Features

- Cells can be color-coded and highlighted with a right-click highlight menu.

- 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.

- To focus on a single question, click the document icon to pull a column from the table.

- To focus on a single potential juror, double-click on the Juror ID to pull a row from the table. The row will be reconfigured to show the juror's responses vertically.

Finalized

Once a jury has been selected, the responses are locked via the **Marked as Finalized** box at the bottom of the table screen. The responses can still be viewed, and a report can be run, but no changes can be made

The **View Report** feature will generate a PDF report of all juror responses to be filed with the Clerk of the Court. The judicial staff will lock the spreadsheet once jurors have been selected, but this report can be generated at any time throughout the process.

CTS
COURT TECHNOLOGY SERVICES
JUDICIAL BRANCH OF ARIZONA IN MARICOPA COUNTY

For additional information and training material, please contact the Service Desk at CTSTechnicalSupport@jbazmc.maricopa.gov or call at 602-506-6311.

Jury Selection Portal
to Collect and Manage
Juror Responses in Maricopa County

THE JUDICIAL BRANCH OF ARIZONA
IMPARTIALITY
FAIRNESS
PUBLIC SAFETY
SUPERIOR COURT
ADULT PROBATION
JUVENILE PROBATION
MARICOPA COUNTY

Jury Selection Portal

Available in Civil and Criminal Cases in Superior Court

The Jury Selection portal allows invited external users to review jury questionnaires in a spreadsheet and PDF format within the portal. The jury questionnaire responses will be uploaded to the portal for easy, collaborative access by judges and external parties.

Invitation Only

You will receive an invitation to register via your email address. The email will contain a link to the Jury Selection website. Follow the link and select **Register** at the bottom of the website.

Registration

When registering, the court type must remain Superior Court. Enter your **email address**. This email address must match the email address used to invite you. Click **Next.**

The next screen requires an **access code**. The access code will be sent to your email address and only be valid for a few minutes.

Registration Information

If you have not signed into this portal or any other portal for the Superior Court, you will be asked to complete a registration page.

You must include

- **First and Last name**
- **Phone number** is required for multifactor authentication.
- **Password** must be at least 8 characters long with 1 capital letter, 1 lowercase letter, 1 number, and 1 special character.

Click the **Request Registration** button. A confirmation window will pop up confirming the single sign-on account you created. Click **OK.**

Login

Once you have registered, you must log into the system. It is recommended that you bookmark the website in your browser for easy access.

Login in with the **email address** and **password** used to register.

Click the **Login** button to be directed to the multifactor authentication screen.

Click the **Submit** button to send an access code to your email or phone number. Enter the **access code** and click **Submit** again to enter the portal.

Navigating the Responses

External users will only have access to the trials to which they have been invited. Only current trials will be displayed, but you can see past trials by selecting All from the drop-down menu.

Click on the trial to access the juror responses. If the responses have not been uploaded yet, you will see a red message: Jury Trial Responses are not available yet. You will receive an email when the responses are available to view.

Features
- All columns can be rearranged within the table by clicking and dragging the column to a new location except for the Filter Stricken column, Notes, and the Juror ID. Those columns are frozen at the left of the table even when scrolling to the right.
- Users can make notes that are unique and private for each user. The entire note will appear if you hover over the notes box or click inside it.
- The judge, clerk, and judicial staff are the only users that can select the Stricken box at the far left. The column can be filtered to display stricken, non-stricken, or all.
- The filter option is available for each column. Type in part or all of the answers to filter those responses.
- Columns can be resized by clicking on the side of the column name cell.