



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-2222

Laura Hutzel
Statistical Research Director

MEMORANDUM

DATE: September 30, 2016

TO: Court Administrators
Probate Registers
cc: Authorized Users of User Maintenance

FROM: Laura Hutzel

RE: Jury Statistics Report Application Implementation Schedule

The Jury Statistics Report (JSR) application is available until February 10, 2017, for preview and testing. This memo provides details about the testing period, offline period, and live reporting in March 2017.

At this time, JSR authorized users can preview the application, enter test data, and report problems to Judicial Information Services (JIS). During this testing period, please submit any questions or problems to JIS at autodev@courts.mi.gov. After February 10, JIS will take the application offline and delete any data that was entered during the testing period. Starting March 1, the application will be available for submitting the 2016 annual report. See the next page of this memo for more details about this schedule.

For more information about jury management or this new reporting requirement, see [this webpage](#) or contact Jim Inloes at inloesj@courts.mi.gov or 517-373-0122.

JSR Application Implementation Schedule

Preview and Testing Period – October 1, 2016 – February 10, 2017

- During the testing period, court administrators, probate registers, or their designees can use User Maintenance to add authorized users to JSR. The User Maintenance and JSR applications are available at courts.mi.gov/mcap.
- Authorized users of JSR can preview and test the application.
 - Any data entered during this time period will be deleted before March 1, 2017.
 - During testing, if you click the Verify button, you will see a message stating that an e-mail was sent, however, the application does not send any e-mail messages during the testing period.
 - Please send any questions or problems to JIS at autodev@courts.mi.gov.
 - Use the subject line “JSR Testing – {{description of the problem}}.”
 - In the e-mail message, please provide the steps you took and any errors you experienced, such as:
 - I clicked Data Entry and selected Juror Yield.
 - In Step 1, I selected Jan 1, 2015-Dec 31, 2015 and Ingham County.
 - In Step 2, I received an error message.

Offline Period – February 13-24, 2017

- JIS will take the application offline and it will be unavailable.
- JIS will delete any test data.
- JIS will make any final modifications to the application.

Live Reporting – March 1-31, 2017

- JIS will make the application available to JSR authorized users.
- JSR authorized users will submit the 2016 annual jury statistics report.

If you have any questions about the application, please contact JIS at autodev@courts.mi.gov.

For more information about jury management or this new reporting requirement, see [this webpage](#) or contact Jim Inloes at inloesj@courts.mi.gov or 517-373-0122.