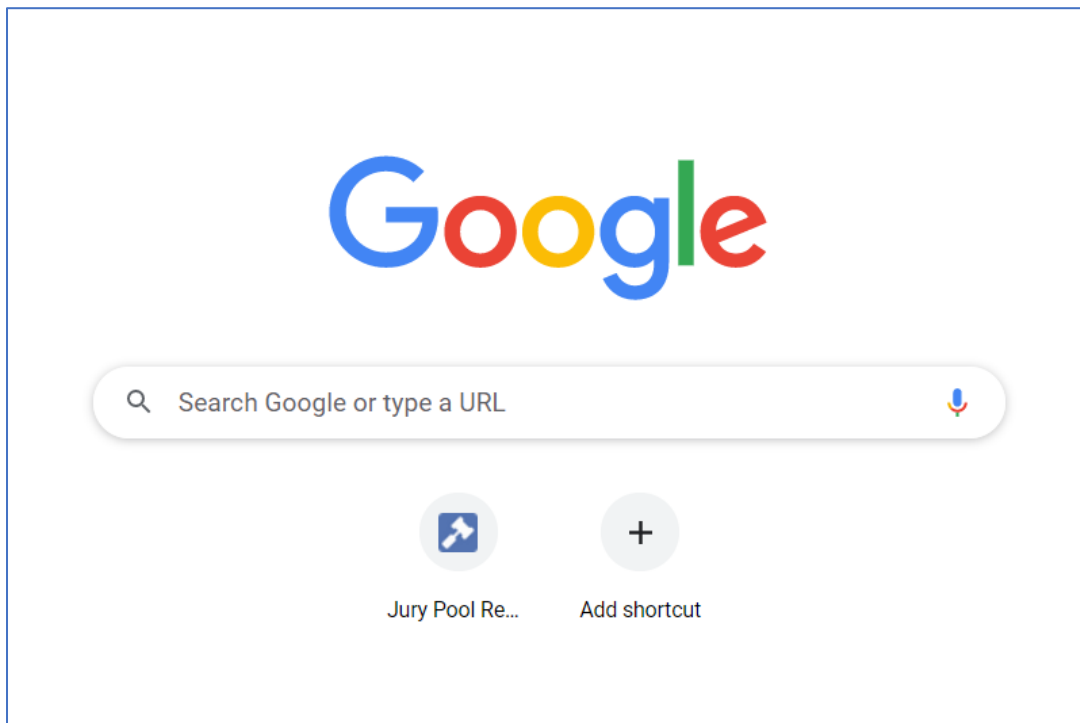
CONDENSED USER GUIDE FOR EXTERNAL USERS

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How to Register

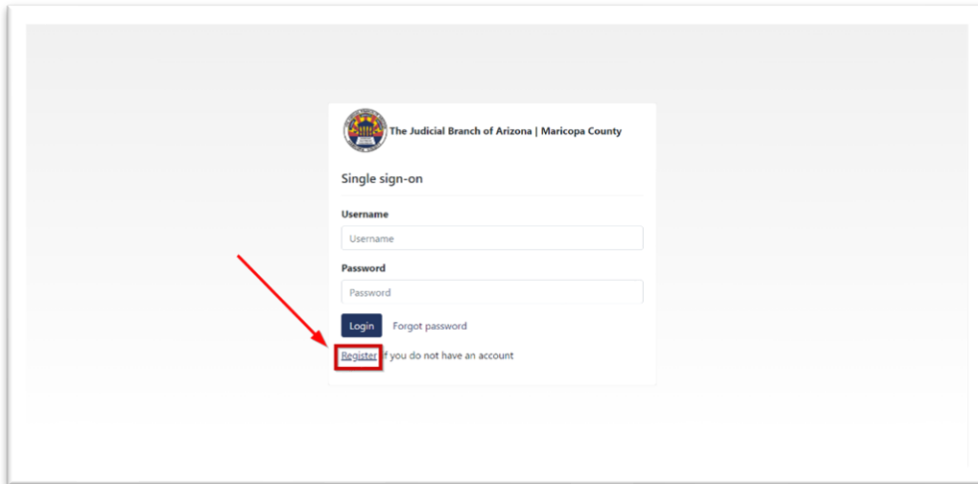
External users can only register after they have been invited by judicial court staff. External users will receive an email invitation with a link to the site. The site is best viewed using Microsoft Edge, Google Chrome, or Firefox.



1. Click on the link in the email invitation



2. To register, first click on the Register link located at the bottom of the landing page.



3. The drop-down menu defaults to Superior Court and should remain Superior Court. The application will not continue until a valid email is entered. To be valid, the email address must match the address used to invite the external user to the portal.

REGISTRATION REQUEST

Court *
Superior Court

Email *
testmichellebaker@gmail.com

Next **Cancel**

4. The next screen requires an authorization code. The authorization code will be sent to the email address in the registration window to confirm the use of a valid email address. If you do not receive the email, you can click the Resend Code button. The code will be valid for only 5 minutes.

Jury Selection – Registration Process



donotreply@jbazmc.maricopa.gov
To Me

Note: This notice was generated by an automated service and replies cannot be answered. If you have any questions or concerns, contact your court administrator.

The Judicial Branch of Arizona in Maricopa County has received your request for a new account.

Here's your security code

To continue with registration, please enter the following code: 342516

Continue to Input Code

This code will expire 5 minutes after you requested it.



Jury Selection
Judicial Branch of Arizona
Maricopa County Jury Office

5. The user enters the code. If you copy and paste the code from the email, delete any extra spaces that may appear or you will not gain access to the portal.

VERIFY CODE

An authorization code was sent to **vjsuser01@gmail.com**. The code expires 5 minutes after you request it.

Authorization code: *

Submit

Cancel

If you do not receive your code in 2 mins, click [Resend Code](#)

6. Complete the form to finish the registration process.

REGISTRATION

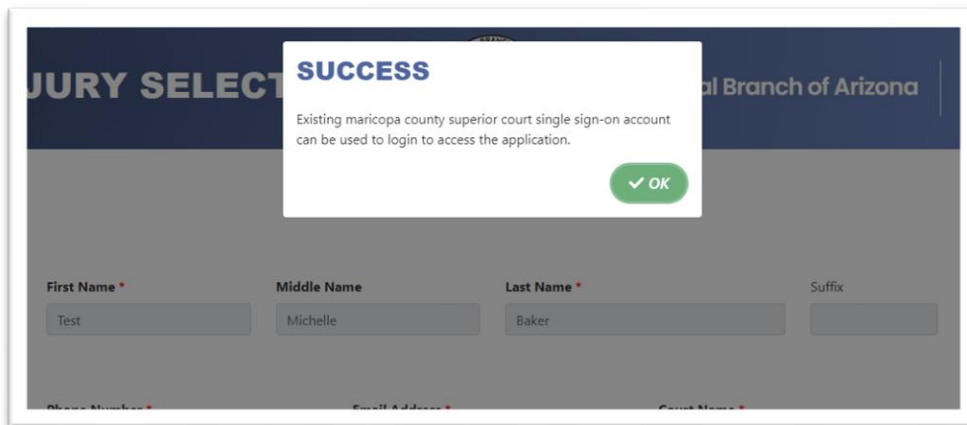
First Name * Middle Name Last Name * Suffix

Phone Number * Email Address * Court Name *

Password * Confirm Password *

Request Registration Cancel

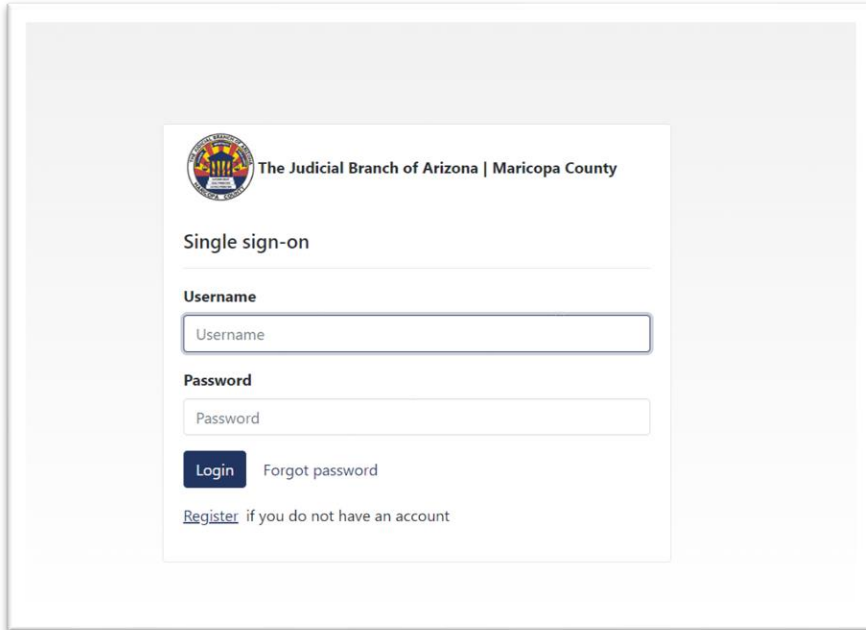
- **First Name, Last Name, and Phone Number** are required.
- **Phone Number** is required for multi-factor authentication.
- **Password** must be a minimum of 8 characters and have at least 1 lowercase, 1 uppercase, 1 numeric value, and 1 special character.
- **Confirm** your new password by retyping the password you selected.
- Click the **Request Registration** button.
- You will see a pop-up window confirming the creation of an SSO account. Click OK.



[Click to go to the Appendix for common error messages for the registration process.](#)

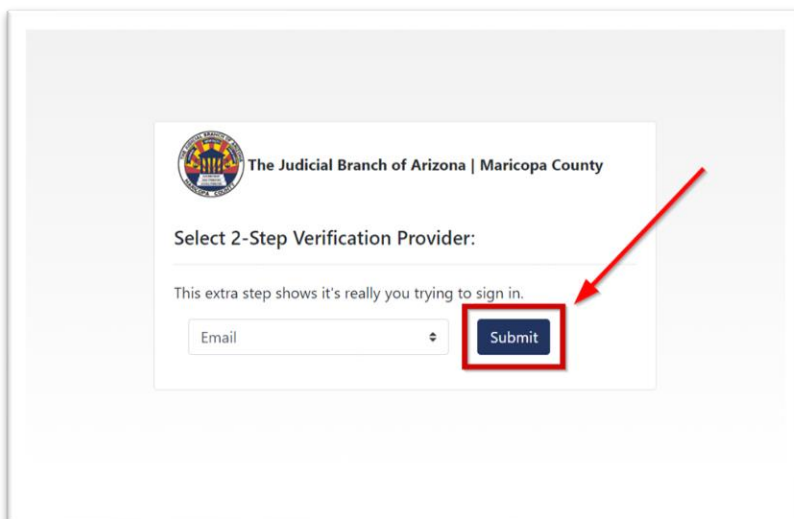
Log in to Your Dashboard

1. Go to <https://www.superiorcourt.maricopa.gov/VirtualJurySelection/web>. Open the application using Microsoft Edge or Google Chrome.
2. Login in with the email address and password used to register.
3. Click the **Login** button to open your dashboard.



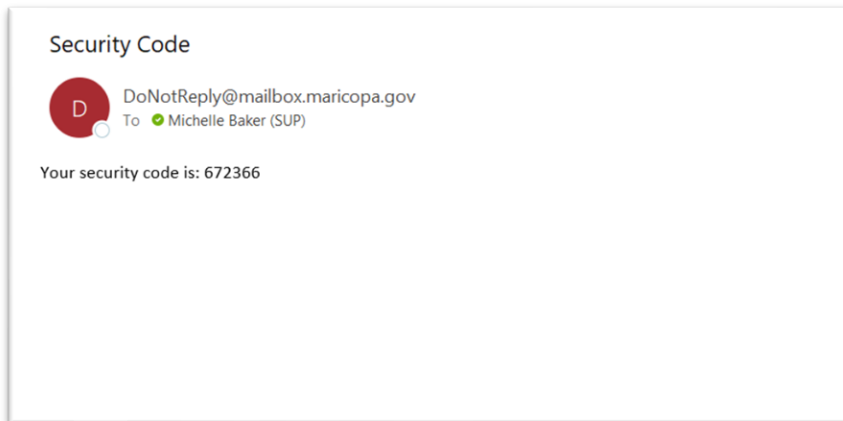
The screenshot shows a login form titled "Single sign-on" for "The Judicial Branch of Arizona | Maricopa County". It includes a "Username" input field, a "Password" input field, a "Login" button, a "Forgot password" link, and a "Register" link with the text "if you do not have an account".

4. You will be directed to enter a security code to verify your identity. The confirmation code will be sent to the registered email address. Click on **Submit** to receive the code.

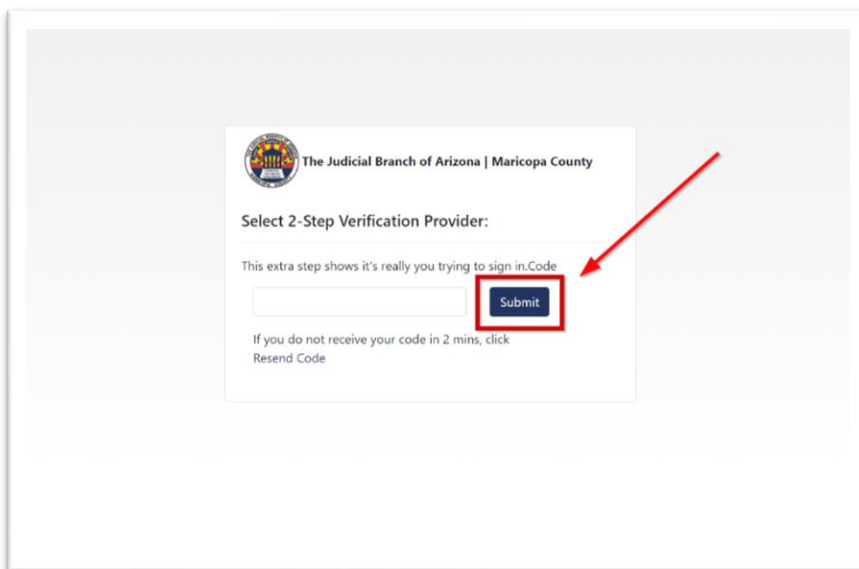


The screenshot shows a "2-Step Verification Provider" selection screen. It features a dropdown menu labeled "Email" and a "Submit" button. A red arrow points to the "Submit" button, which is also enclosed in a red rectangular box.

5. You will receive a message with a security code. This security code will only be valid for a few minutes, and you will need a new security code each time you log into the website.

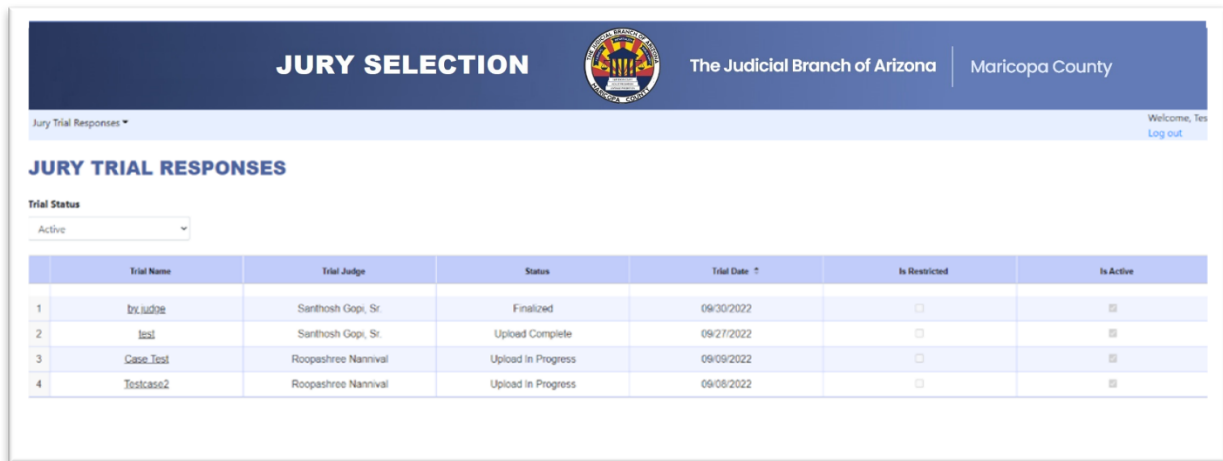


6. Enter the security code and click **Submit**.



Dashboard

External users will only have access to those jury response questionnaires to which they have been invited.

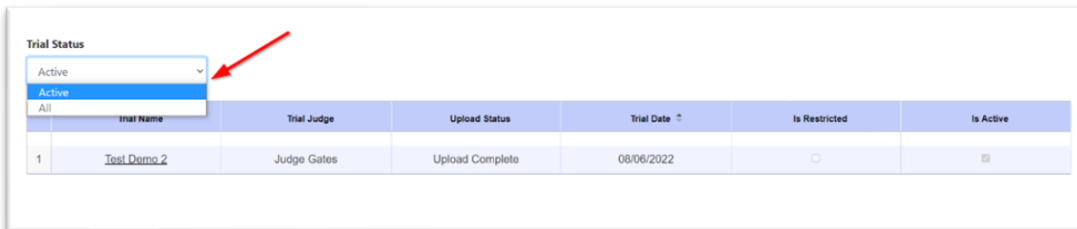


The screenshot shows the 'JURY SELECTION' dashboard for Maricopa County, The Judicial Branch of Arizona. The page title is 'JURY TRIAL RESPONSES'. A 'Trial Status' dropdown menu is set to 'Active'. Below the menu is a table with the following data:

	Trial Name	Trial Judge	Status	Trial Date	Is Restricted	Is Active
1	Inv.Judge	Sarithosh Gopi, Sr.	Finalized	09/30/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	test	Sarithosh Gopi, Sr.	Upload Complete	09/27/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Case.Test	Roopashree Nannival	Upload In Progress	09/09/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Testcase2	Roopashree Nannival	Upload In Progress	09/08/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Menus

1. The Trial Status drop-down menu allows the user to view active trials or all trials. Returning users may see past trial responses for other cases.



The screenshot shows the 'Trial Status' dropdown menu open, with 'Active' selected. A red arrow points to the dropdown menu. Below the menu is a table with the following data:

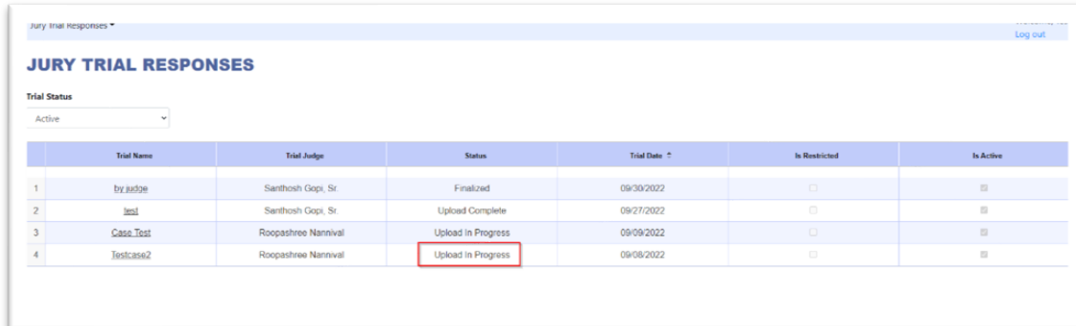
	Trial Name	Trial Judge	Upload Status	Trial Date	Is Restricted	Is Active
1	Test.Demo.2	Judge Gates	Upload Complete	08/06/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>

View Jury Trial Responses

Upload In Progress Status

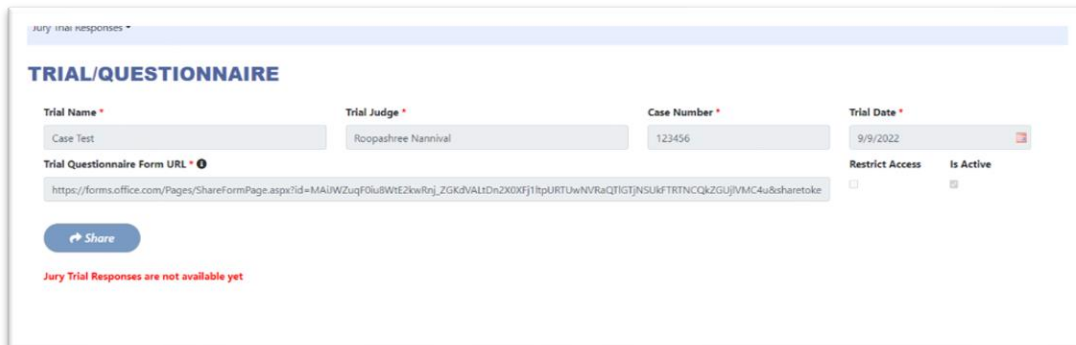
If the status column displays Upload in Progress, the data is not yet available, or the trial has not yet started.

1. Click on the **Trial Name** of the case with the Upload in Progress status.



	Trial Name	Trial Judge	Status	Trial Date	In Restricted	In Active
1	by as50e	Santhosh Gopi, Sr	Finalized	09/30/2022	<input type="checkbox"/>	<input type="checkbox"/>
2	test	Santhosh Gopi, Sr	Upload Complete	09/27/2022	<input type="checkbox"/>	<input type="checkbox"/>
3	Case Test	Roopashree Nannival	Upload in Progress	09/09/2022	<input type="checkbox"/>	<input type="checkbox"/>
4	Testcase2	Roopashree Nannival	Upload in Progress	09/08/2022	<input type="checkbox"/>	<input type="checkbox"/>

2. You will see a red message; **Jury Trial Responses are not available yet.**



TRIAL/QUESTIONNAIRE

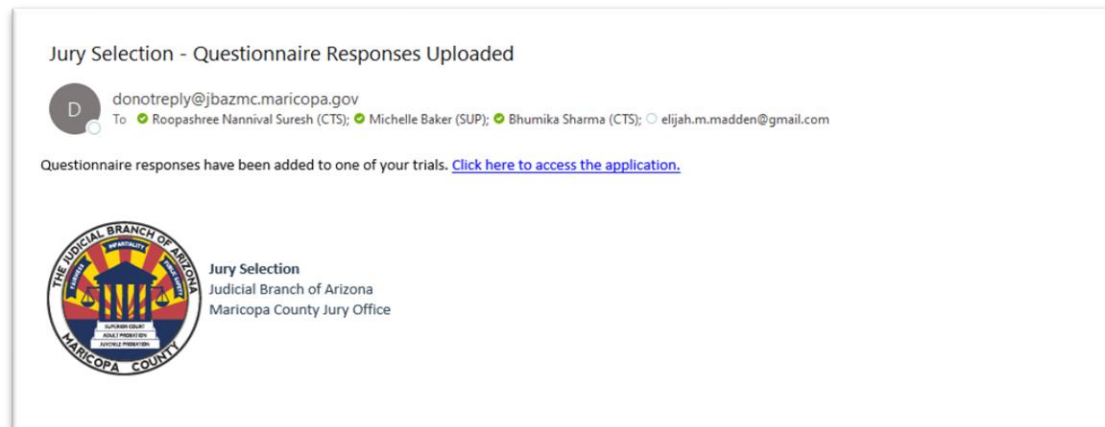
Trial Name * Case Test Trial Judge * Roopashree Nannival Case Number * 123456 Trial Date * 9/9/2022

Trial Questionnaire Form URL * https://forms.office.com/Pages/ShareFormPage.aspx?id=MAUWZuqf0lu8WE2kwRnj_ZGk2VALDn2X0Xf1tpURTUwNVRaQIGTjNSUkFTRTNCQkZGUjVMC4u&sharetoken Restrict Access Is Active

[Share](#)

Jury Trial Responses are not available yet

3. You will receive an email when the file is available.



Upload Complete

1. To view information about the trial, click on **Trial Info** tab.

Trial Info Questionnaire

Trial Name * test Trial Judge * Roopashre Nannival Case Number * caser Trial Date * 7/27/2023

Restrict Access Is Active

Share

File Name(s)
Copy of Judge Test.xlsx

Mark as Finalized

View Report

- a) You will see the **Trial Name, Trial Judge, Case Number, Trial Date, Trial** and if the case **Is Active** or has been marked as **Restrict Access**.
 - b) You will see the **juror response file** once it is uploaded.
2. You will also see the **Share** button to invite other users to view the responses, but it is disabled for all external users.
 3. Click on the Questionnaire tab to view the responses. The questionnaire view is the default view after clicking on the Trial Name.

Jury Questionnaire Templates - Jury Trial Responses - Administration

Trial Info Questionnaire Show/Hide Columns Legend: Show non-stricken Show all Show stricken

Filter Stricken	Notes	Q3 Juror Number (Use number on the card provided)	Q1 Name	Q2 Phone number	Q3 Email	Q4 Are you a resident of Maricopa...	Q5 Are you a citizen of the United States?	Q6 Are you 18 years of age or older?	Q7 Please state your age.
<input type="checkbox"/>		4	Maria Nieto Ramirez	6024481034	ramirezmaria24@gmail	Yes	Yes	Yes	62
<input type="checkbox"/>		5	Maria Nieto Ramirez	480-816-5019	ramirezmaria24@gmail	Yes	Yes	Yes	66
<input type="checkbox"/>		6	Maria Nieto Ramirez	Diazcañena	ramirezmaria24@gmail	Yes	Yes	Yes	23
<input type="checkbox"/>		7	Maria Nieto Ramirez	6025743891	ramirezmaria24@gmail	Yes	Yes	Yes	52

4. The Legend in the top right corner displays the icons and their meanings.

Welcome, Michéle

Show/Hide Columns Legend: Show non-stricken Show all Show stricken View Column View Graph Sort order

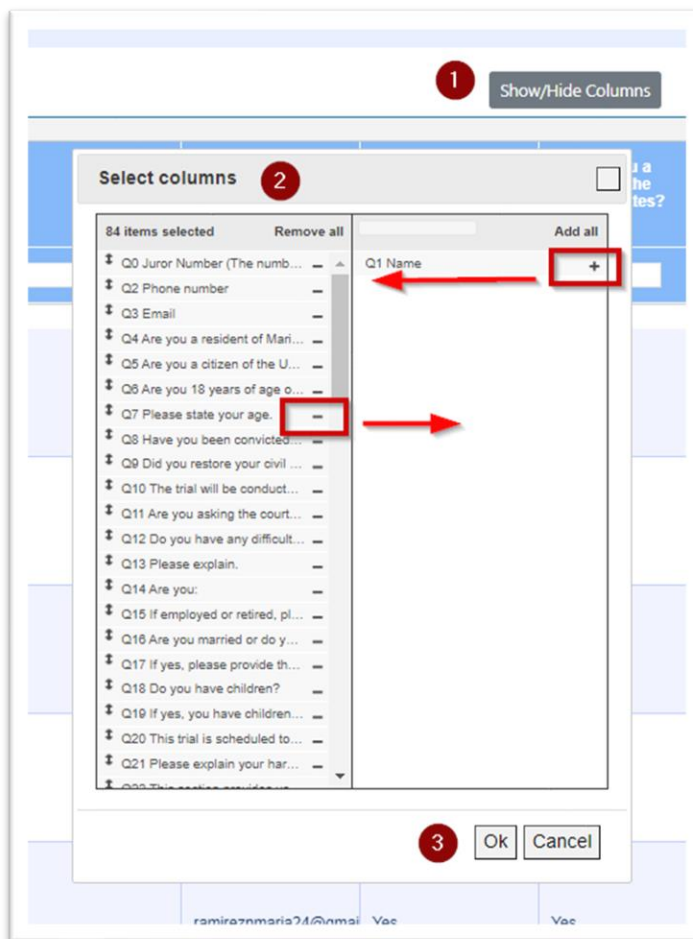
Q3 Email	Q4 Are you a resident of Maricopa...	Q5 Are you a citizen of the United States?	Q6 Are you 18 years of age or older?	Q7 Please state your age.	Q8 Have you been convicted of a felony?
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- a) A white box in the Filter Stricken column will display the non-stricken jurors.
- b) A box with a horizontal line will display the stricken jurors only.
- c) The box with a checkmark will display all jurors.
- d) The document icon will display the column in a separate window.

- e) The view graph icon will display a pie-chart for questions with five or fewer distinct answers.
 - f) The sort icon will sort the column in ascending or descending order.
5. Click on the Show/Hide Column button to open a separate window and change the view in the table. All visible columns are listed on the left and can be moved to the right to hide from view in the table.



6. To hide a column, click on the horizontal line, -, next to the columns name and the column will appear on the right side of the screen. To view a hidden column, click on the plus, +, and the column will appear on the left of the screen. Click Ok to accept changes or Cancel to end the process. Note that the order of the columns in the list is the same as the order in the table. Click Refresh to update the page.



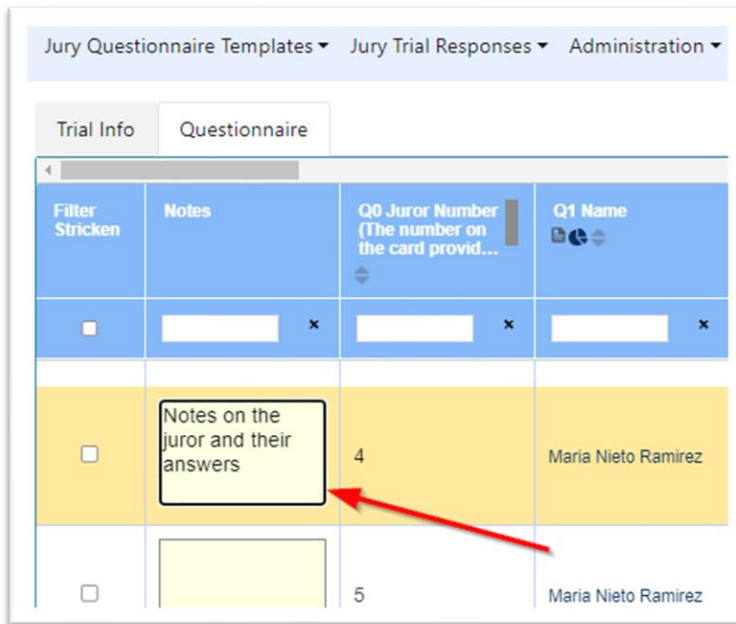
- Scroll down to view responses from each potential juror. The judge or judicial staff that created the trial response will be able to edit the data in the grid (i.e., filter stricken and add/update notes), share the questionnaire with external parties, and view report in PDF format. Other users will only be able to view the questionnaire and the trial detail in read only mode.

Filter Stricken	Notes	Q0 Juror Number (The number on the card provided)	Q1 Name	Q2 Phone number	Q3 Email	Q4 Are you a resident of Michigan?	Q5 Are you a citizen of the United States?	Q6 Are you 18 years of age or older?	Q7 Please state your age	Q8 How long do you live in a home?
<input type="checkbox"/>		4	Maria Nieto Ramirez	6024481034	ramirezmaria24@gmail.com	Yes	Yes	Yes	62	No
<input type="checkbox"/>		5	Maria Nieto Ramirez	480-816-5019	ramirezmaria24@gmail.com	Yes	Yes	Yes	66	No
<input type="checkbox"/>		6	Maria Nieto Ramirez	Okcaddena	ramirezmaria24@gmail.com	Yes	Yes	Yes	23	No
<input type="checkbox"/>		7	Maria Nieto Ramirez	6025743891	ramirezmaria24@gmail.com	Yes	Yes	Yes	52	No
<input type="checkbox"/>		8	Maria Nieto Ramirez	4802037516	ramirezmaria24@gmail.com	Yes	Yes	Yes	53	No

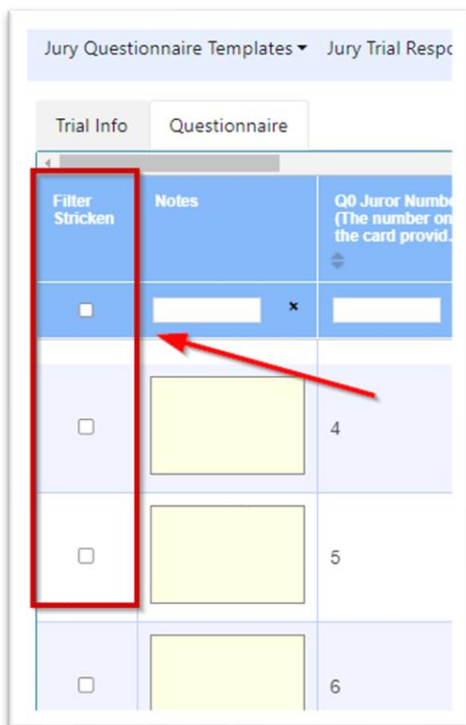
- All columns can be rearranged with a click and drag feature within the table except for the Filter Stricken column, the Notes, and the Juror Number. Those columns are frozen at the left of the table even when scrolling to the right.

Filter Stricken	Notes	Q0 Juror Number (The number on the card provided)	Q1 Name	Q2 Phone number
<input type="checkbox"/>				
<input type="checkbox"/>		4	Maria Nieto Ramirez	6024481034
<input type="checkbox"/>		5	Maria Nieto Ramirez	480-816-5019
<input type="checkbox"/>		6	Maria Nieto Ramirez	Okcaddena

9. Users can make notes which are unique and private for each user. Click outside of the Notes box to save the note. Users will not see notes left by other users! The entire note will appear if you hover over the notes box or click inside it.



10. The judge, their judicial staff, and jury questionnaire administrators are the only users that can select the box **Filter Stricken** at the far left. Click in the box next to the juror's name to strike the juror. Use the box in the filter row to hide stricken, show stricken, or show all.



11. The filter option is available for each column. Type in part or all of the answer and click Enter to filter to those responses. Click the X to clear the filter search and return to the table.

Legend: Show non-stricken Show all Show stricken

Q4 Are you a resident of Maricopa...	Q5 Are you a citizen of the United States?	Q6 Are you 18 years of age or older?	Q7 Please state your age.	Q8 Have you been convicted a felony?
<input type="text"/>	<input type="text" value="no"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yes	No			
Yes	No			

12. Cells can be highlighted throughout the table. Right-click in the cell to open the Highlight menu and select the color. Select None to remove a highlight from a cell.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No	Yes		No
No	No		No

Highlight Color

None

Red

Green

Violet

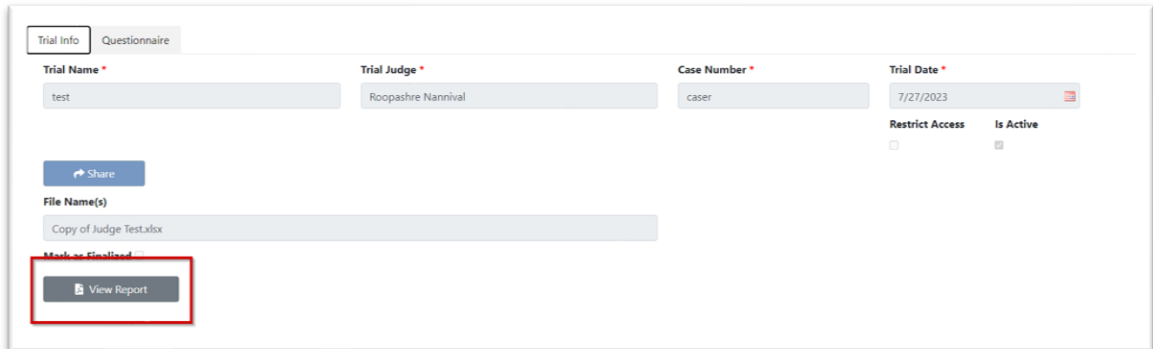
None

13. You can view some answers in pie chart form to better review the jurors' responses. Only questions with a limited range of under-five answers can be reviewed in pie-chart format. Click on the pie-chart button and a pop-up window will appear displaying the question, the chart, and the key.

View Report of Juror Responses

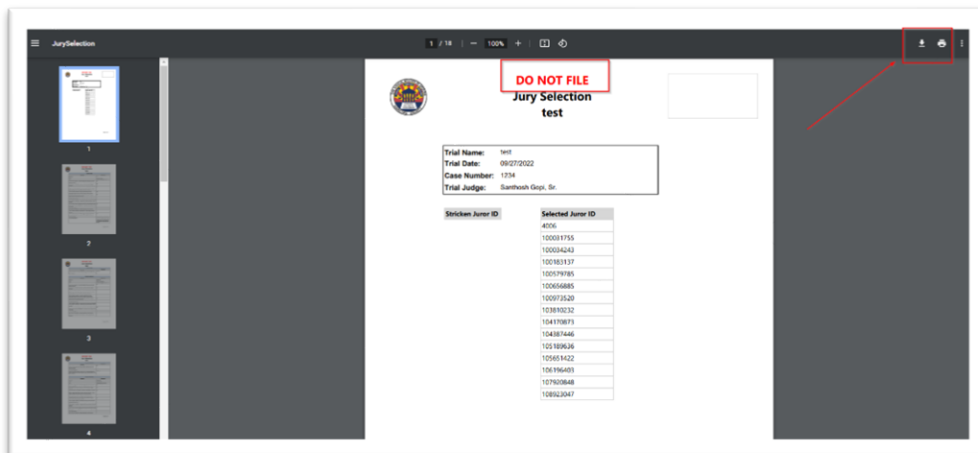
The View Report feature will generate a PDF report of all juror responses.

1. Go to the Trial Info tab and click on the View Report button.



The screenshot shows the 'Trial Info' tab of a web application. It contains several input fields for 'Trial Name', 'Trial Judge', 'Case Number', and 'Trial Date'. Below these fields are checkboxes for 'Restrict Access' and 'Is Active'. A 'Share' button is visible, followed by a 'File Name(s)' field containing 'Copy of Judge Test.xlsx'. At the bottom, a 'View Report' button is highlighted with a red rectangular box.

2. The report will open in a PDF to be printed or downloaded as needed. If the jury has not yet been selected, there will be a red message at the top of the report.



The screenshot shows a PDF report titled 'Jury Selection test'. At the top, a red box highlights a 'DO NOT FILE' warning. Below the warning, the report displays trial information: Trial Name: test, Trial Date: 09/27/2022, Case Number: 1234, and Trial Judge: Sandbrook Corp., SC. A table lists juror IDs, with a column for 'Stricken Juror ID' and a column for 'Selected Juror ID'. The 'Selected Juror ID' column contains a list of 15 IDs.

Stricken Juror ID	Selected Juror ID
	4006
	100031755
	100024243
	100181337
	100079785
	100056885
	100073240
	10380202
	104170873
	104887446
	105109626
	105618422
	106196403
	107603848
	108920447

Contact Information

If you have any questions or need assistance with the application, please contact us by phone or email.

Maricopa County Jury Office

Matthew Martin, Jury Administrator
Tiana Burdick, Deputy Jury Administrator

Contact us at:

juryroster@jbazmc.maricopa.gov

Technical Support

Small Team Projects

For technical support, contact the Service Desk at ctstechnicalsupport@jbazmc.maricopa.gov or call 602-506-6311.

Please add the note: Route to Small Projects Team.