

JUROR LIMITS to a SPECIFIC DATE

Submitted by Deborah Preston, Marin
November 1, 2011

Over the holidays, we sometimes have the problem that too many people have rescheduled to a particular date. The summons are sent to everyone even though we won't be able to use them all, causing needless postage expense and wasting jurors.

If you are a NextGen user, are you able to limit the number of jurors who can postpone to a specific date? Does the limit have to be set for all dates, or are you able to monitor the situation and apply the limit as needed? If so, does it have to be the same number limit for each day applied? Is this something you had JSI set up for you?

1	Julie Griffith Kern	<p>Yes, you set the limits in Jury Plus Next Gen and can change them if you need too. This is how you do it, in Jury plus:</p> <ol style="list-style-type: none">1. Click on Setup2. Click Location3. Click Calendar4. Click Service Date Management5. Open the Eye to the location in question6. Enter the year7. Click to highlight on any given Orientation date (this would be the first date of the week you have jurors scheduled for.8. Click Edit9. Click on the empty circle next to Any Change % to put a dot there and enter a percentage of how many you have summons and it will limit that week to that percentage. For instance if you summons 1000 jurors a week and you set the percentage to 40% it would only allow 400 jurors to be scheduled for that week.10. Click Apply11. Click Save12. Click Exit. <p>Now you will have limited your weeks to only allow a certain number of people to be scheduled. We have a limit of 40%.</p> <p>To undo it you follow steps 1-7 and then:</p> <ol style="list-style-type: none">8. Unclick the dot in the circle next to Any Change % Click on the circle next to No limits and to place a dot there.9. Click Apply10. Click Save11. Click Exit
---	------------------------	---