# JURY SELECTION PORTAL



FULL USER GUIDE
FOR EXTERNAL USERS

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## Purpose

The Jury Selection project allows judges, their staff, and invited external users to review juror responses to court-administered case-specific questionnaires. The jury questionnaire responses will be uploaded to the portal for easy, collaborative access by judges and external users including lawyers. This portal also allows judicial staff and external users to access the information in a spreadsheet within the portal and in a pdf format.

## 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.
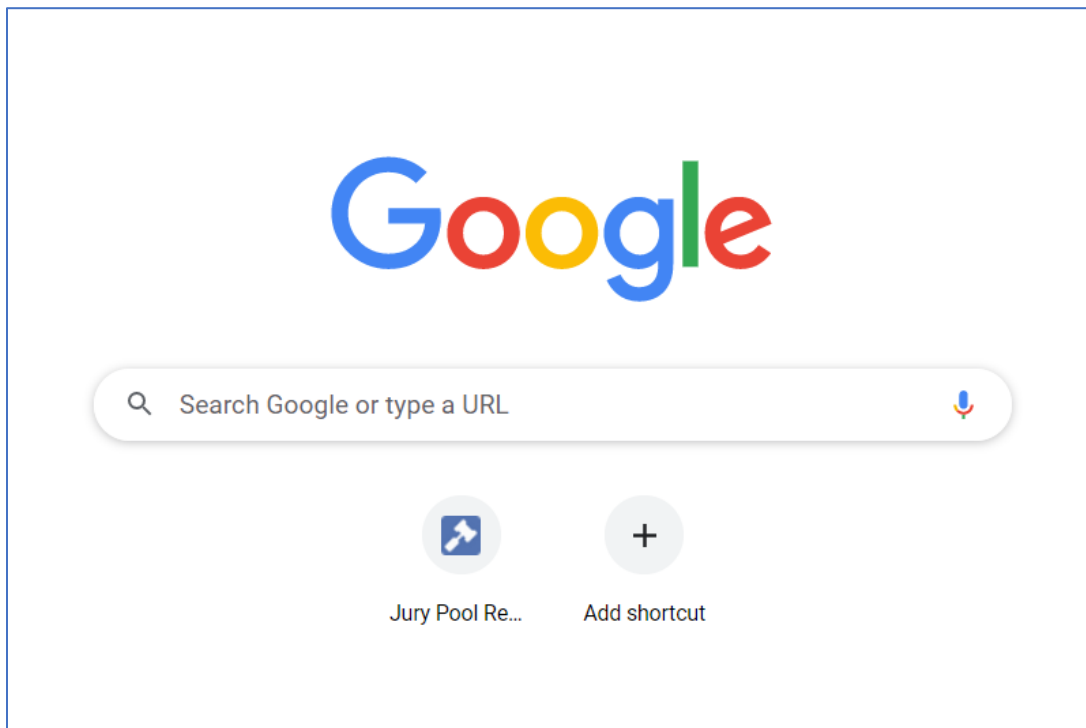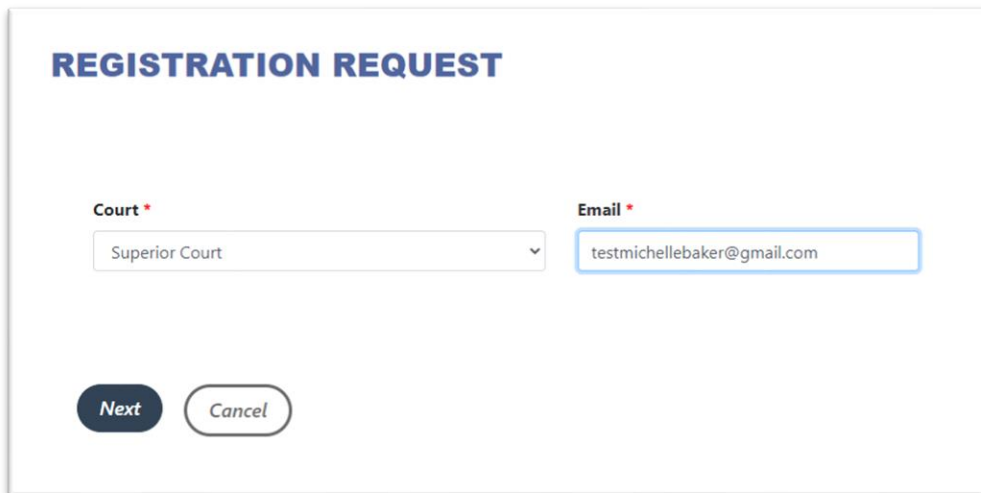


1. Click on the link in the email invitation
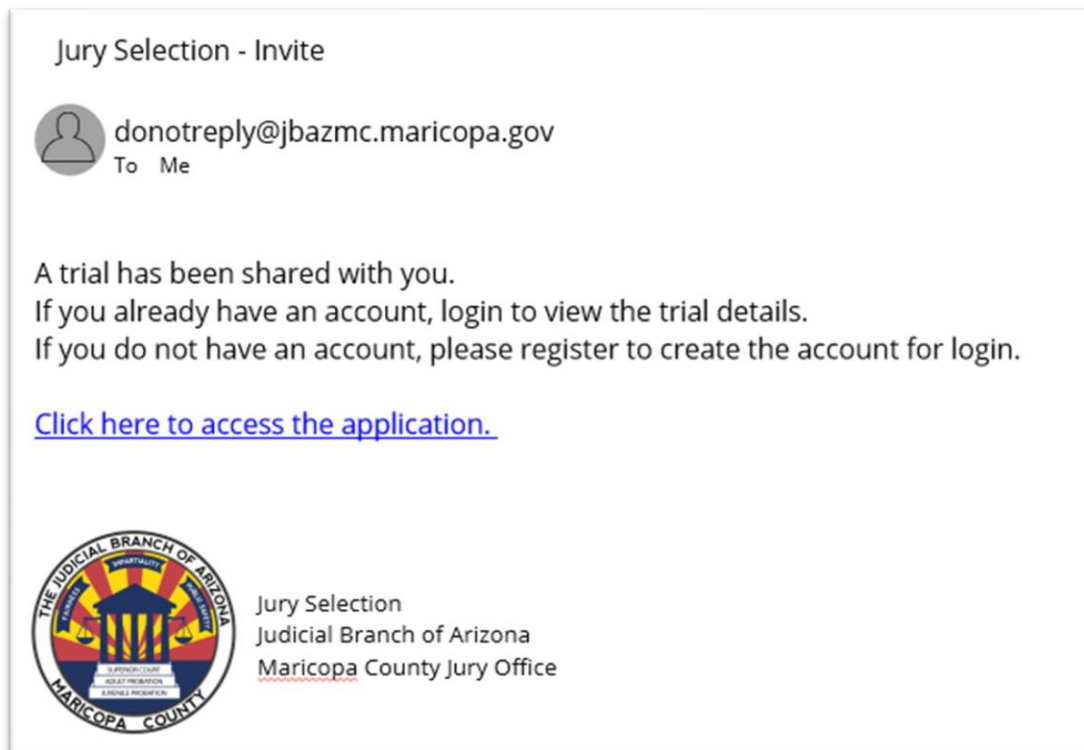
2.  To register, first click on the Register link located at the bottom of the landing page.
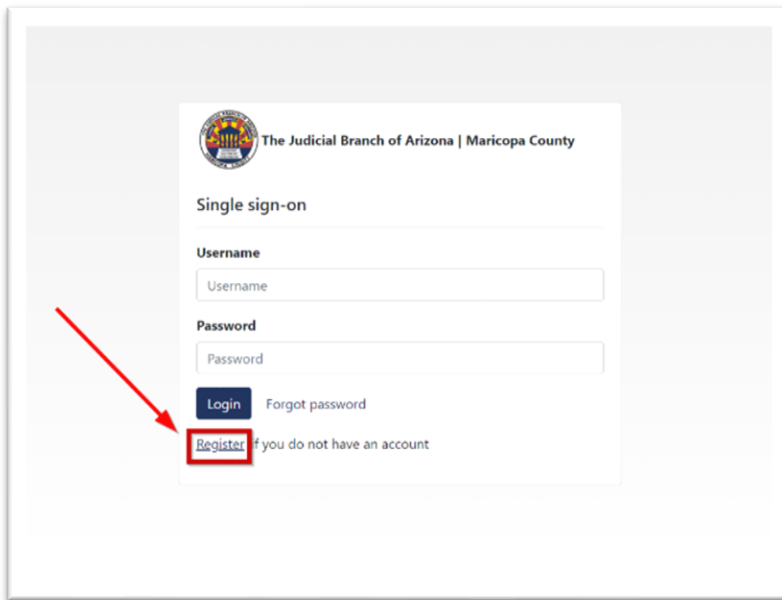


3.  The drop-down menu defaults to Superior Court and should remain Superior Court.  The application will not continue until a valid email is entered.  To be valid, the email address must match the address used to invite the external user to the portal.



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.  Because the initial invitation acts as approval, no additional approval is needed after the new external user has completed the registration process.
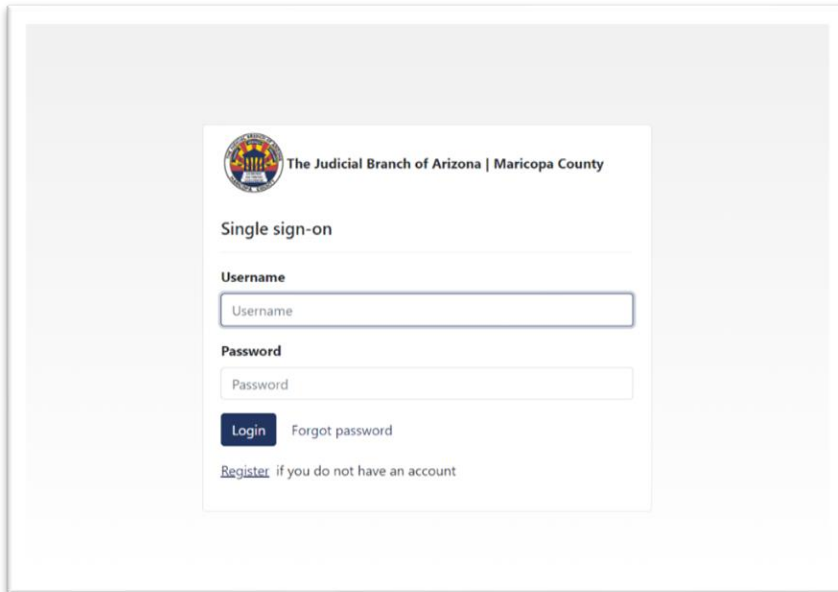
a. **External users with no SSO account** – If this is the user's first time logging into a court website with a single sign-on account, all the fields are empty except the court and email, and the user must enter all required fields.

b. **External users with SSO account** - If the user has already logged into a court website with a single sign-on account, all fields will be populated with data. The user must click on the 'Request Registration' button to complete the registration process.

- **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.
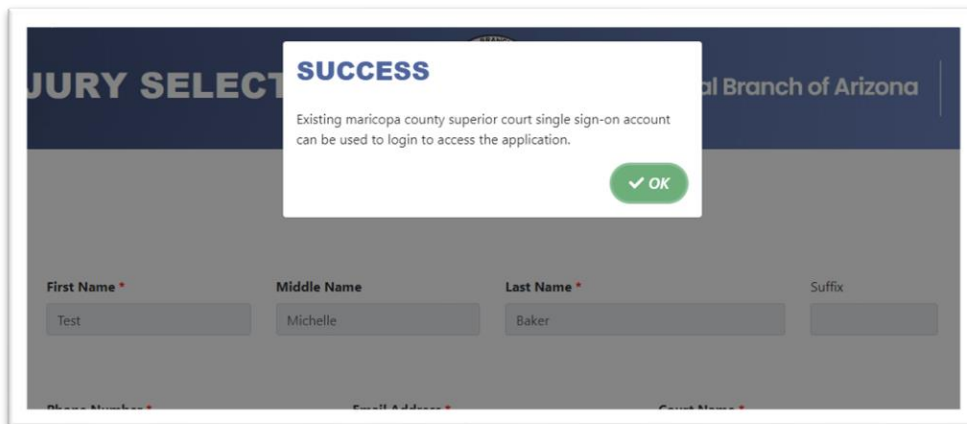
## Log in to Your Dashboard

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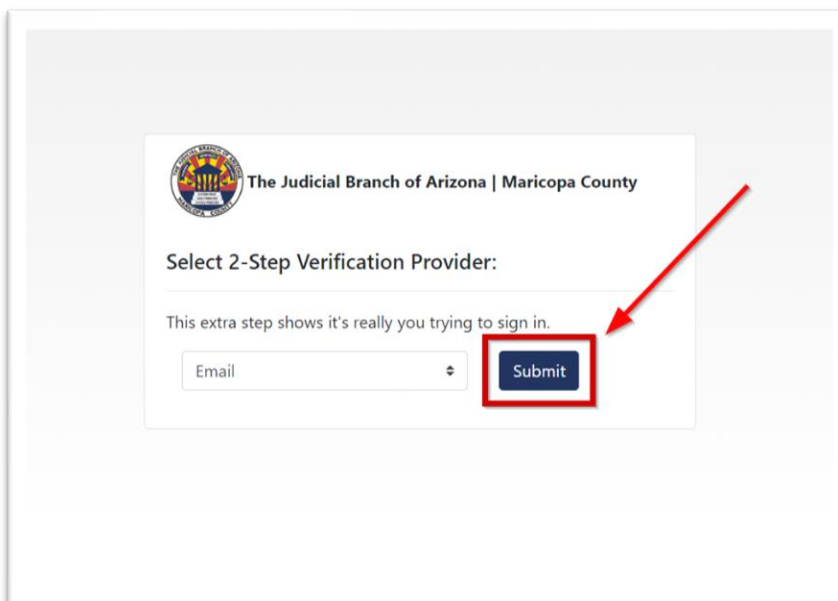2. Login in with the email address and password used to register.
3. Click the **Login** button to open your dashboard.



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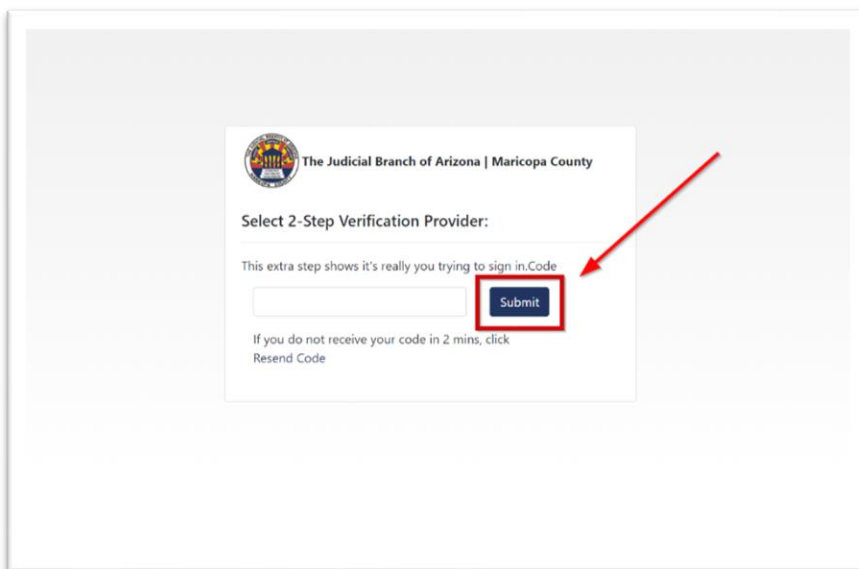
5. You will receive a message with a security code. This security code will only be valid for a few minutes, and you will need a new security code each time you log into the website.
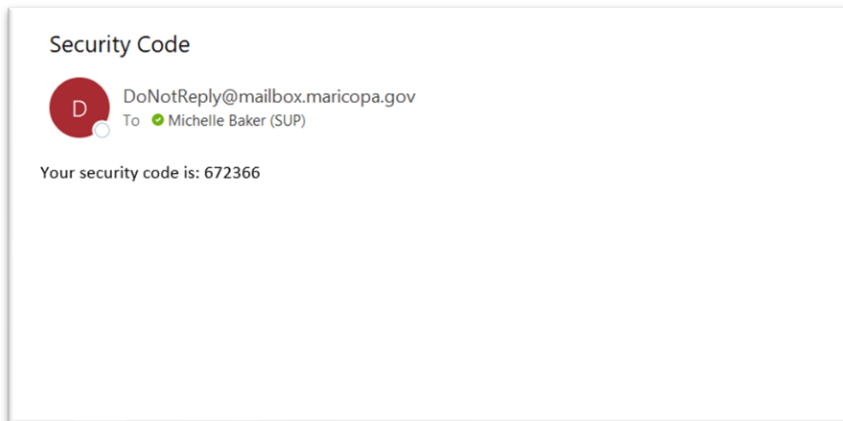


6. Enter the security code and click **Submit**.

# Dashboard

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



## Menus

1. Jury Trial Responses is the only menu option for external users. Clicking on it will allow the user to View Trial Responses.



2. 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.
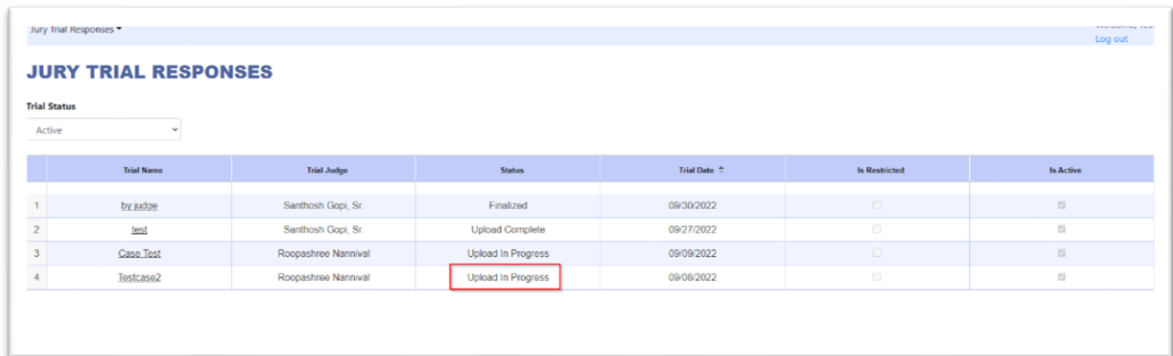
## View Jury Trial Responses

All staff and invited parties may view the responses submitted by prospective jurors. Users can sort the data shown in the table, but it is initially shown by descending order of trial date. To see past cases, change the drop-down menu to show All for the Trial Status

## 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. You will receive an email when the juror response file is uploaded and available for viewing.
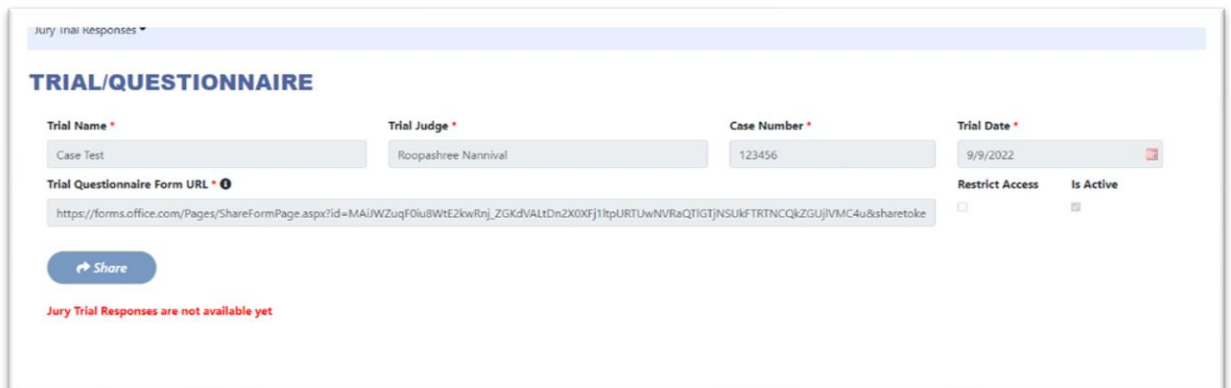
1. Click on the **Trial Name** of the case with the Upload in Progress status.



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



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

Jury Selection - Questionnaire Responses Uploaded

D   donotreply@jbazmc.maricopa.gov
    To  ✓ Roopashree Nannival Suresh (CTS);  ✓ Michelle Baker (SUP);  ✓ Bhumika Sharma (CTS);  ○ elijah.m.madden@gmail.com

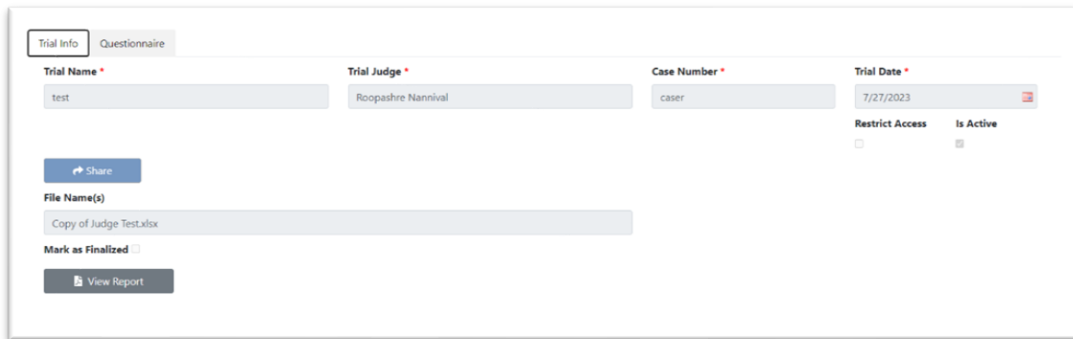Questionnaire responses have been added to one of your trials. Click here to access the application.

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Upload Complete

Click on the Trial Name to view the responses.

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



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.
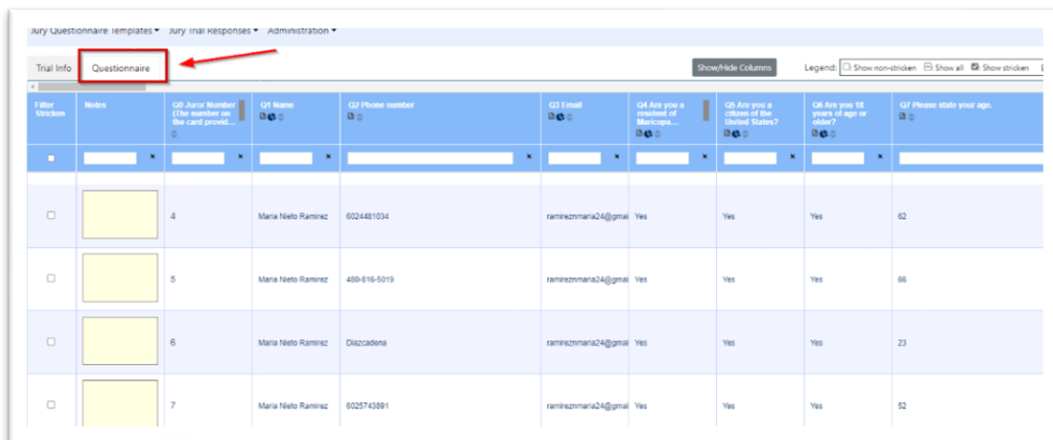


4. The Legend in the top right corner displays the icons and their meanings.
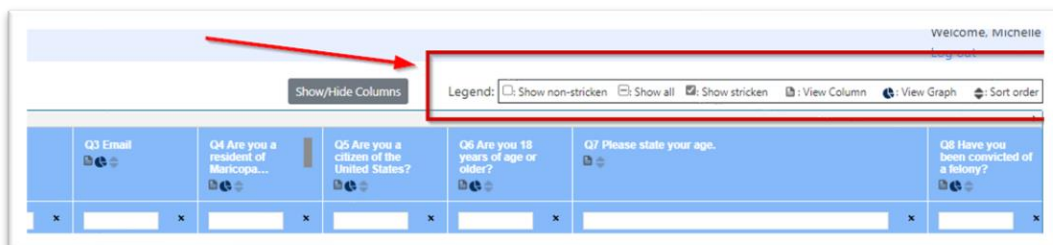


a) A white box in the Filter Stricken column will display the non-stricken jurors.

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.
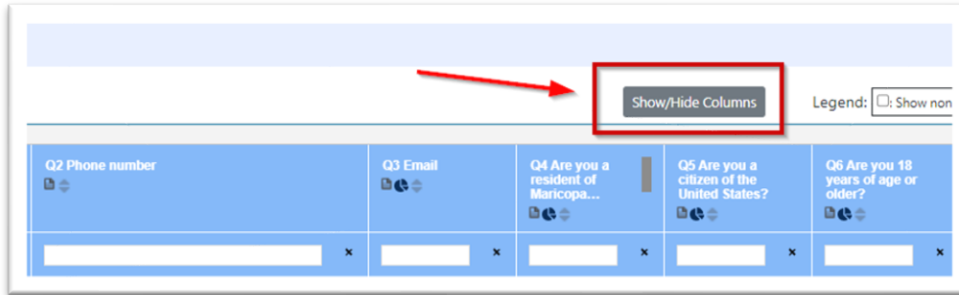


6. To hide a column, click on the horizontal line, -, next to the columns name and the column will appear on the right side of the screen. To view a hidden column, click on the plus, +, and the column will appear on the left of the screen. Click Ok to accept changes or Cancel to end the process. Note that the order of the columns in the list is the same as the order in the table. Click Refresh to update the changes to your table.
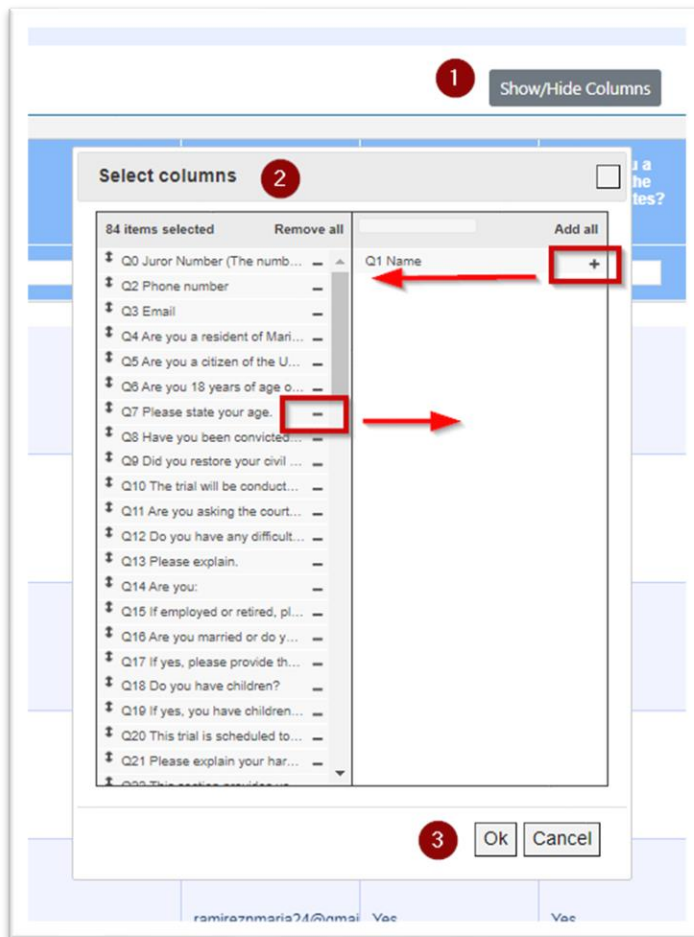
7. Scroll down to view responses from each potential juror. The judge or judicial staff that created the trial response will be able to edit the data in the grid (i.e., filter stricken and add\update notes), share the questionnaire with external parties, and view report in PDF format. Other users will only be able to view the questionnaire and the trial detail in read only mode.

8. 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.



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.
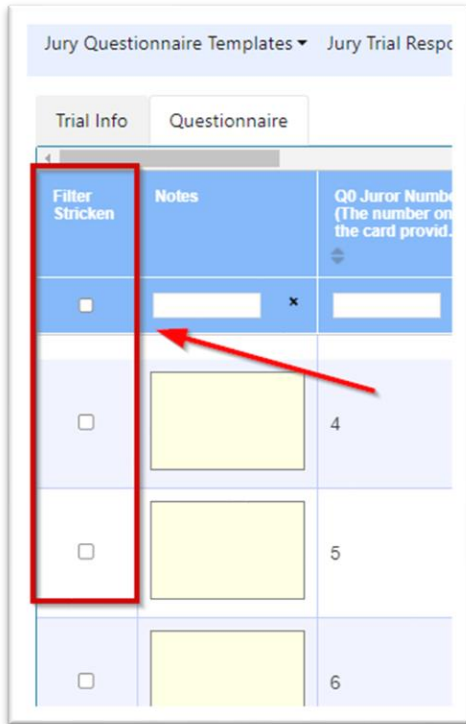


11. The filter option is available for each column. Type in part or all of the answer and click Enter to filter to those responses. Click the X to clear the filter search and return to the table.
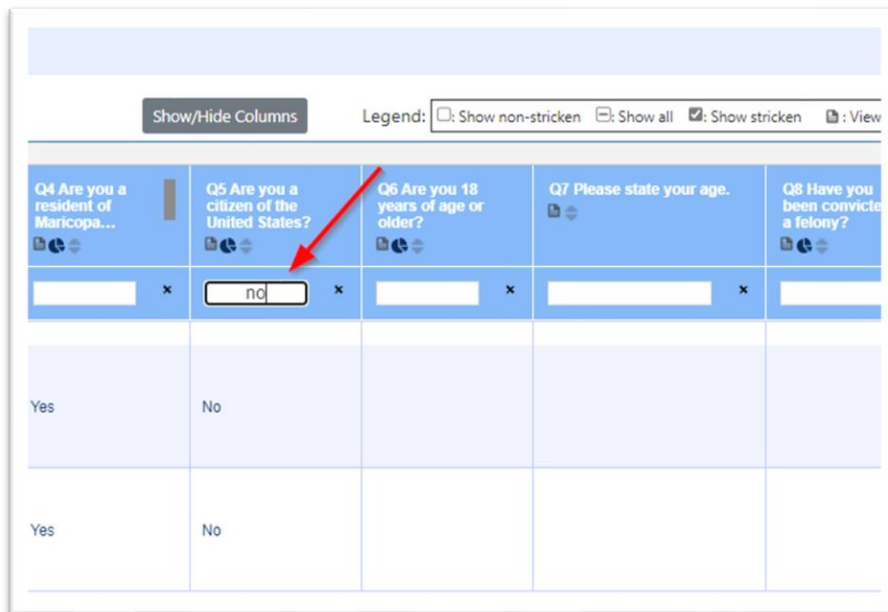
12. Cells can be highlighted throughout the table. Right-click in the cell to open the Highlight menu and select the color. Select None to remove a highlight from a cell.
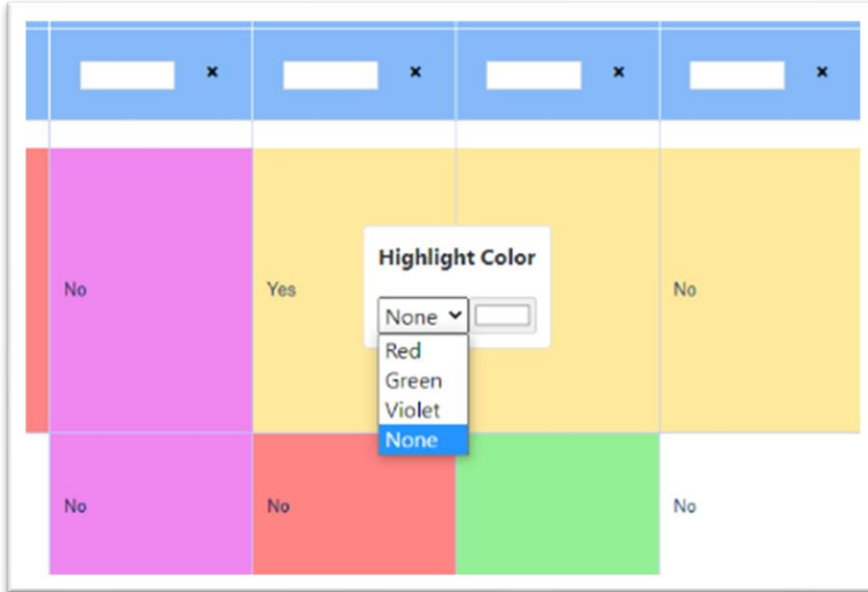


13. You can view some answers in pie chart form to better review the potential jurors. Only questions with a limited range of under-five answers can be reviewed in pie-chart format. Click on the pie-chart button and a pop-up window will appear displaying the question, the chart, and the key.
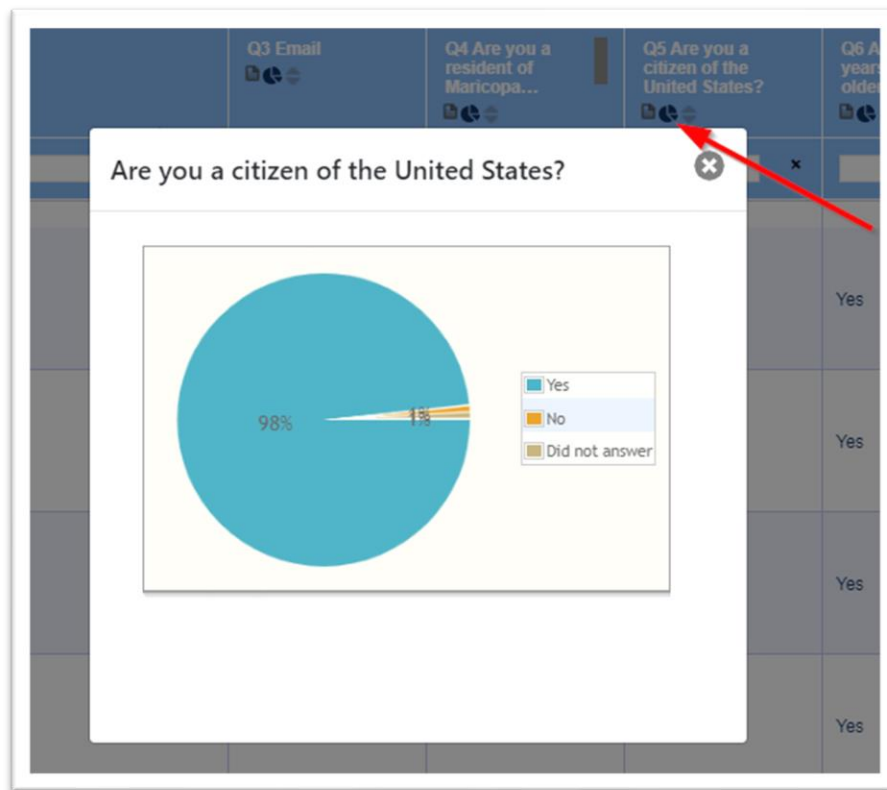
14. To focus on a single question, click on the document icon to pull a column from the table. Double-click on the juror number to focus on a juror's responses in the pop-out window. You can scroll down to see how all jurors answered this question. You can also page over to see the next question or juror in the pop-out.

Finalized

Once a jury has been selected, the responses are finalized with the Mark as Finalized checkbox. No further changes can be made to the responses and the red watermark will disappear from the PDF report. The report may only be printed and retained in compliance with the Arizona Rules of Criminal Procedure and the Arizona Rules of Civil Procedure.

1. Click on the **Trial Name** of the finalized trial.



2. You can view the responses, but the Mark as Finalized Box is checked by Judge or judicial staff on the Trial Info tab.
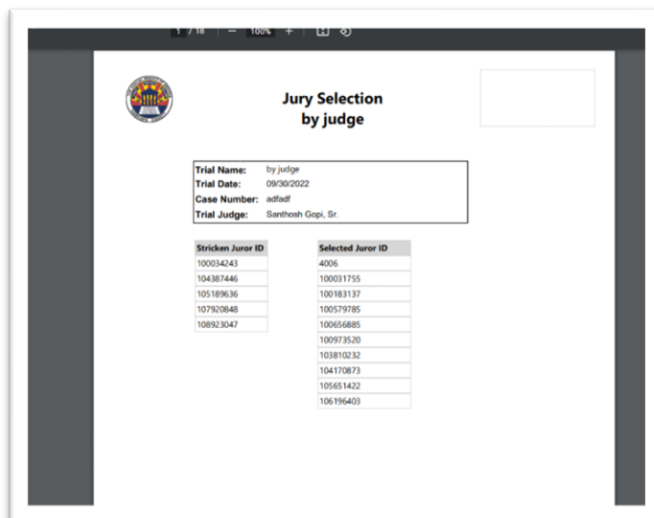


3. You can run the report again, and the red title at the top is now gone.
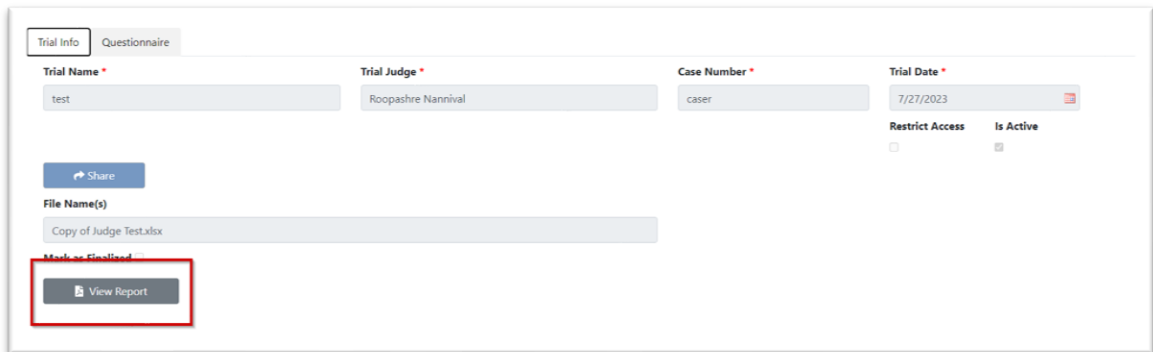
## View Report of Juror Responses

The View Report feature is only available to attorneys and will generate a PDF report of all juror responses.

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



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.
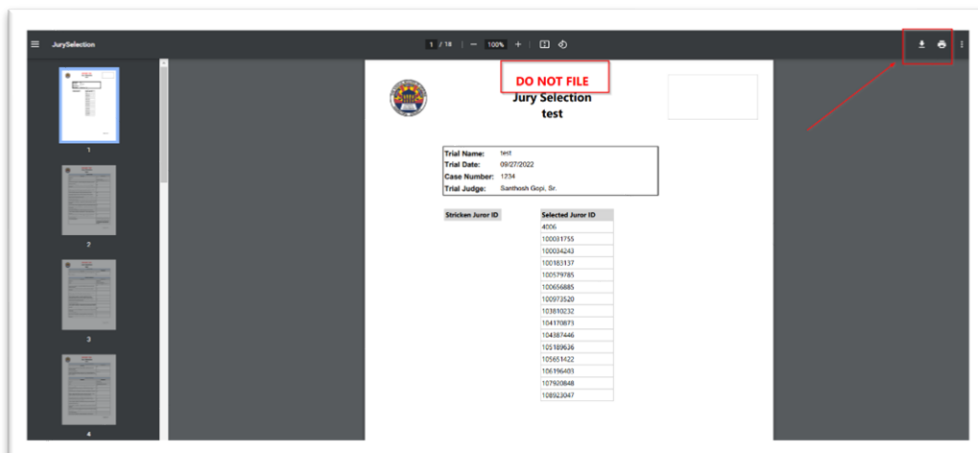
# Contact Information

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.

# Appendix

## Glossary of Terms

| | |
|---|---|
| Judicial staff | Includes judicial assistants, court assistants, and any employee that works with a specific judicial officer. |
| Judicial Officer | Judge or Commissioner. |
| Jury Questionnaire Administrator | Includes employees using the portal that are not directly tied to a specific judicial officer. |
| Site Administrator | Any portal user with approval rights in the portal. |
| External User | All participating attorneys that have been invited to review the juror responses. |
| SSO Account | Single Sign-On account refers to email addresses associated with the Maricopa County Superior Court. |
| Stricken, Mark as Stricken | A potential juror was removed from the list by a judge. |
| Verification, Authentication, Security code | A 6-digit number sent to your email or phone number to verify that you are logging into the system. |
| | |

*Click to return to the top of the document*

## Registration Error Messages

| Error Type | Error Meaning |
|---|---|
| Invalid Email | If the email is invalid, a validation message, "Invalid email id for the selected court," will appear. |
| Awaiting Approval | If the user has already entered the email and is awaiting approval, a validation message, "This email address is already associated with an account.  Existing Maricopa County Superior Court single sign-on account can be used once the registration is approved," is displayed. |

| | |
|---|---|
| Registered and Approved | If the user has already registered and been approved, a validation message, "This email address is already associated with an existing account.  Existing Maricopa County Superior Court single sign-on account can be used to log into the application," is displayed. |
| Registration Denied or Terminated | If the registration request has been denied or if the user has been terminated, a validation message, "This email address is already associated with an account." is displayed. |
| Invalid Email for External Registration | Only external users that have received an invitation may register with this application. If no invitation has been sent for the entered email address, a validation message, "Invalid email id for the selected court," is displayed. |
| Account Exists for External Registration | If the email is already registered, a validation message, "This email address is already associated with an account. Existing Maricopa County Superior Court single sign-on account can be used to login to the application," is displayed |
| New Registration Error | If this is a new SSO account, the user will see the message, "Maricopa County Superior Court single sign-on account has been created and can be used once the registration is approved." |
| Existing Registration Error | If it is an existing SSO account, clicking the 'Request Registration' user will see the message, "Existing Maricopa County Superior Court single sign-on account can be used once the registration is approved." |
| Invalid Verification Code | If the entered code is not valid, an error message, "Code is invalid. Please try again," is displayed. |
| Verification Code Timed Out | If the entered code is past 5 minutes from send time, an error message, "Code is invalid. Please try again," is displayed. |
| Invalid Password does not meet Requirements | A validation message, 'Your password must have at least one uppercase, one lowercase, one special character, and one numeric character, spaces are not allowed,' is displayed when the password entered does not meet the requirements. |
| Invalid Password does not match | If the passwords do not match, a validation message, "The password and confirmation password do not match," is displayed. |

_Click to return to the top of the document_

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