

MiCOURT Jury

Annual Jury Process, New Jury List

These instructions provide an outline for the steps to take before, and after, JIS loads the annual list of prospective jurors from the Michigan Department of State (MDOS).

Steps Before JIS Loads Jury List:

1. When the county is preparing the Jury Coordinator Information Form for Michigan Department of State (MDOS), use the following information to designate the Service Provider:
 - **Service Provider Agency Name:** Judicial Information Services (JIS)
 - **Address:** PO Box 30048, Lansing, MI 48909
 - **Phone:** (888) 339-1547 Option 3
 - **Email:** tcshelpdesk@courts.mi.gov

Important Information:

- MDOS loads the Jury List files on the State of Michigan File Transfer Service (FTS).
- The courts do not have to access FTS to download a file.
- After the jury list is loaded by JIS, the county will be notified by email. The court may then proceed with the below steps.

Steps After JIS Loads Jury List:

1. Determine how many jurors to select.
 - a. Look at how many jurors were selected in previous years on the *Work with Years* screen.
 - b. Another option is to run the Yield of Qualified Jurors Report for the current year. This report shows how jurors were used by providing a list of how many jurors are in each status.
2. Select jurors from list. Refer to [Select Jurors From Jury List](#) documentation, for further instructions.
3. Print and mail the Qualification Questionnaires and Personal History Questionnaires. Refer to [Juror Questionnaire Mailing](#) documentation, for further instructions.
4. Mass copy the terms and panels. Refer to [Create Terms and Panels](#) documentation, for further instructions.
 - This step can be done before or after the Jury List has been loaded.

5. Once the questionnaires are returned, proceed with qualifying the jurors. Refer to [Juror Qualification](#) documentation, for further instructions.

Additional reference materials: [Annual Jury Process Webinar](#)