

JURY SUMMONS~OUTSOURCING

Submitted by Tammy Boragnine
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Like many of you, Amador County is looking at ways to cut costs and improve productivity.

1. How many of you outsource your jury summonses? If you do, has it been cost effective?
2. Do any of you actually print your own summons? In other words, you do not order the from a vendor, you created your own summons and do your own printing and mailing.
3. Lastly, do any of you have folder/inserter machines; either stands alone or attached to your printer?

1	Therese Phelps	Plumas does not outsource. We print our own on pre-printed summons forms on an HP printer folder machine. We are a very small County and I only have about one jury trial per month though so printing and mailing the summons myself is not a problem
2	Diane Collins	Mendocino County outsources printing and mailing of summons. I am a one person office. It has been very cost effective for us. I summons for two locations at this point and really appreciate the time savings.
3	Debbie Jurevich	San Benito County Superior Court we do outsource our summons. As far as the cost goes I do know that we are looking into other avenues and quotes for the outsourcing process to be sure that it is still cost effective. As far as the other two questions the answer is no.
4	Diana Gifford-Tuggle	We do not outsource our summons. We summons 800 to 1400 jurors per week, depending on the pending trials. We use a double sided form obtained from an outside vendor
5	Edwina Harper	In Yolo County we outsource the printing of our jury summons. Typically the number of summons we send out each week ranges between 1225 and 1925. We do not have the equipment to print summons, but when I completed a cost analysis using an average of my staffs salary and an estimate on time, it proved very cost effective for us to continue outsourcing the printing of our jury summons.
6	Margaret Sackrider-White	Alpine County does not outsource at this time.
7	Debbie Cravea	In Napa County, we outsource the printing of our jury summons. We are a one person Jury Dept and we don't have the staff or equipment to print and send ourselves. We send approximately 450-575 summons per week. We find it very cost effective to outsource, they handle the printing, mailing (and update all the addresses through NCOA, which cuts down on the undeliverable mail reducing postage to boot). We do not have inserts, we use a one sheet tri-fold.
8	Dolores Curiel	In Merced we do outsource our Jury Summons. It was implemented before my time over the Jury Office, but I'm sure it's cost effective. Normally I will request changes, when we are ready to re-stock our supply.