

# MyJuryInfo Training Manual

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July 2013

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## MyJuryInfo Introduction

### What is MyJuryInfo?

MyJuryInfo is an interactive jury service website developed by the AOC. Combined with Xerox Juror, MyJuryInfo allows you to reach out to your jurors in a whole new way.

### What does MyJuryInfo do?

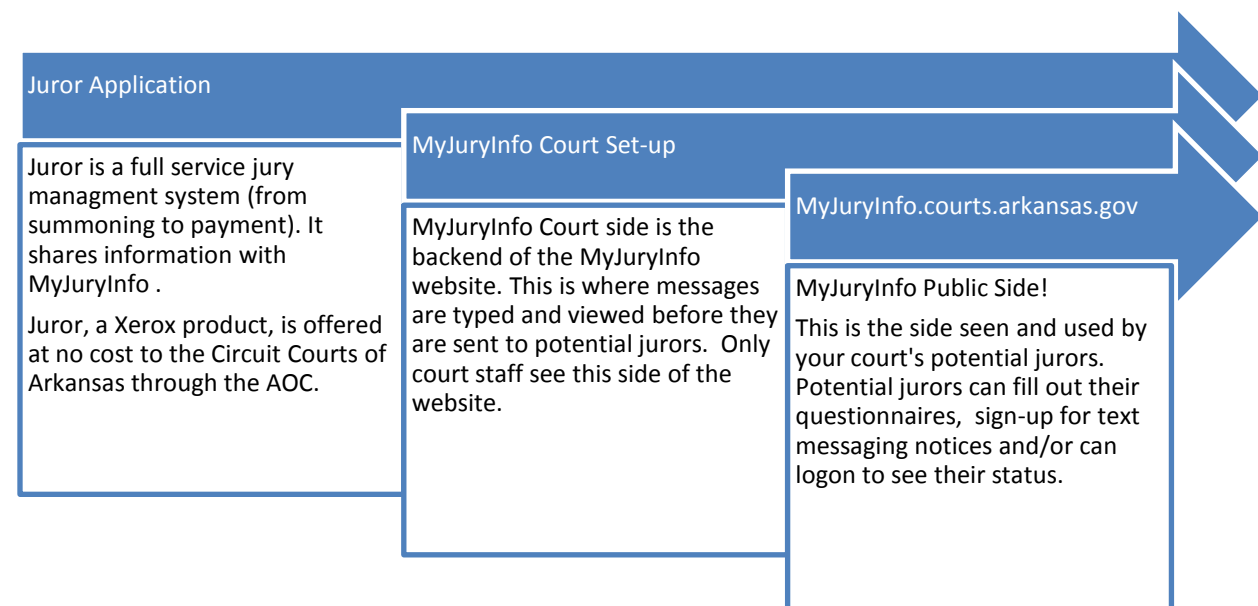
With MyJuryInfo:

- Potential jurors can complete questionnaires online.
  - Court staff can enter the information from paper forms.
  - The questionnaires can be printed or emailed for attorneys.
- Potential jurors can see information on the website.
  - Set contact information that will display for all potential jurors.
  - Display information that is specific to each pool.
  - Choose whether or not each potential juror can see their next appearance date, pool type, etc.
  - The potential jurors can also see the AOC's juror orientation video and guide.
- The court can send notices to potential jurors.
  - Send emails and text messages to potential jurors about excusals, courthouse closings, and upcoming court appearances.

### How does MyJuryInfo work?

MyJuryInfo has 3 components:

- Xerox Juror Software
- MyJuryInfo Public Side
- MyJuryInfo Court Side



### Xerox Juror Software

This is the full service jury management system provided by the AOC. It handles everything from summoning jurors to payment. MyJuryInfo shares data with the Juror Software. If you disqualify someone in Juror, they are excused in MyJuryInfo and vice versa.

### MyJuryInfo Court Side

This is the part of MyJuryInfo you will be working in. From here you can disqualify people, send emails and text messages, and print off questionnaires. This manual will go into detail on both the first time set-up and the daily use of MyJuryInfo Court Side.

### MyJuryInfo Public Side

This is the part of the website the public sees. Normally, it starts with a questionnaire. Once the questionnaire is completed, or the potential juror attends orientation, she will see to a page displaying information from the court. What information she can see here is controlled by the MyJuryInfo Court Side. **(Court staff should not log in to the public side; you can preview how it looks from the court side.)**

## MyJuryInfo Public Side

Summoning people for jury service is done in the Juror Program. In Juror, you should change the “freetext” on the summons to provide a link to myjuryinfo.courts.arkansas.gov. (See: Summons Printing in the Juror Manual)

When the potential juror sees the web address on the summons, he will go to the website. First, he will encounter the login page. In order to login he must correctly enter his Juror Number (found on the summons), his last name (as it appears on the summons), and his birth date. The birth date is not located on the summons; this is to prevent someone else from logging in as the summoned person. He does not need to include suffixes when entering his name.

**MyJuryInfo**

**Log in using your last name, the 9 digit juror number located on your summons, and your date of birth. All three are necessary to validate your identity.**

Last Name:

Date of Birth: Jan ▾ 1 ▾ 2013 ▾

Juror No:

Login

Location of Juror Number:

**DO NOT DISCARD**

LUTHER R ARNOLD

064588142

My Jury Info is an Official State website. Unauthorized or improper use of this system is a violation of State and Federal law and may be prosecuted resulting in criminal or administrative penalties including fines and/or imprisonment. The usage of this site is monitored to prevent such actions.

For more information about Jury Service [watch the Jury Orientation Video](#), [view the Jury Guide](#), or visit [The Arkansas Judiciary Website](#). If you are having trouble finding your court's contact information [click here](#).

What happens next depends on his status in Juror. If he is not responded/excused/disqualified he'll find an information page letting him know what to expect, and then be sent to the questionnaire. If he is responded and has Bioform data in the system, he will go straight to the Home Page.

## Welcome

Welcome Carmen J Blake to My Jury Info!

The next few pages will ask you some important questions that will determine if you are eligible for jury duty. Once you have completed these questions, you will be able to view information about your next appearance date. You will also have the option to be contacted by email or text message.

**If you are not the person whose name is listed above, please call your [local Circuit Court](#) immediately.**

[Continue](#)

[Logout](#)

## Qualification

**These questions are used to qualify you for jury duty. However, your answers to these questions will not automatically disqualify you. Until you are notified otherwise you are considered qualified and are expected in court.**

1. I am at least eighteen (18) years of age.  
 Yes  No
2. I am a citizen of the United States.  
 Yes  No
3. I am a current resident of this county.  
 Yes  No
4. I am of sound mind and good moral character.  
 Yes  No
5. I am able to speak or understand English.  
 Yes  No
6. I am able to read and write in English.  
 Yes  No
7. I have served as a juror within two years in this county.  
 Yes  No
8. I have been convicted of a felony and not received a pardon or expungent. (Answering YES means you have a felony record.)  
 Yes  No

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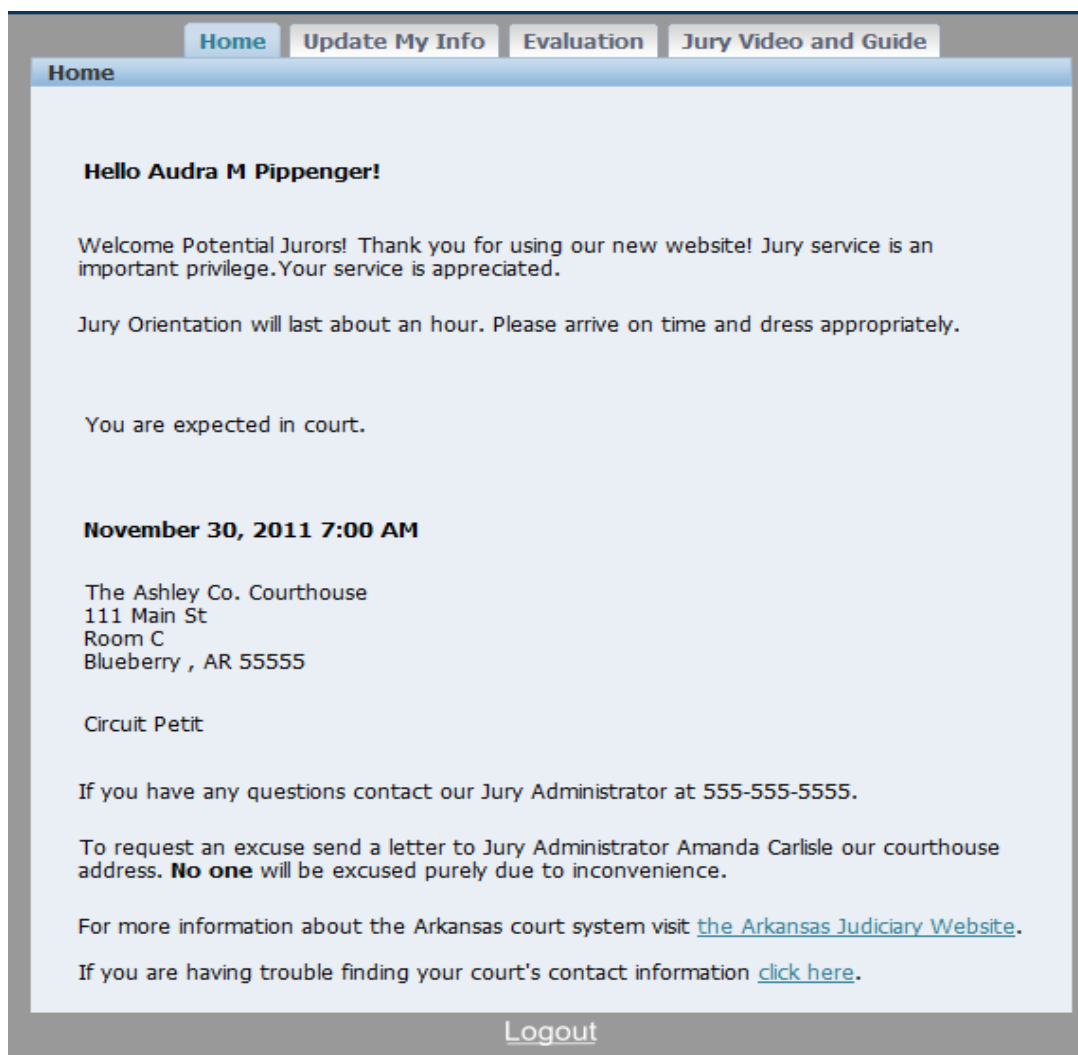
[Back](#)

[Next](#)

[Logout](#)

The questionnaire is 5 pages long. The questions are the same as on the AOC provided summons forms. Most questions cannot be skipped. If the potential juror misses a question that can't be skipped, she will see a red error message letting her know what question she missed. **If she answers a qualification question in a way that might make her disqualified, or if she has a disability, an alert will appear on the MyJuryInfo Court side.**

If the juror was in pool status, she will become responded once the questionnaire is complete. Once the questionnaire is completed (or skipped) the potential juror will reach this page.



The screenshot shows a web portal with a navigation bar at the top containing four buttons: "Home", "Update My Info", "Evaluation", and "Jury Video and Guide". The "Home" button is highlighted. Below the navigation bar, the page content is as follows:

**Home**

**Hello Audra M Pippenger!**

Welcome Potential Jurors! Thank you for using our new website! Jury service is an important privilege. Your service is appreciated.

Jury Orientation will last about an hour. Please arrive on time and dress appropriately.

You are expected in court.

**November 30, 2011 7:00 AM**

The Ashley Co. Courthouse  
111 Main St  
Room C  
Blueberry , AR 55555

Circuit Petit

If you have any questions contact our Jury Administrator at 555-555-5555.

To request an excuse send a letter to Jury Administrator Amanda Carlisle our courthouse address. **No one** will be excused purely due to inconvenience.

For more information about the Arkansas court system visit [the Arkansas Judiciary Website](#).

If you are having trouble finding your court's contact information [click here](#).

[Logout](#)



To the potential juror, this is a simple static page, but in reality it has several different boxes that you can change with MyJuryInfo Court Side.

The screenshot shows a web interface for potential jurors. At the top, there are navigation tabs: Home, Update My Info, Evaluation, and Jury Video and Guide. Below these is a 'Home' header. The main content area is divided into several sections, each highlighted with a colored border and a corresponding callout label on the left:

- Welcome Info (Blue border):** A box containing the text "Hello Audra M Pippenger!".
- Welcome Info (Orange border):** A box containing the text "Welcome Potential Jurors! Thank you for using our new website! Jury service is an important privilege. Your service is appreciated."
- Group Message (Green border):** A box containing the text "Jury Orientation will last about an hour. Please arrive on time and dress appropriately."
- Contact Info (Purple border):** A large box containing the text "You are expected in court.", "November 30, 2011 7:00 AM", "The Ashley Co. Courthouse", "111 Main St", "Room C", "Blueberry , AR 55555", and "Circuit Petit".
- Contact Info (Orange border):** A box containing the text "If you have any questions contact our Jury Administrator at 555-555-5555."
- Excuse Info (Orange border):** A box containing the text "To request an excuse send a letter to Jury Administrator Amanda Carlisle our courthouse address. **No one** will be excused purely due to inconvenience."
- Excuse Info (Blue border):** A box containing the text "For more information about the Arkansas court system visit [the Arkansas Judiciary Website](#)." and "If you are having trouble finding your court's contact information [click here](#)."

At the bottom of the page, there is a "Logout" link.

**Blue** – Cannot be modified.

**Orange** – 'Court-wide' Settings. These are edited in the Display Settings Tab.

**Green** – Group / Pool Message. This is edited in the Pool Message Tab.

**Purple** – Items that are pulled from Juror. Some can be set to hide in the Display Settings Tab.

The Home page also has tabs to a few other pages that the potential jurors can use to update questionnaires, view the jury guide and video, or give feedback on their jury service experience.

Home Update My Info Evaluation Jury Video and Guide

**Update My Info**

Please select the page you would like to update.  
Please note that all information for that page will have to be resubmitted.

Update: <Select Page> Cancel

Logout

Home Update My Info Evaluation Jury Video and Guide

**Evaluation**

After you finish your jury service, please give us feedback about your experience by answering these questions. Your answers will help improve jury service.

**Note: If you resubmit this page you will overwrite any previously entered data.**

Please rate the following (1 -poor, 5-excellent)

Parking Availability:  1  2  3  4  5  NA

Usefulness of Orientation:  1  2  3  4  5  NA

Personal Safety/Court Security:  1  2  3  4  5  NA

Use of Your Time:  1  2  3  4  5  NA

Physical Comfort:  1  2  3  4  5  NA

Usefulness of the MyJuryInfo site:  1  2  3  4  5  NA

How many days did you report to the courthouse?  1  2  3  4  5+  NA

How many hours per day did you spend in the courthouse?  1  2  3  4  5+  NA

Did you lose income as a result of jury service?  Yes  No

Are there any comments you would like to share about your experience with jury service?

Are there any comments you would like to share about court personnel?

Do you have any comments to share about the MyJuryInfo website?

Cancel Submit

Logout

Home Update My Info Evaluation **Jury Video and Guide**

**Jury Guide**

Arkansas Jury Orientation



(Notes: The pronouns, he, him, his, refer to both the male and female gender. The information on this website is not intended to take the place of the instructions given by the judge in any case. Should you see a conflict, the trial judge's instructions will prevail.)

[Kinds of Cases](#)                      [What is Evidence](#)  
[Jury Selection](#)                      [Judge's Conference](#)  
[The Day of the Trial](#)                [Juror Conduct](#)  
[Juror's Oath](#)                          [Conduct in Jury Room](#)  
[The Trial](#)                                [Frequently Asked Questions](#)  
[Trial Procedure](#)  
[Time Spent Waiting](#)

If a potential juror is responded but has no questionnaire data in the system (he attended orientation but the court has not entered his paper questionnaire into the system) then we she goes to the Update My Info tab instead of seeing the page selector, she will see a set of options: 1) complete the questionnaire, 2) complete only the contact information (allows for text messaging reminders).

Home **Update My Info** Evaluation Jury Video and Guide

**Update My Info**

**You have not completed your online questionnaire.**

I would like to complete the online questionnaire.

I have already completed a paper questionnaire and would like to sign up for notifications.

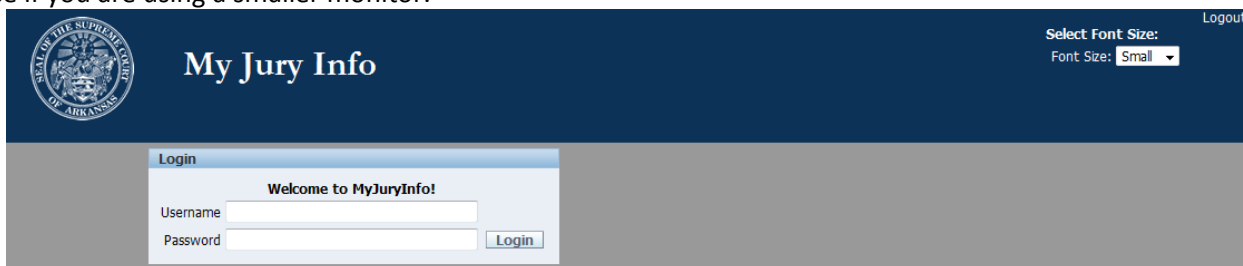
[Logout](#)

## MyJuryInfo Court Side

### Login Page

The first thing you'll encounter is the Login page. Use the same username and password as you do in Juror.

You'll notice in the upper right corner of the program there is a Font Size option. If you have trouble reading the page, please change your font to the large size, but be aware that this will make a few screens harder to use if you are using a smaller monitor.



The screenshot shows the MyJuryInfo login interface. At the top left is the Great Seal of the Supreme Court of Arkansas. The main header area is dark blue with the text "My Jury Info" in white. In the top right corner, there is a "Logout" link and a "Select Font Size:" dropdown menu currently set to "Small". Below the header is a light blue box titled "Login" with the text "Welcome to MyJuryInfo!". Inside this box are two input fields: "Username" and "Password", followed by a "Login" button.

## Welcome Page

The first page you will see once you login is the welcome page.

This page contains a calendar that displays the events from the Juror system. The events cannot be edited from here, but serve as a reminder of upcoming events that you might want to send notices for. The calendar will show active events that are within the last year or are coming up in the future.

This page also has a bold line of text letting you know how many alerts you currently have.

The screenshot shows the 'Welcome' page of a system. At the top, there is a navigation bar with tabs: Welcome, Alerts, Pool Message, Display Settings, Evaluation, Bioform, and Reports. Below the navigation bar, the page displays 'Welcome SUTECHT!' and a message: 'You have 6 alerts that need attention. Go to the alerts tab.' To the right of this message are navigation buttons: Monthly, List, < Previous, Today, and Next >. The main content is a calendar for July 2013. The calendar grid shows dates from 30 to 03. Two events are highlighted in yellow: '12 MCDONALD V JOHNSON' on Friday, July 12, and '29 JOHNSON V SMIT' on Monday, July 29.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	01	02	03	04	05	06
07	08	09	10	11	12 MCDONALD V JOHNSON	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 JOHNSON V SMIT	30	31	01	02	03

## Alerts Page

This is one of the most used pages of the program. Here you can see all your alerts, separated by Pool.

Whenever a potential juror fills out the qualification questions online in a way that means they may be disqualified, an alert is created and it appears on this page. An alert is also created if a potential juror has a disability.

On the Alerts Page you can see the name of the potential juror, which question they answered that may disqualify her, and her contact information.

The Alerts Page interface shows a navigation bar with tabs: Welcome, Alerts, Pool Message, Display Settings, Location, Evaluation, Bioform, Reports. Below the navigation bar, there is a message: "You have 7 notifications. Use the pencil icon to change statuses. Please refresh the page to clear records." A search bar with a "Go" button and an "Actions" button is present. A "Pool" filter is active. The alerts are grouped by pool:

**Pool : 004130705 CIRCUIT PANEL 1**

Part No	First	Last	Alert Description	Home Phone	Work Phone	Cell Phone	Email	Disability
000064547	DENA C	BALLARD	Not a resident	--	--	501-454-1853	<a href="mailto:justin.whorton@arkansas.gov">justin.whorton@arkansas.gov</a>	-

**Pool : 023130201 CIRCUIT PETIT**

Part No	First	Last	Alert Description	Home Phone	Work Phone	Cell Phone	Email	Disability
023117678	JEREMY J	MAIN	Unable speak English	555-555-5555	--	--	-	-
023167772	CHRISTOPHER S	LEMLEY	Unable speak English	--	--	--	-	-

**Pool : 023130301 CIRCUIT PETIT**

Part No	First	Last	Alert Description	Home Phone	Work Phone	Cell Phone	Email	Disability
023153572	RYAN C	DAVIS	Unable speak English	555-555-5555	--	--	-	-
023114343	RANDI S	BOOK	Unable speak English	--	--	--	-	-
023153572	RYAN C	DAVIS	Disability	555-555-5555	--	--	-	Broken foot
023153572	RYAN C	DAVIS	Unable read/write En	555-555-5555	--	--	-	-

## Email a participant that has an Alert

You can click the email address and a new screen will pop-up.

The Email dialog box shows the following details:

- To: [justin.whorton@arkansas.gov](mailto:justin.whorton@arkansas.gov)
- From: DoNotReply@arkansas.gov
- Subject: Your Jury Update

The message content is:

**You have been disqualified from jury duty.**

If you have any questions, email the judge at [judgesemail@mycircuit.com](mailto:judgesemail@mycircuit.com)

Send confirmation email to:

Buttons: Send, Cancel

You can use the box to customize your message. The email will send from DoNotReply@arkansas.gov so if you want the participant to respond to you, be sure to include your contact information in the message. Below the message box is a place where you can add a confirmation email. This email address will get a copy of the email. It will default to the email address associated with your user account.

**Your Jury Update**

DoNotReply@arkansas.gov

Sent: Mon 7/22/2013 10:25 AM

To: Justin Whorton


**You have been disqualified from jury duty.**If you have any questions, email the judge at [judgesemail@mycircuit.com](mailto:judgesemail@mycircuit.com)**Your Jury Update**

DoNotReply@arkansas.gov

Sent: Mon 7/22/2013 10:25 AM

To: Sonya Utecht

You sent [justin.whorton@arkansas.gov](mailto:justin.whorton@arkansas.gov) the following message**You have been disqualified from jury duty.**If you have any questions, email the judge at [judgesemail@mycircuit.com](mailto:judgesemail@mycircuit.com)**Remove the Alert (and change the participant's status if needed)**

Once you have contacted your potential juror and the decision has been made whether or not to disqualify or excuse him, click the  icon.

This brings up another popup. **If the popup does not display, you may be blocking pop-ups. Please see the section on Turning on Pop-ups section of the manual.**

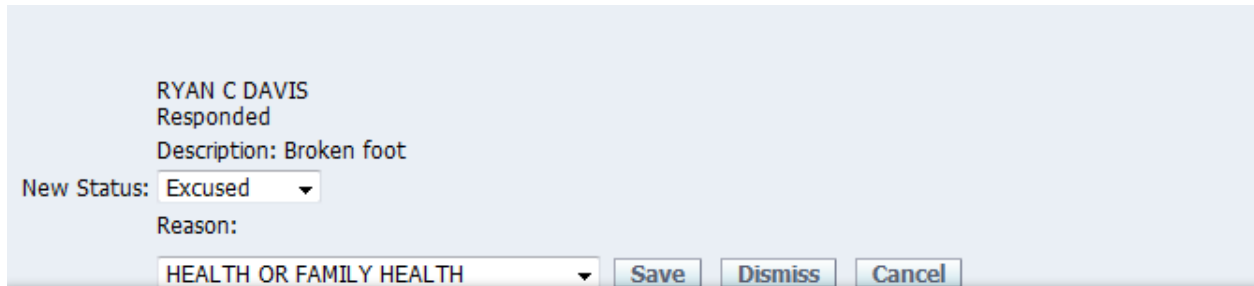
RYAN C DAVIS  
Responded  
Description: Broken foot

New Status:  ▼

On this screen you can see the person's current status and choose what new status you would like to set for the participant.

Select the new status for the participant.

If you select Excused or Disqualified then a new field will appear. Select the reason why this person is receiving this status. For instance if a person is being excused for a health problem you could select "Health or Family Health."



A screenshot of a web application interface for updating a participant's status. The interface is light blue and contains the following text and controls:

- Participant Name: RYAN C DAVIS
- Status: Responded
- Description: Broken foot
- New Status: A dropdown menu with "Excused" selected.
- Reason: A dropdown menu with "HEALTH OR FAMILY HEALTH" selected.
- Buttons: "Save", "Dismiss", and "Cancel".

To apply the new status hit "Save."

If you want to leave the participant as the same status he already has, hit "Dismiss" to dismiss the alert.

If you clicked this record by mistake, and don't want to remove the alert yet, hit "Cancel."

**When a person has multiple alerts, you must dismiss all of the alerts separately. This is to ensure that all the possible disqualifications that an individual has are seen by the court.**







You will see on the left a list of statuses from the Juror program. Check all the statuses you wish to send notices to. For example, if notifying the participants about a trial date, you will most likely choose either responded, or pool and responded. People that are already excused will not need to know the day of the trial.

- Pool
- Responded
- Panel
- Juror
- Excused
- Disqualified
- Deferred
- Reassigned
- Undeliverable

If you think you have participants that have partial excuses on a day related to your notice, you can exclude them using the “Exclude participants with a partial excuse date of” field.

Click here to exclude participants with a partial excuse date of:

07/29/2013  to:  









and location. Trial cancellation n



**July 2013**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13

Once you have selected your group and statuses, you should see to chosen records displaying at the bottom of the page. These are the people that will receive the notice. **If there is not a list of people, then you do not have anyone selected to receive your notice.**

row(s) 1 - 8 of 8

PREVIEW	PART NO	FIRST	LAST	STATUS	NEXT DATE	MESSAGE	POOL NO	LOC CODE	Email	Text
	<a href="#">000064547</a>	DENA C	BALLARD	Responded	29-JUL-13	MJI TEST	004130705	004		
	<a href="#">000071237</a>	MARILYN K	BOSS	Responded	29-JUL-13	-	004130705	004		
	<a href="#">000072391</a>	DANNY D	ANDERSON	Responded	29-JUL-13	-	004130705	004		
	<a href="#">000073399</a>	CARMEN J	BLAKE	Responded	29-JUL-13	-	004130705	004		

The  icon means this person has an email address, and the  icon means this person has opted-in to receive text messages.

In order to keep the page loading quickly, only the first 15 records display. At the upper right hand corner of the list, you can see the total number of people selected.

row(s) 1 - 15 of 98 [Next >](#)

Use the [Next >](#) button to scroll through the pages and ensure that your chosen group is correct.

Now that we have decided who will receive our notifications, we need to select how we will notify them. At the top of the page you will see three more checkboxes, one for the webpage, one for email, and one for text messages. Select all of the message types you wish to send.

Message Type:

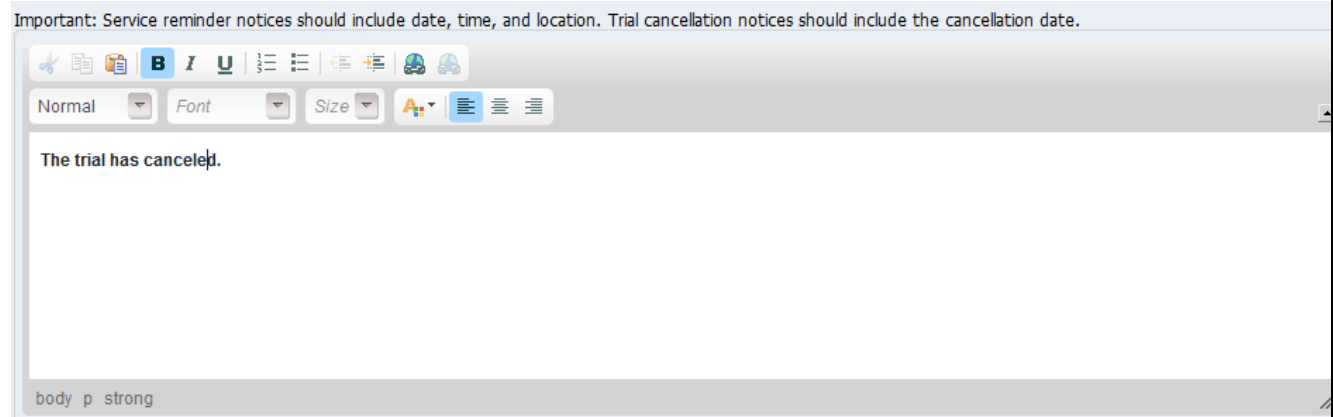
MyJuryInfo Webpage

Email (will not display formatting)

Text Message (will not display formatting)

Next, we will create the notice. Type out your message in the large text area. You will notice a little arrow in the top right corner of the text area. Clicking this arrow to bring up the formatting bar.

Important: Service reminder notices should include date, time, and location. Trial cancellation notices should include the cancellation date.



The trial has canceled.

body p strong

You can use this bar to format the text of your messages. The webpage and most email programs will display the formatting. **Text messages will not show the formatting, just the text.**

Once your message is ready you can hit the send button **Send** to send the notice to your jurors. A message should appear at the top of the page letting you know how many of each notice type was sent.

3 email(s) sent. 0 text message(s) sent. 8 webpage(s) updated.

There is a box under the message box where you can input a Confirmation Email address. It will default to showing the email address attached to your user account. A copy of the notice will be sent to this email address whenever you send a notice, and will include the number of each notice type sent.

Send confirmation email to:

### Your Jury Update

DoNotReply@arkansas.gov

Sent: Tue 7/30/2013 10:20 AM

To: Sonya Utecht

**The trial has canceled.**

Information about this message: 3 email(s) sent. 0 text message(s) sent. 8 webpage(s) updated.

**Emails will be sent from DoNotReply@arkansas.gov. Jurors will not be able to reply to these emails.** The court may provide a contact email address within the message.

When a text is sent it will be from a generic number used by the phone provider for certain message types. It will begin like so:






FRM: [DoNotReply@arkansas.gov](mailto:DoNotReply@arkansas.gov)

SUBJ: Your Jury Update


MSG:

Keep in mind that if you make a text message too long it will send as multiple text messages. Try to keep your message under 100 characters if you wish to send a single message.

When updating the webpage, you can see the text in the records, without the formatting.

PREVIEW	PART NO	FIRST	LAST	STATUS	NEXT DATE	MESSAGE	POOL NO	LOC CODE	Email	Text
	<a href="#">000064547</a>	DENA C	BALLARD	Responded	29-JUL-13	The trial has canceled.	004130705	004		
	<a href="#">000071237</a>	MARILYN K	BOSS	Responded	29-JUL-13	The trial has canceled.	004130705	004		
	<a href="#">000072391</a>	DANNY D	ANDERSON	Responded	29-JUL-13	The trial has canceled.	004130705	004		

row(s) 1 - 8 of 8

To see how it will actually look to the user, hit the preview icon. 

Then you will see a preview of the participant's MyJuryInfo page.

**Hello Dena C Ballard!**

Welcome Jurors! Thank you for using our interactive website!

**The trial has canceled.**

### Sending a Notice to Disqualified or Excused Jurors based on date of the status change


If you send notifications to a group of disqualified or excused participants you will be able to select a date range for when they were excused.

For example, you may excuse several people in one day and want to send a notice saying: "You are excused. You do not need to come to court." But you do not want to send the notice to the people you excused previously, since you have already notified them.

To do this, select the excused or disqualified status checkbox, and then select a date range.

Select your message type and then click Send.


This will only send the notice to individuals that were excused or disqualified on a day within the date range. (This is for full excuses, not partial excuses.)

Only show people excused by the court staff ON or AFTER this date:  

If you wish to send to notice to all excused or disqualified participants, just leave the dates blank.


### Viewing the Preview Page

Whenever you have a list of participants showing, you can use the Preview option to see exactly what they will see on their home page. We recommend you do this every time you update the webpage, or the custom boxes.

First bring up a group of participants. Click the Preview button .

Home

**Hello Dena C Ballard!**



Welcome Jurors

The next trial is Tuesday the 6th.

You are expected in court.

Cedar County Circuit Court  
200 N. Main  
Cedar AR, 72015

Circuit Panel 1

If you have **any** questions please call the Circuit Clerk at 555-5555

**No one** will be excused solely due to inconvenience. If you wish to request an excuse send a letter to the courthouse with an explanation. If you are asking for an excuse due to a medical condition, please attach a doctor's letter.


When you are done viewing the preview, hit Back in your browser to return to the Pool Message Page.

## Viewing the Participant's Record

In Juror, when you want to know something about a participant, you use the Participant's Record screen.


MyJuryInfo also has a screen for viewing a participant.

To get this screen, go to the Pool Message Page. Bring up a group that the participant is in and find the participant in the list.

PREVIEW	PART NO	FIRST	LAST	STATUS	NEXT DATE	MESSAGE	POOL NO	LOC CODE	Email	Text
	<a href="#">023153572</a>	RYAN C	DAVIS	Disqualified	-	-	023130301	023		

row(s) 1 - 1 of 1


row(s) 1 - 1 of 1



Click on the participant's Part No (Participant Number).

This will take you to the Participant's Record Page

**Participant Record**



Part No: 023153572  
Name: Ryan C Davis

Pool No: 023130301  
Jurisdiction: Circuit  
Pool Type: Petit  
Original Date: 03/15/2013  
Location: Faulkner County Circuit Court

Status: Disqualified  
Next Report Date:

Address

Contact Information

Home Phone: 555-555-5555  
Work Phone: -- Ext:  
Cell Phone: --  
Opt In for Texts: N  
Email:

Personal Data

Use the  buttons to expand the information.

You can also reach this page by clicking a participant's Part No on the Alerts Page.

## The Display Settings Page

This page will mostly be used during initial setup. However, if something changes in your court, you may need to come back and update the information here.

The screenshot shows a web application interface for "Display Settings". At the top, there is a navigation bar with tabs: "Welcome", "Alerts", "Pool Message", "Display Settings" (which is active), "Evaluation", "Bioform", and "Reports". Below the navigation bar, the page title is "Display Settings".

The main content area is light blue and contains the following elements:

- A dropdown menu labeled "Change settings for this Location:" with "Cedar County Circuit Court" selected.
- Instructional text: "Use this page to set messages that can be seen by all of your potential jurors on the MyJuryInfo website."
- A dropdown menu labeled "Set the Welcome Message" with a value of "<-- There are 3 different boxes you can set here." and a "Help" button next to it.
- A text area labeled "Message:" which is currently empty.
- A "Set" button below the message area.
- A section titled "Current Message:" with the text "Welcome Jurors! Thank you for using our interactive website! Last edited by SUTECHT".
- A section titled "Set these items that are pulled from Juror to show or hide on your potential jurors' pages." containing five dropdown menus: "Date And Time Show", "Status Show", "Pool Type Show", "Jurisdiction Show", and "Location Show".
- A "Save" button at the bottom of the settings section.

### Changing the Custom Message Boxes

This page is used to handle how things appear on the potential juror's home tab. Remember the boxes we discussed in the public side section? **This page handles changing the orange sections below.**

The screenshot shows a web interface for a juror's home page. At the top, there are navigation tabs: Home, Update My Info, Evaluation, and Jury Video and Guide. The main content area is titled "Home" and contains several message boxes:

- Welcome Info:** A box with a blue border containing the text "Hello Audra M Pippenger!".
- Group Message:** A box with a green border containing the text "Welcome Potential Jurors! Thank you for using our new website! Jury service is an important privilege. Your service is appreciated." and "Jury Orientation will last about an hour. Please arrive on time and dress appropriately."
- Contact Info:** A box with a purple border containing the text "You are expected in court.", "November 30, 2011 7:00 AM", "The Ashley Co. Courthouse", "111 Main St", "Room C", "Blueberry, AR 55555", and "Circuit Petit".
- Excuse Info:** A box with an orange border containing the text "If you have any questions contact our Jury Administrator at 555-555-5555.", "To request an excuse send a letter to Jury Administrator Amanda Carlisle our courthouse address. **No one** will be excused purely due to inconvenience.", and "For more information about the Arkansas court system visit [the Arkansas Judiciary Website](#). If you are having trouble finding your court's contact information [click here](#)."

At the bottom of the page, there is a "Logout" button.

First, select the location for which you want to edit settings. If you only have one location, this will not need to be changed.

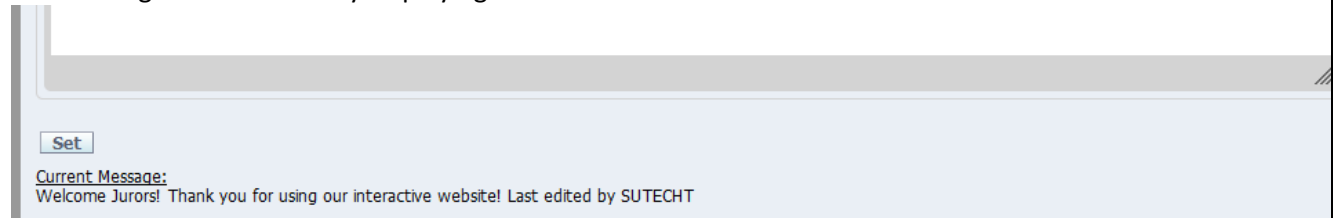
Change settings for this Location: Cedar County Circuit Court

Next, we will set up the Information boxes. There are three different boxes and you choose which to edit using the drop down. The boxes are the Welcome message, the Contact Information message, and the Excuse Information message.


The screenshot shows the settings interface for editing message boxes. It includes a dropdown menu labeled "Set the Message" with the following options: Welcome Message, Welcome Message (highlighted), Contact Information, and Excuse Information. To the right of the dropdown, there is a text prompt: "<-- There are 3 different boxes you can set here." and a "Help" button.

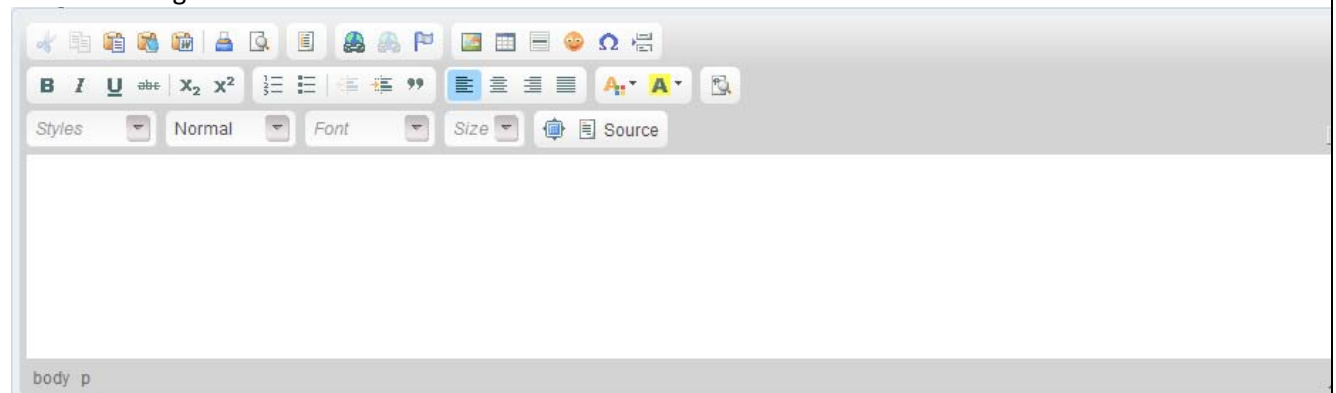


The message that is currently displaying is shown below the text area.



Type out your message in the large text area.


You will notice a little arrow  in the top right corner of the text area. Clicking this arrow to bring up the formatting bar. This bar has more options than the other formatting bars so that you can add images or videos. Adding videos is discussed in the next section.

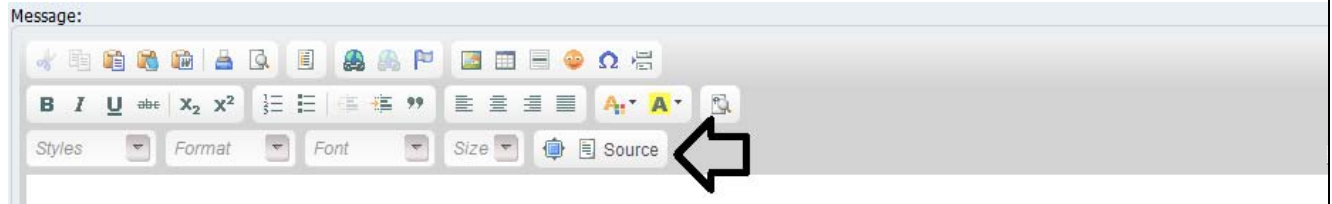


Once you've finished your message hit set.




## Adding a Video from YouTube to the Custom Message Box

To add a YouTube video first click the upper right hand arrow to open the bar.  Select the Source option.



Go to the YouTube video you want to add and hit Share and then Embed. Select the smallest available size.

A screenshot of a YouTube video page for 'Arkansas Jury Orientation' by 'ArkansasJudiciary'. The video has 818 views. The 'Share' button is highlighted with a black arrow, and another arrow points down to the 'Embed' option in the sharing menu. Below the sharing menu, the embed code is displayed in a text box: 

```
<iframe width="420" height="315" src="//www.youtube.com/embed/Pi3xQL_3m70?rel=0" frameborder="0" allowfullscreen></iframe>
```

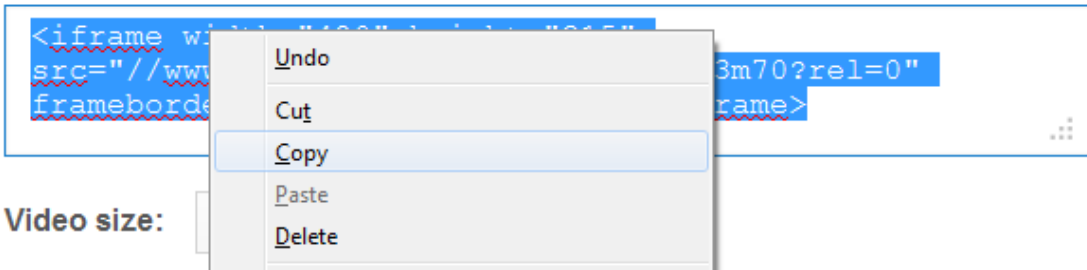
 Below the code, the 'Video size' dropdown menu is set to '420 x 315', which is also highlighted with a black arrow.

Highlight the embed code, right click and select copy.

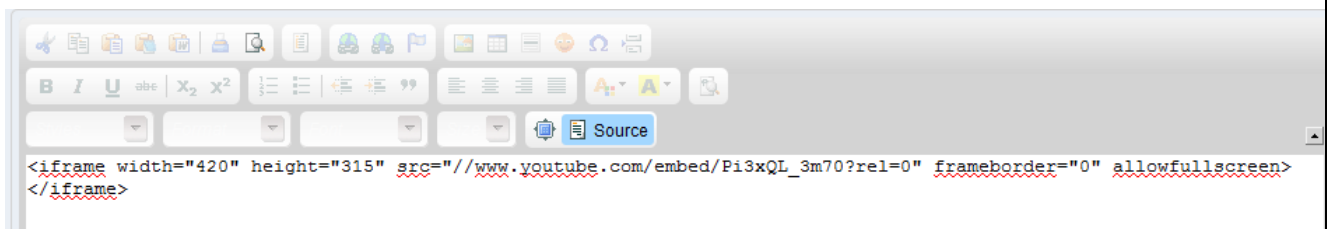
Share this video


Embed

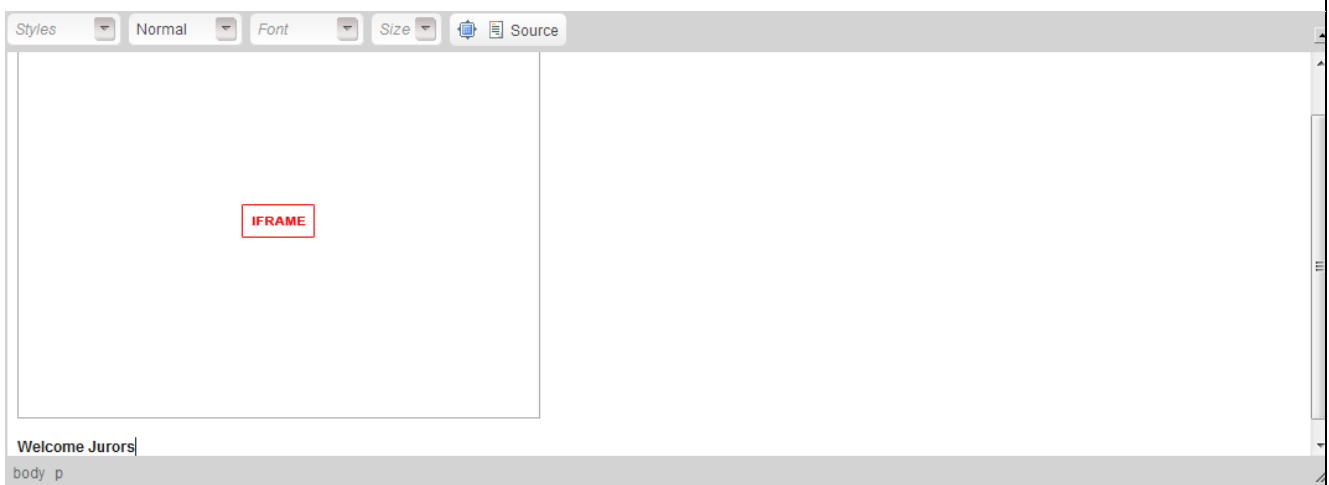
Email


Video call 

Go to your message, right click, and hit Paste.



Click Source again. You should see a box in the preview. This is where the video will appear. Add any other information you want to the message, and click set  when you are ready.



Go to the pool message page. Bring up a group of participants. Click the Preview button  to see exactly what it looks like on their page.

Search by:  
 Pool 004130705 PN1 CIR  
 Date and Time

Message type:  
 MyJuryInfo Webpage  
 Email (will not display formatting)  
 Text Message (will not display formatting)

Click here to exclude participants with a partial excuse date of:  to:

Important: Service reminder notices should include date, time, and location. Trial cancellation notices should include the cancellation date.

Give me everyone with status:  
 Pool  
 Responded  
 Panel  
 Juror  
 Excused  
 Disqualified  
 Deferred  
 Reassigned  
 Undeliverable

Send confirmation email to:

row(s) 1 - 6 of 6

PREVIEW	PART NO	FIRST	LAST	STATUS	NEXT DATE	MESSAGE	POOL NO	LOC CODE	Email	Text
	<a href="#">000064547</a>	DENA C	BALLARD	Responded	29-JUL-13	MJI TEST	004130705	004		
	<a href="#">000071237</a>	MARILYN K	BOSS	Responded	29-JUL-13	-	004130705	004		
	<a href="#">000072391</a>	DANNY D	ANDERSON	Responded	29-JUL-13	-	004130705	004		

## Home

**Hello Dena C Ballard!**

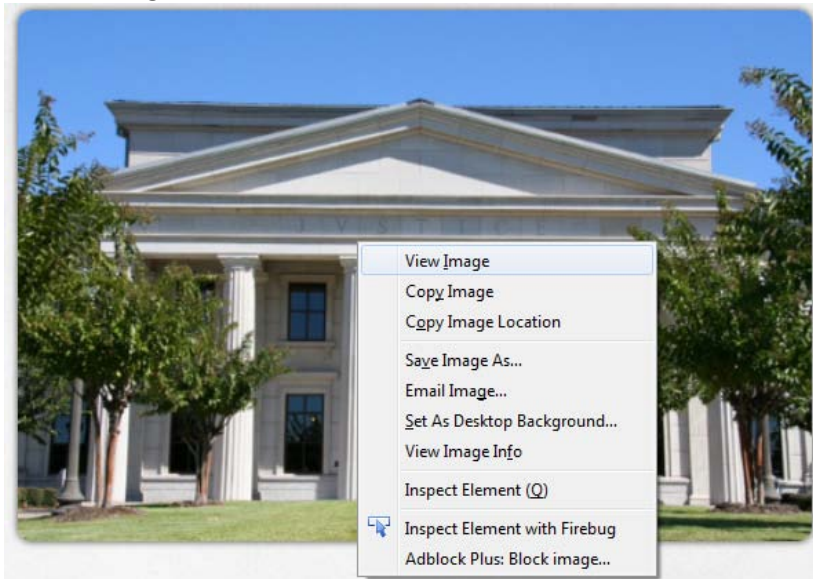


**Welcome Jurors**

### Adding images to the Custom Message Box

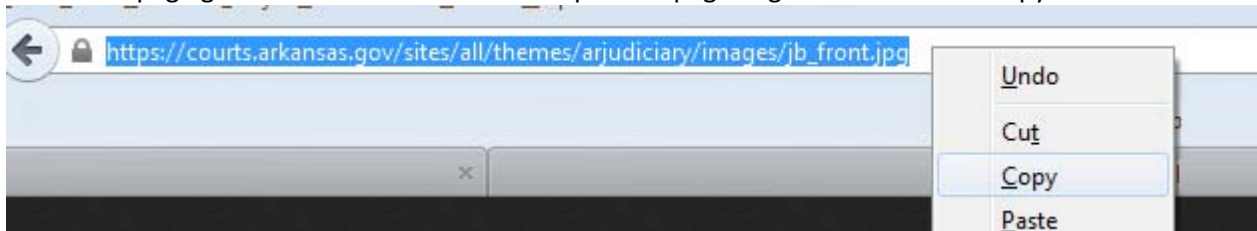
To add an image to your custom message, first find the image you want to use online. You must find it online, the program does not allow you to add pictures from your computer.

Right Click and choose View Image.

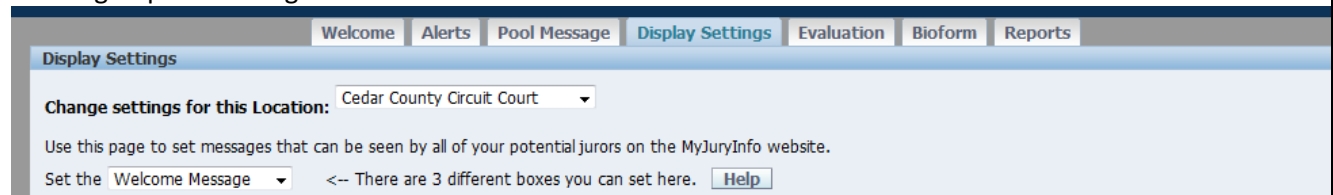


This will take you to a page showing only the image.

Once on this page go to the web address at the top of the page. Right Click and select Copy.

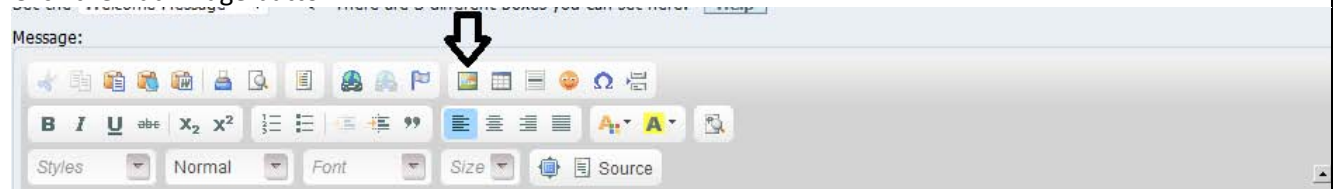


Go back to MyJuryInfo and go to Display Settings. Select your location and which message box you are wanting to put the image in.

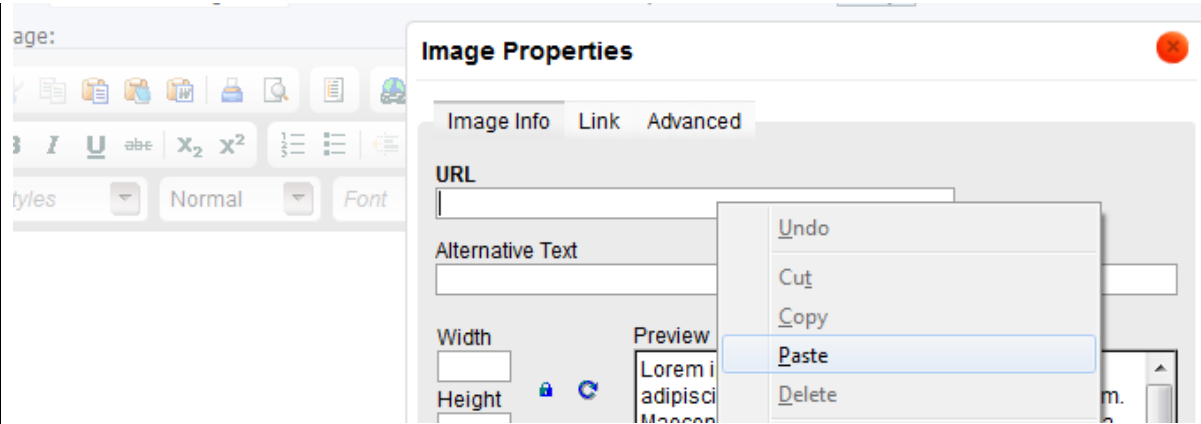


Click the arrow to bring up the formatting bar.

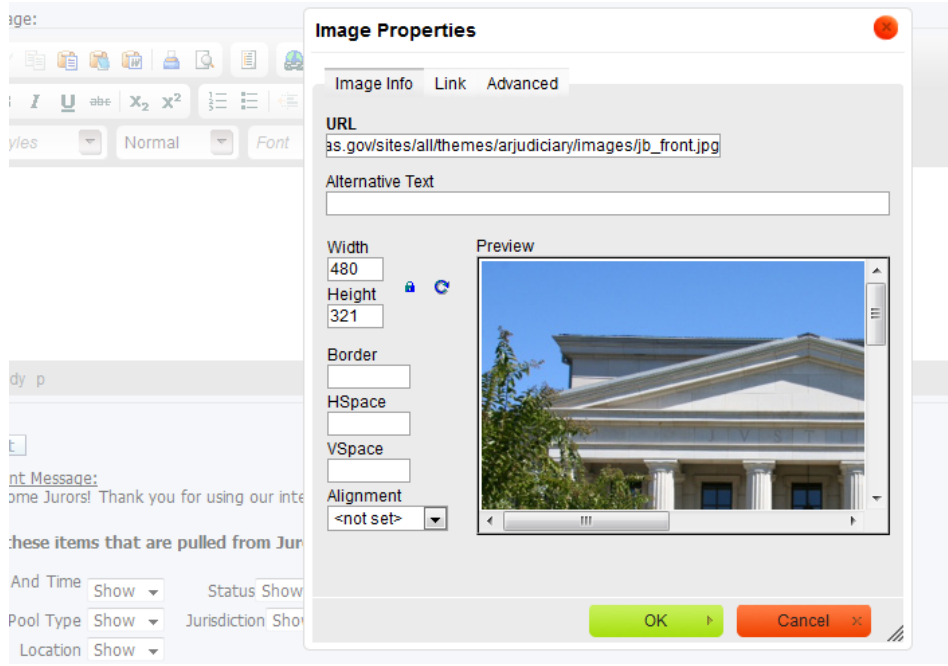
Click the Add Image button.



A dialog box will appear. In the field labeled URL, right click and paste in your image's web address.

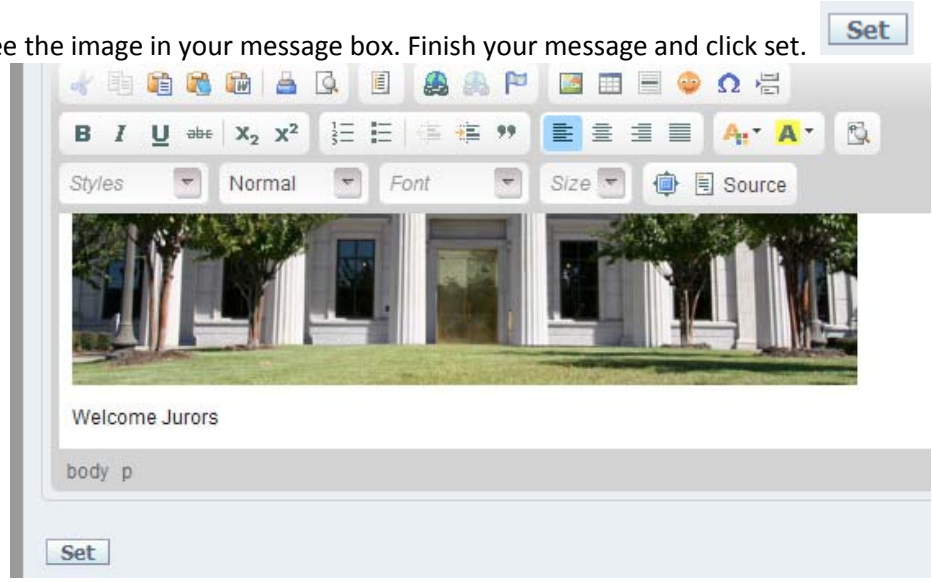



Click outside the URL field. It should now show a preview of your image.



Click OK. 

You can now see the image in your message box. Finish your message and click set.



Go to the pool message page. Bring up a group of participants. Click the Preview button  to see exactly what it looks like on their page.

Search by:  Pool  Date and Time 004130705 PN1 CIR

message type:  MyJuryInfo Webpage  Email (will not display formatting)  Text Message (will not display formatting)

Click here to exclude participants with a partial excuse date of: \_\_\_\_\_ to: \_\_\_\_\_






Important: Service reminder notices should include date, time, and location. Trial cancellation notices should include the cancellation date.

Give me everyone with status:

- Pool
- Responded
- Panel
- Juror
- Excused
- Disqualified
- Deferred
- Reassigned
- Undeliverable

Send confirmation email to:

row(s) 1 - 6 of 6

PREVIEW	PART NO	FIRST	LAST	STATUS	NEXT DATE	MESSAGE	POOL NO	LOC CODE	Email	Text
	<a href="#">000064547</a>	DENA C	BALLARD	Responded	29-JUL-13	MJI TEST	004130705	004		
	<a href="#">000071237</a>	MARILYN K	BOSS	Responded	29-JUL-13	-	004130705	004		
	<a href="#">000072391</a>	DANNY D	ANDERSON	Responded	29-JUL-13	-	004130705	004		

**Hello Dena C Ballard!**



Welcome Jurors

## Adding Links to a Message

You can add links to a pool message (Pool Message Page), an alert email (Alerts Page), or to the custom message boxes that display on every jurors page (Display Settings Page).

Once you are in a message editor, click the arrow in the upper right hand corner to open the formatting bar.



Next click the Add Hyperlink Button.



Type or paste in the web address in the URL field. The 'http://' part of the address will appear in the Protocol dropdown. Make sure it matches the site address.

A screenshot of a 'Link' dialog box. The dialog has three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. It contains a 'Link Type' dropdown menu set to 'URL'. Below that, there are two fields: 'Protocol' with a dropdown menu set to 'https://', and 'URL' with a text input field containing 'courts.arkansas.gov'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Click OK.



You can now see the image in your message box.

Finish your message and click Send or Set.



## Showing and Hiding Information that pulls from Juror

Information that is pulled from Juror and displayed on the public side appears in the purple section of the image shown below. From the Display Settings Page we can set these fields to hide or show.

The screenshot shows a web interface for a juror's home page. At the top, there are navigation tabs: Home, Update My Info, Evaluation, and Jury Video and Guide. Below the tabs is a 'Home' header. The main content area is divided into several sections, each with a callout label on the left:

- Welcome Info:** A box containing the text: "Welcome Potential Jurors! Thank you for using our new website! Jury service is an important privilege. Your service is appreciated."
- Group Message:** A box containing the text: "Jury Orientation will last about an hour. Please arrive on time and dress appropriately."
- Contact Info:** A box containing the text: "You are expected in court." followed by "November 30, 2011 7:00 AM", "The Ashley Co. Courthouse", "111 Main St", "Room C", "Blueberry, AR 55555", and "Circuit Petit".
- Excuse Info:** A box containing the text: "If you have any questions contact our Jury Administrator at 555-555-5555." and "To request an excuse send a letter to Jury Administrator Amanda Carlisle our courthouse address. **No one** will be excused purely due to inconvenience."

At the bottom of the page, there is a "Logout" link. The purple section of the image highlights the Contact Info and Excuse Info sections.

There are 5 fields that you can choose to show or hide. Status phrase, Date and Time, Location, Jurisdiction, and Pool Type.

If a field is set to hide it will not display on a participant's home tab. For instance, if your court never uses the Jurisdiction field, you could set it to hide so that participants do not ask about what it means by 'Circuit'.

Next to each field there is a box describing whether it is set to show or to hide.

Simply change the box next to the field you want to update and click Save.

**Set these items that are pulled from Juror to show or hide on your potential jurors' pages.**

Date And Time	Show	Status	Show
Pool Type	Show	Jurisdiction	Show
Location	Hide		
	Show		
	Hide		

## The Evaluation Page

On the participants side of MyJuryInfo there is a tab where they can complete an Evaluation survey. The Evaluation Page is how you view the answers to these surveys.

The Evaluation Page will display how many participants from the pool completed the evaluation, an average of their rankings, and a list of all their comments.

The screenshot shows the 'Evaluation Data' page with the following content:

Navigation tabs: Welcome | Alerts | Pool Message | Display Settings | **Evaluation** | Bioform | Reports

Header: Evaluation Data

Please Select a Pool Number: 004130705 PN1 CIR

Number of users that have completed an evaluation: 2

-----Average-Ratings-(1-poor, 5-excellent)-----

- Parking Availability -- 5
- Usefulness of Orientation -- 5
- Personal Safety/Court Security -- 4.5
- Use of Your Time -- 5
- Usefulness of the MyJuryInfo site -- 5
- Physical Comfort -- 4.5
- How many days did you report to the courthouse? -- 4
- How many hours per day did you spend in the courthouse? -- 3.5
- Did you lose income as a result of jury service? -- 0% Yes| 100% No| 0% Unanswered

Jury Service	Personnel	Myjuryinfo
-	Everyone was very friendly and helpful.	-

1 - 1

The participant side:

The screenshot shows a web interface for an evaluation survey. At the top, there is a navigation bar with links for Home, Update My Info, Evaluation (which is highlighted), and Jury Video and Guide. Below the navigation bar, the page title is "Evaluation". The main content area contains the following text: "After you finish your jury service, please give us feedback about your experience by answering these questions. Your answers will help improve jury service." Below this is a note: "Note: If you resubmit this page you will overwrite any previously entered data." The survey questions are as follows: "Please rate the following (1 -poor, 5-excellent)" followed by seven items: "Parking Availability", "Usefulness of Orientation", "Personal Safety/Court Security", "Use of Your Time", "Physical Comfort", and "Usefulness of the MyJuryInfo site". Each item has radio buttons for ratings 1, 2, 3, 4, 5, and NA. The next two questions are: "How many days did you report to the courthouse?" and "How many hours per day did you spend in the courthouse?", both with radio buttons for 1, 2, 3, 4, 5+, and NA. The final question is: "Did you lose income as a result of jury service?" with radio buttons for Yes and No. Below the questions are three text input fields for comments: "Are there any comments you would like to share about your experience with jury service?", "Are there any comments you would like to share about court personnel?", and "Do you have any comments to share about the MyJuryInfo website?". At the bottom of the form are "Cancel" and "Submit" buttons, and a "Logout" link.

Home | Update My Info | **Evaluation** | Jury Video and Guide

**Evaluation**

After you finish your jury service, please give us feedback about your experience by answering these questions. Your answers will help improve jury service.

**Note: If you resubmit this page you will overwrite any previously entered data.**

Please rate the following (1 -poor, 5-excellent)

Parking Availability:  1  2  3  4  5  NA

Usefulness of Orientation:  1  2  3  4  5  NA

Personal Safety/Court Security:  1  2  3  4  5  NA

Use of Your Time:  1  2  3  4  5  NA

Physical Comfort:  1  2  3  4  5  NA

Usefulness of the MyJuryInfo site:  1  2  3  4  5  NA

How many days did you report to the courthouse?  1  2  3  4  5+  NA

How many hours per day did you spend in the courthouse?  1  2  3  4  5+  NA

Did you lose income as a result of jury service?  Yes  No

Are there any comments you would like to share about your experience with jury service?

Are there any comments you would like to share about court personnel?

Do you have any comments to share about the MyJuryInfo website?

Logout

It's important to remind the participants at the end of the term about the Evaluation page, so that you can get a large number of responses.

## The Bioform Page

Once MyJuryInfo is available, many of your potential jurors will use the online system to complete their questionnaires. But there will almost always be some that mail or hand back the paper forms. You could print out the Bioforms that were filled out online and combine them with the scans of the paper files, but the forms will look inconsistent. In order to have more consistent records, it is recommended that you use this page to enter in the information on the paper forms.

### Inputting Bioform (Questionnaire) Data

Begin by entering the participant number and hitting Tab.

This will get the page ready to accept data for the participant. You will see the participant's name in bold.

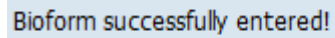
If there is already data in the system for the participant, it will automatically load in.

Fill in each question as it appears on the paper form.

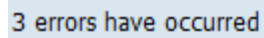
Once finished, hit 'Save'. (If there is already data for this participant the button will instead say Update).

A light blue rectangular box containing two buttons: 'Update' and 'Cancel'. Both buttons have a thin border and are positioned side-by-side.

You should see a success message at the top of the page.

A light blue horizontal bar with a dark blue border containing the text 'Bioform successfully entered!'.

If you missed a question, the page will give you an error alerting you to which question was skipped.

A light blue rectangular box with a dark blue border containing the text '3 errors have occurred'.

○ **Question #10 Please describe the impairment or disability.**

[\(Go to error\)](#)

○ **Please provide a former profession. (Question #13).**

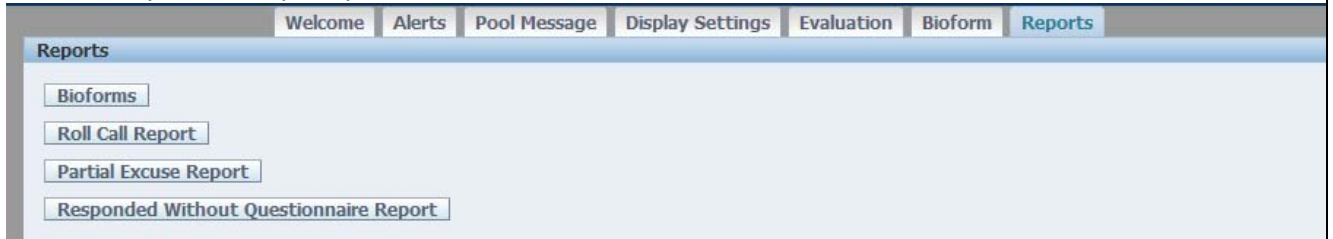
[\(Go to error\)](#)

○ **Question #14 cannot be left blank.**

If you entered data incorrectly and do not wish to save, hit 'Cancel' to clear the page.

## The Reports Page

The final tab is the Reports Page. Here you will find several reports that you can run. Click the report you wish to see, and you will be prompted for the information it needs.



## Report 1: Bioform Report

This report is the report you give to the attorneys containing the questionnaire information. We highly recommend that you print or email these for your attorneys.

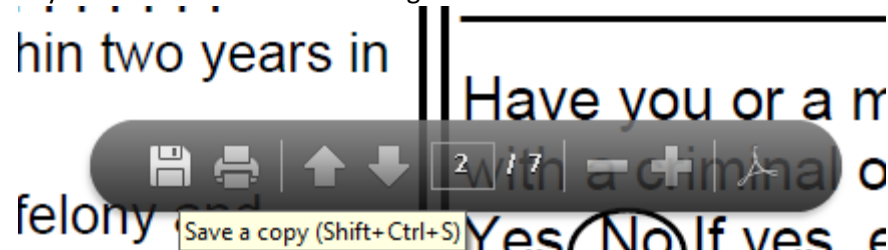
You will need to provide a pool number then hit submit. Only those pools that contain at least one Bioform can be selected.

You should now see your report. Find the print button in your browser or hit Ctrl and P to print.

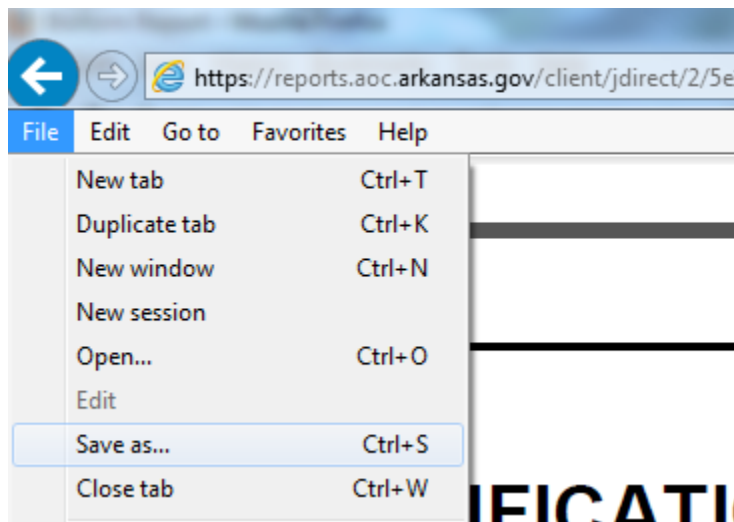
QUALIFICATION SECTION	QUESTIONNAIRE SECTION																											
<p><u>Please Print Your Full Name:</u></p> <p><b>MYRA L ANSLEY</b></p> <p>Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Age <u>37</u></p> <p><b>A person must be qualified to serve as a juror.</b></p> <p>Arkansas law states that to be qualified or disqualified as a juror the Court must know the answer to the following questions:</p> <table border="0"> <thead> <tr> <th>Yes</th> <th>No</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>I am at least eighteen (18) years of age</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>I am a citizen of the United States</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>I am a current resident of this County</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>I am of sound mind and good moral character</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>I am able to speak/understand English</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>I am able to read and write in English</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>I have served as a juror within two years in this county</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>I have been convicted of a felony and have not received a pardon.</td> </tr> </tbody> </table> <p>(Answering YES means you have a felony record.)</p> <p>Do you have any physical impairment, or disability which would prevent, or impair your ability to serve as a juror? <b>No</b> If yes, please state impairment _____</p>	Yes	No		<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am at least eighteen (18) years of age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am a citizen of the United States	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am a current resident of this County	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am of sound mind and good moral character	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am able to speak/understand English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am able to read and write in English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I have served as a juror within two years in this county	<input type="checkbox"/>	<input checked="" type="checkbox"/>	I have been convicted of a felony and have not received a pardon.	<p>Information is required by the Arkansas Rules of Criminal or Civil Procedure.</p> <p>Your occupation or employer <u>Canine Training Time Dog Trainer II</u></p> <p>If retired, former profession _____</p> <p>Highest educational level <u>ASSOCIATE'S DEGREE</u></p> <p>Marital Status: Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/></p> <p>If married, occupation of spouse <u>Librarian</u></p> <p>Have you ever served as a juror? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> year of jury service _____</p> <p>Has a claim for personal injury ever been made against you or a member of your family? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, when? _____ Which state? _____</p> <p>Have you or a member of your family ever made a claim for personal injuries? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, _____</p> <p>Have you or a member of your family been a victim of a crime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, nature of the offense _____</p> <p>Have you or a member of your family ever been charged with a criminal offense other than a traffic offense? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, explain _____</p> <p>Do you or any member of your family work for or have any interest in an insurance company? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which company _____</p> <p>Do you have a case pending in circuit court? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Are you related to, or a close personal friend of any law officer or attorney? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
Yes	No																											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am at least eighteen (18) years of age																										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am a citizen of the United States																										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am a current resident of this County																										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am of sound mind and good moral character																										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am able to speak/understand English																										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I am able to read and write in English																										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I have served as a juror within two years in this county																										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	I have been convicted of a felony and have not received a pardon.																										

If you would like to email your Bioforms, begin by finding the Save As option in your browser.

There may be an easy to find button like in the image below:



Or you may need to go to File -> Save as (if you don't see the menu hold Alt)




This will save the Bioforms to your computer. Find the file (try looking in the Downloads folder or on your Desktop) and then attach the file to an email.



## Report 2: Roll Call Report







This is a report for calling roll. It can be run for a pool or a date. **It will contain all statuses, so if you wish to only call responded people during roll you should select to sort by Status. Then you can begin calling roll at the first responded name.**

Pool No	66F130802 PET CIR	▼	
Sort By	Last Name	▼	<a href="#">Get Report By Pool</a>
-----OR-----			
Date			
Sort By	Last Name	▼	
Location Code	004	▼	<a href="#">Get Report By Date</a>

### Roll Call Report

**Court: CEDAR COUNTY CIRCUIT**

**Pool: 004130705**

Line #	Part #	First	Last	Present	Status	Pool Seq#	Barcode
1	000099663	LINDA G	ABEYTA		Pool	0051	
2	000089706	DENNIS J	ACORD		Responded	0035	
3	000089942	PATRICIA T	ANDERSON		Undeliverable	0081	
4	000072391	DANNY D	ANDERSON		Responded	0003	
5	000072657	MYRA L	ANSLEY		Disqualified	0013	
6	000118347	JAMES R	ANTHONY		Responded	0076	


### Report 3: Partial Excuse Report


This report takes a date range and returns a list of all the participants that are partially excused during that date range. The participants are grouped by pool.

A person that is gone for multiple days will be on the list for each date.

**Partial Excuse Report**

Location Code  ▾

Start Date  

End Date  

#### Partial Excuses by Date

**Court: CEDAR COUNTY CIRCUIT**

Persons partially excused between 07/25/2013 and 07/30/2013

Participant #	First	Last	Status	Date Exempt
<b>Pool 032130701 WK1</b>				
000617888	SUSAN L	HUBBARD	Responded	07/25/2013
000617888	SUSAN L	HUBBARD	Responded	07/26/2013
<b>Pool 002130703 PET</b>				
000618943	JEFFERY F	BLAKE	Responded	07/25/2013
000618943	JEFFERY F	BLAKE	Responded	07/26/2013
<b>Pool 046130701 MON</b>				
000880283	ANGELA T	FOWLKES	Responded	07/29/2013
000880283	ANGELA T	FOWLKES	Responded	07/30/2013
<b>Pool 004130705 PN1</b>				
000089706	DENNIS J	ACORD	Responded	07/25/2013
000089706	DENNIS J	ACORD	Responded	07/26/2013

#### Report 4: Responded without Questionnaire Report

This report takes a pool and displays all members of the pool that are Responded status but have not filled out the questionnaire.

#### Responded without Questionnaire Report

Pool No

#### Responded without Questionnaire

**Court: CEDAR COUNTY CIRCUIT**

**Pool: 004130705**

Participant #	First	Last	Home Phone	Work Phone	Extension
000060806	LAWRENCE M	MORRIS			
000118638	DEBRA J	RIVERS			
000081200	GLORIA M	GENTRY			
000088638	BARBARA	CLEGG			
000085354	BRIAN S	GOSLIN			
000068363	TAMMY L	RICHARDSON			
000123466	SHIRLEY M	FARMER			
000063770	MARY G	JACKSON			
000098991	LAURIE A	DAVIS			
000068440	PAULA D	SCANTLING			
000064247	SHELLEY M	GRAFTON			
000111040	GREGORY A	VERSLUIS			
000099663	LINDA G	ABEYTA			
000098137	MARGARET F	HARRIS			

## Miscellaneous

### Turning on Pop-ups

The Alerts Page does not work without Pop-ups enabled. Pop-ups are required to send emails from this page as well as to change participant statuses and dismiss alerts.

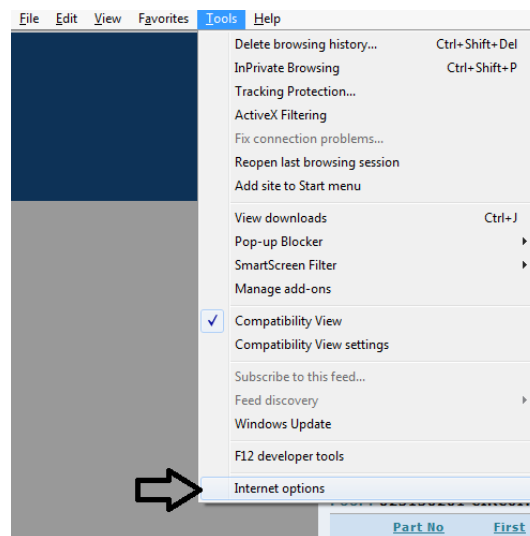
How to turn Pop-up on will be different depending on your browser.

### Internet Explorer

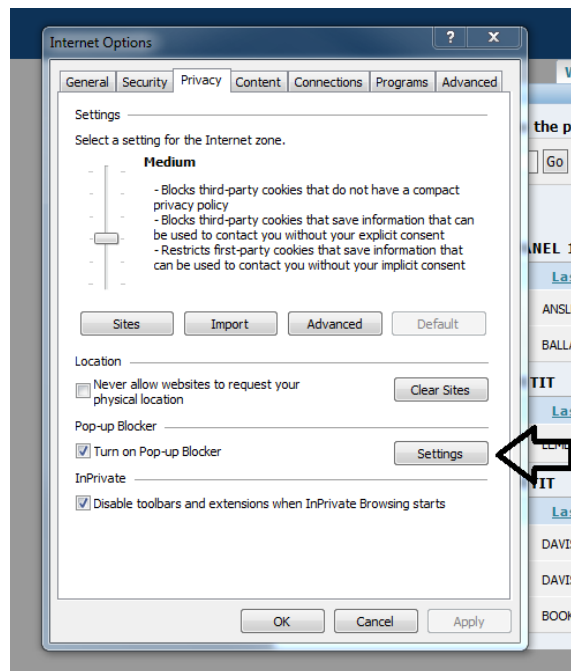
In Internet Explorer you should receive a message when a pop-up is blocked. Normally you can click on the message and select "Options for this site" -> "Always Allow" to allow pop-ups.



If you are using Internet Explorer and do not see this message, go to Tools -> Internet Options. (If you do not see the menu hit ALT)

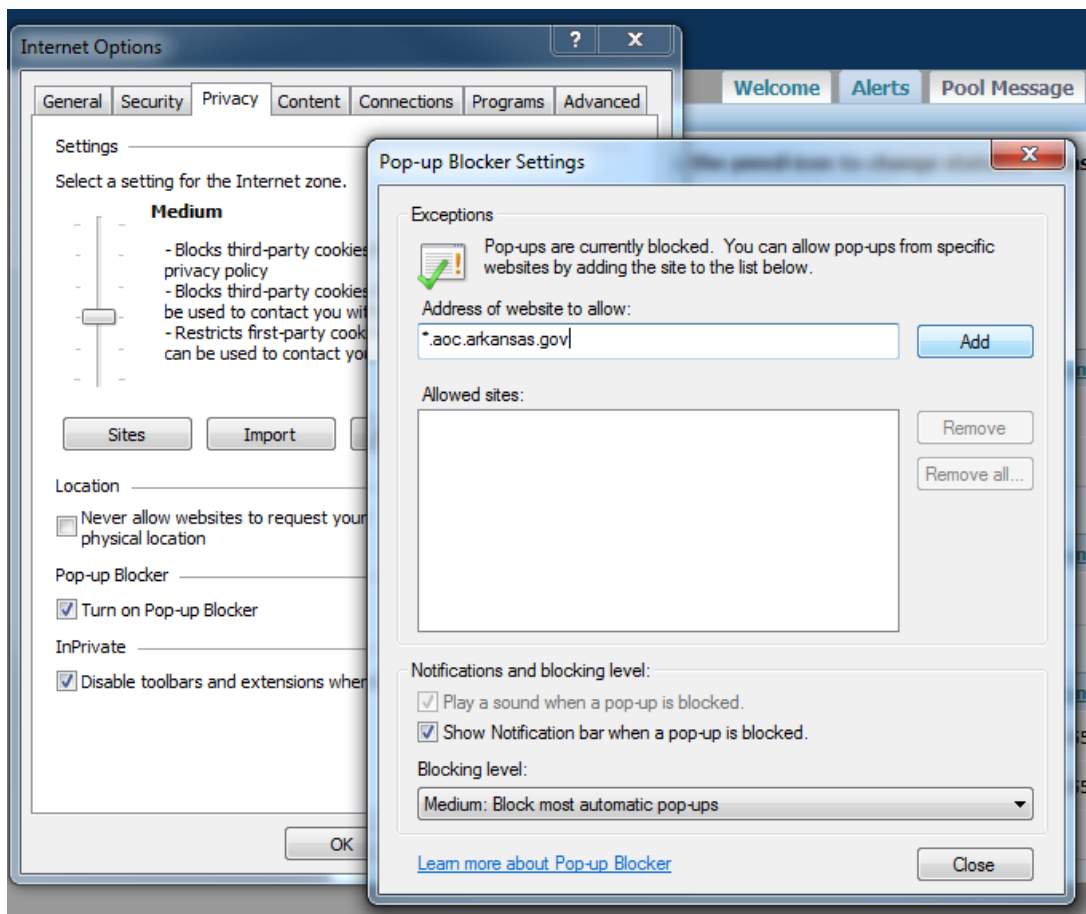


From there go to the Privacy tab. Under Popup Blocker hit the Settings button.



Type “\*.aoc.arkansas.gov” into the box and click the Add button.

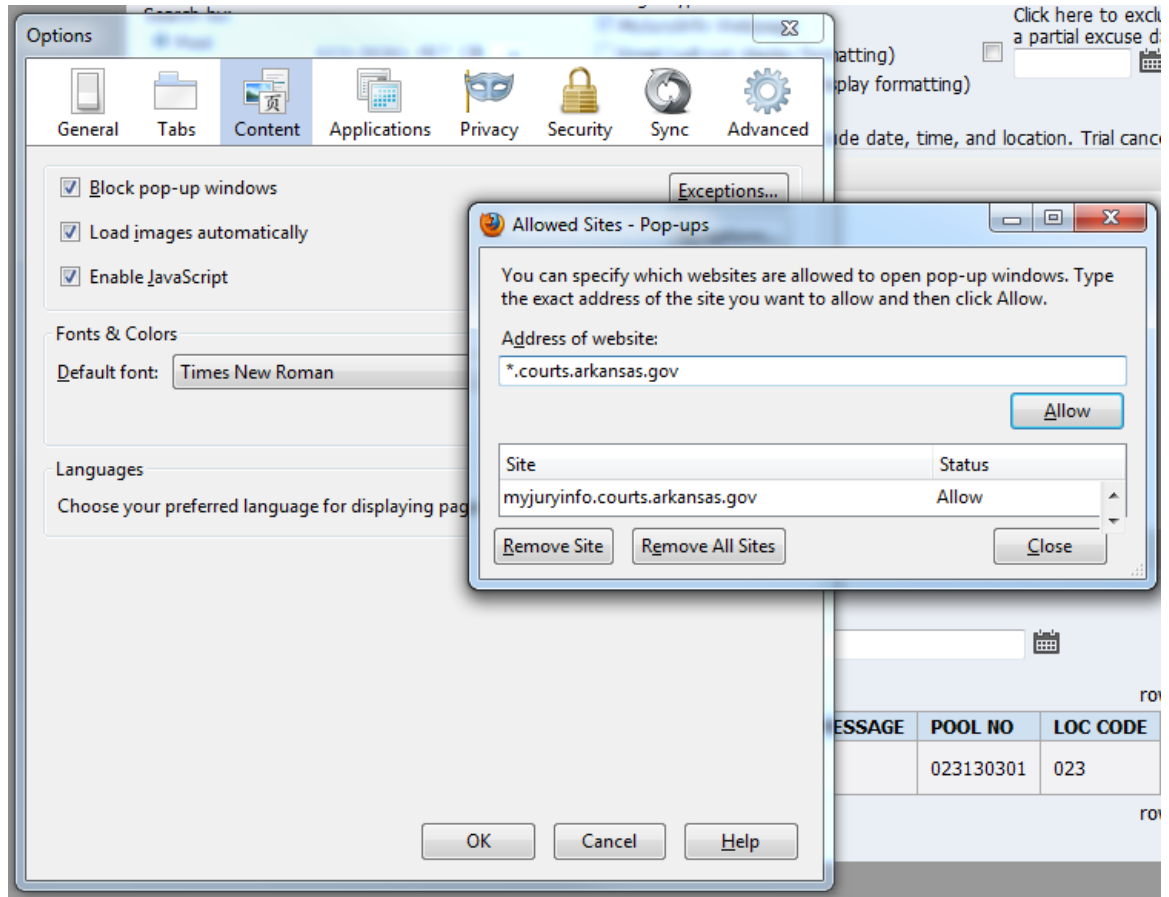
Then type “\*.courts.arkansas.gov” into the box and click the Add button.



Now hit Close and Okay.

## Firefox

If you are using Firefox, go to Tools -> Options. (If you do not see the menu hit ALT)  
Under the Content tab, find where it says "Block pop-up windows" and hit the Exceptions button.

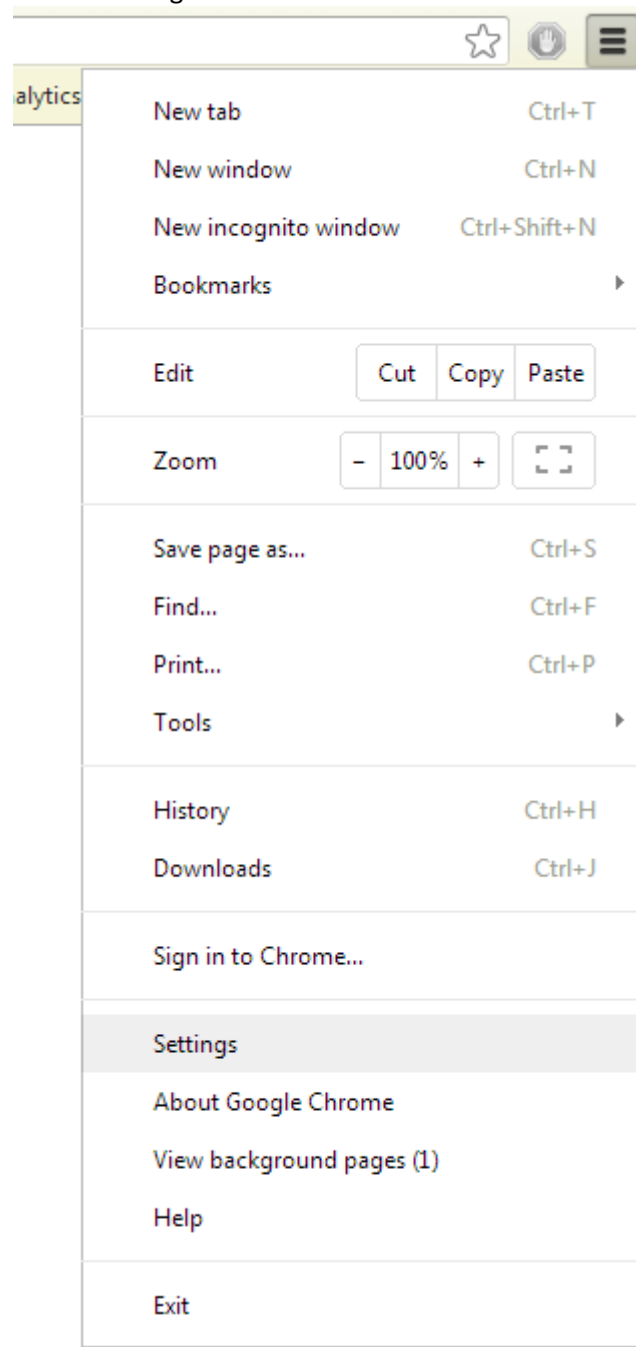


Type "\*.aoc.arkansas.gov" into the box and click the Allow button.

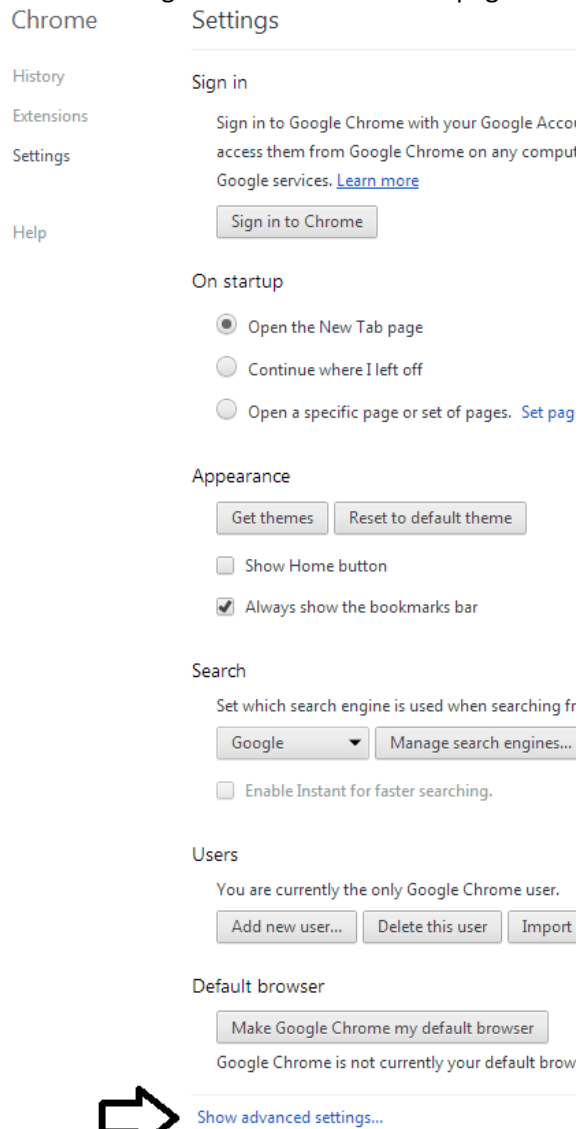
Then type "\*.courts.arkansas.gov" into the box and click the Allow button.  
Now click Close and OK.

## Google Chrome

Click on the menu icon and choose Settings.

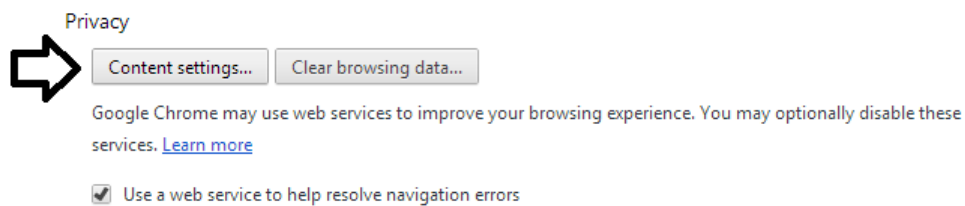


Click the link labeled “Show advanced settings” at the bottom of the page.



The screenshot shows the Chrome Settings page. On the left is a navigation menu with links for History, Extensions, Settings, and Help. The main content area is titled 'Settings' and includes sections for 'Sign in', 'On startup', 'Appearance', 'Search', 'Users', and 'Default browser'. At the bottom of the settings list, there is a blue link labeled 'Show advanced settings...'. A large black arrow points from the left towards this link.

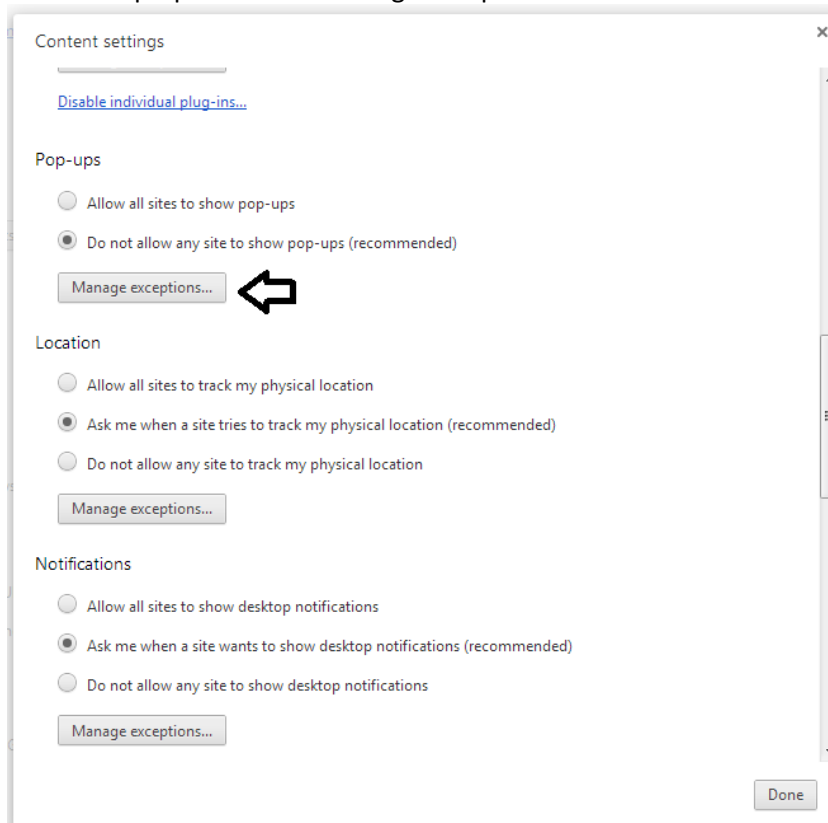
Under Privacy click the Content Settings button.



The screenshot shows the 'Privacy' section of Chrome settings. At the top, there are two buttons: 'Content settings...' and 'Clear browsing data...'. A large black arrow points from the left towards the 'Content settings...' button. Below the buttons, there is a paragraph of text explaining that Google Chrome may use web services to improve the browsing experience and that users can optionally disable these services. A link labeled 'Learn more' is provided. At the bottom, there is a checked checkbox for 'Use a web service to help resolve navigation errors'.

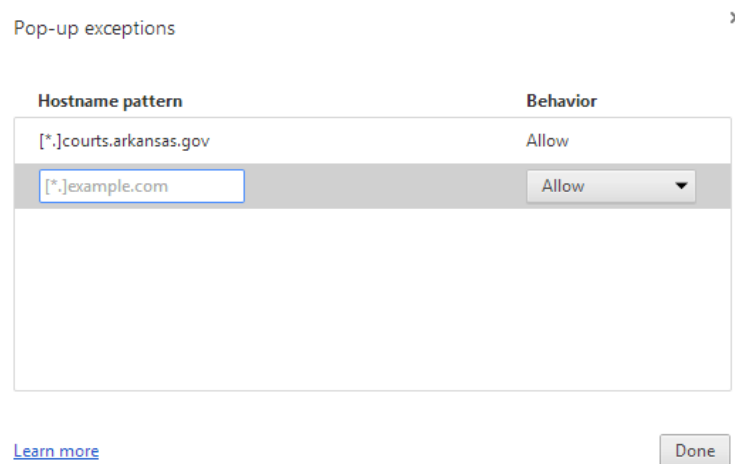


Scroll down until you reach Pop-ups. Click the Manage Exceptions button.



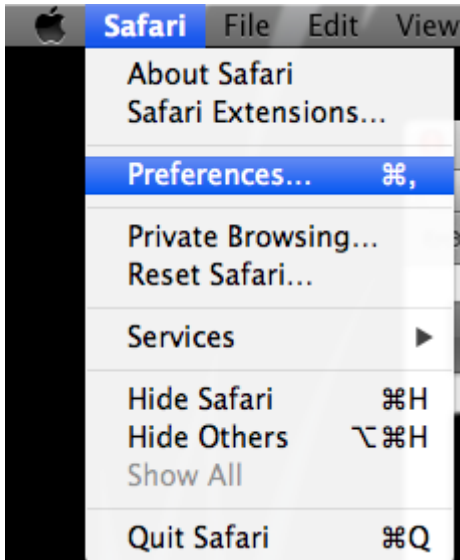
Type "[\*.]aoc.arkansas.gov" into the box.

Then type "[\*.]courts.arkansas.gov" into the next box once it appears. Click Done.

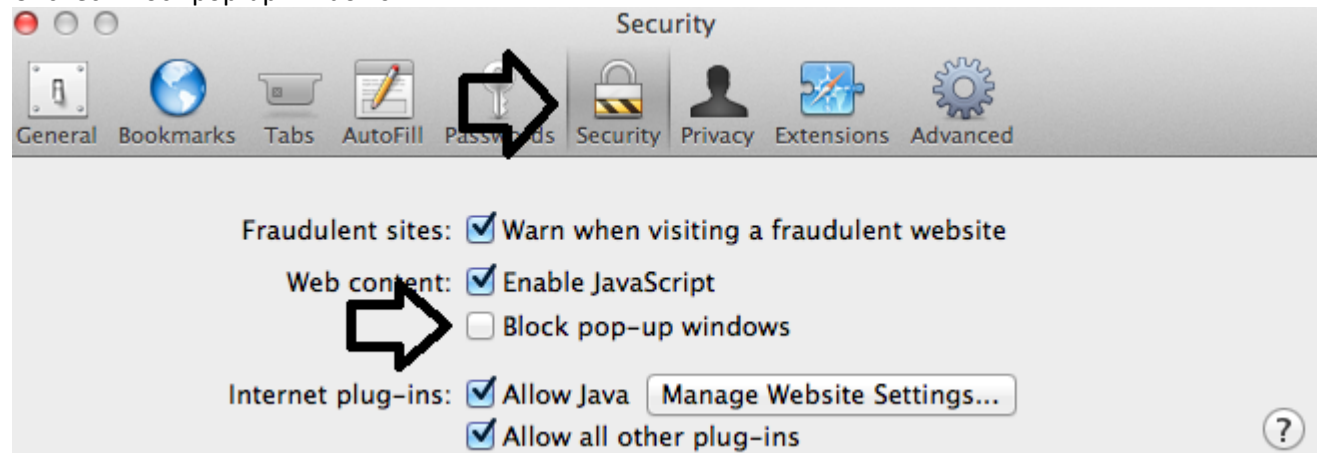


## Safari

Go to the menu in the upper left and click Safari.  
Click Preferences.



Go to the Security tab.  
Uncheck Block pop-up windows.



### On an iPhone or iPad

Go to your home screen and select Settings (Gear shaped Icon).

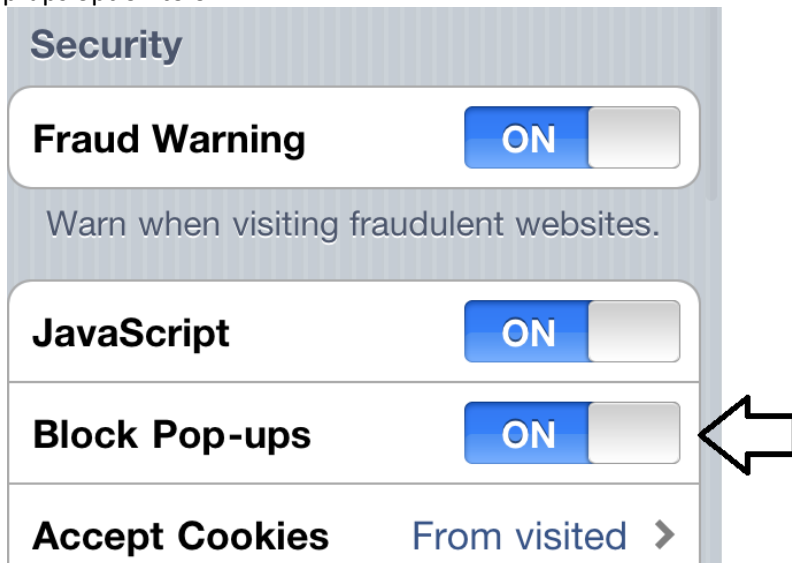


Go to Safari.



Scroll down.

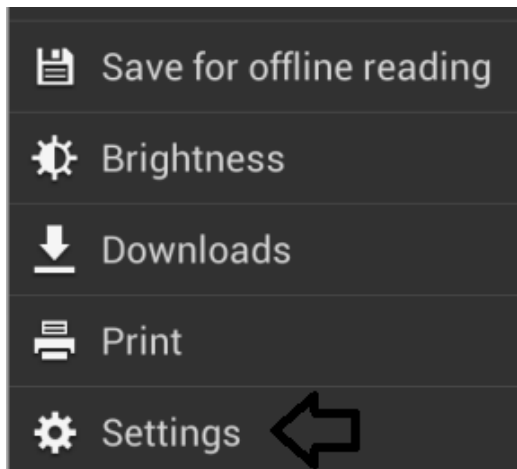
Change the Block Pop-ups option to off.



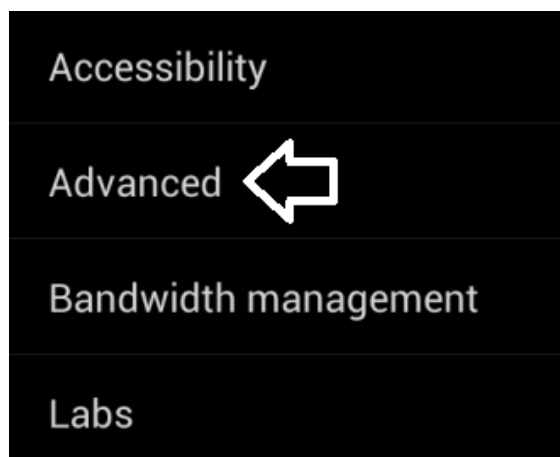
### On an Android Phone or Tablet

While in your internet browser hit the menu button.

Scroll down and select Settings.



Select Advanced.



Scroll down.

Uncheck the Block Pop-ups checkbox.

