



Courts & Jury Wheel Processing

Contents

SOC-2® Type 2 Certified & Data Insured 3

Jury Wheel Creation 5

Mid Wheel Address Updating 6

Correspondence Creation 7

How Helpful Is Your Juror Summons? 8

U.S. District Court References 9

Security and Peace of Mind 10





SOC-2[®] Type 2 Certified & Data Insured

To become SOC 2 Type II compliant, it takes more than just having the right technology in place — a company needs to have strict processes as well. It's an assurance that a vendor has implemented the proper controls to protect the confidentiality, availability and integrity of your data.

SOC-2® Type 2 Certified & Data Insured (cont.)

The SOC 2 audit evaluates all aspects of service delivery. It also evaluates whether data is collected under consent and whether data is properly secured from unauthorized access and modification. This means that your data is safe with your security vendor and that they will not share it with anyone else without your consent first.

A SOC 2 Type II audit is a very thorough process, one that Bluegrass has completed. Here is a glimpse of what the process looks like:

First, a team of auditors thoroughly reviews the system documentation, including policies and procedures, as well as all aspects of the service delivery model.

Then they conduct interviews with key personnel in the organization to verify that the processes and procedures are being followed properly.

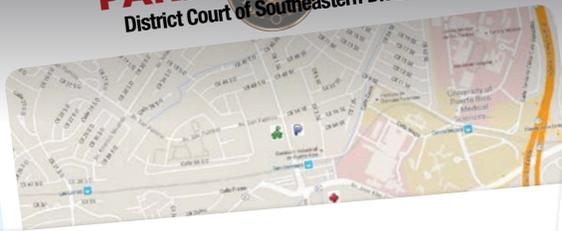
Finally, they conduct a physical on-site inspection of the facilities, examining hardware and software configuration along with all related network infrastructure.

The end result? A report that verifies that the vendor has implemented appropriate security measures in accordance with industry best practices.



PARKING PERMIT

District Court of Southeastern District



District Court of Southeastern District JUROR INFORMATION

YOU MUST COMPLETE A JUROR QUALIFICATION QUESTIONNAIRE
Respond within 10 days of receipt of your summons.

You are legally obligated to complete the questionnaire, regardless of whether you have an excuse, disqualification or postponement from jury service even if you completed one.

To complete the questionnaire online:

Go to www.sepr.uscourts.gov. Click on the eJuror link found on the left hand side of the website. You can complete the questionnaire from any internet access point, including your smartphone.

Once you access the Court's website:

1. Select the eJuror tab on the left side of your screen.
2. Login into eJuror using your participant number (found on your summons above your name and address), the first three letters of your last name and your date of birth.



Why did I receive this summons?

Your name was randomly selected, based on driver's license records, state ID records and voting records from the state of Florida. Jurors serving in the Coralreef Division of the U.S. District Court for the Southeastern District are selected from the following counties: Alpha, Beta, Gamma, Delta, Epsilon, Zeta, Eta, Theta, Iota, Kappa, Lambda, Mu, Nu, Xi, Omicron, Pi, Rho, Sigma, Tau, Upsilon, Phi, Chi, Psi, and Omega.

How long will I serve?

Petit (trial) jurors are on call for four weeks. This does not mean that you will appear every day during the four weeks. Your period of service begins on the date listed on the enclosed summons form. If you are selected as a juror for a trial, please be aware that most trials at the Federal Court range from three to five days in length.



OFFICE OF THE CLERK John Smith
District Court of Southeastern District
SUMMONS FOR JUROR SERVICE
Bring this summons with you when reporting for jury duty.

TERM OF SERVICE: On call for four weeks beginning starting after 12:00 noon the Friday before the date above, you must confirm your reporting instructions by calling 1-800-123-4567 or via the eJuror web page from www.sepr.uscourts.gov

LOCATION: Jury Assembly Room
1st Floor - Room 031
National Mall

Jury Wheel Creation

Combining multiple data sources into one unduplicated file, we speak your language. We can receive and return your data in JMS format so it doesn't get lost in translation.

Following your jury plan, we process your original source lists of millions of voter and drivers' license records, remove duplicates, and create an exact smaller representation through random selection. Once created, the addresses are matched for updating. Participant numbers and JMS codes are appended to your data and the entire file is supplied to your court for easy conversion back to your system.

Sample Report-Jury Wheel Creation

	C	D	E	F	G	H	I	J	K	L	M	N
anco		31	26	0	0	0	0	0	0	0	0	26
arleson		51	54	0	1	4	2	1	0	0	0	54
urnet		53	102	1	0	0	0	3	1	0	0	103
aldwell		55	96	0	0	14	1	4	4	0	0	97
illespie		171	66	1	0	0	1	11	-10	0	0	70
ays		209	476	0	0	2	2	0	0	0	0	466
imble		267	9	0	0	1	1	4	0	0	0	9
ampasas		281	50	0	0	0	0	0	0	0	0	50
ee		287	41	0	1	0	0	1	1	0	0	40
		287	56	0	0	1	3	1	1	0	0	17
											4	2680



SAVE TIME: Submit Your Qualification Questionnaire Online

Instead of filling out the enclosed questionnaire, you can now complete and submit your questionnaire online through E-Juror. The court's website will allow you to complete your questionnaire form safely and securely.

Visit www.your.us.courts.gov and click on E-Juror. To log on, enter your nine digit participant number (located to the right of the bar code just above your name and address on the enclosed questionnaire.) Then follow the prompts and answer every question.

Once your juror questionnaire has been completed and submitted electronically, you will receive a summons, if necessary for you to



United States District Court
Eastern District of State
123 E. Main Street
Anytown, ST 12345
(800) 123-4567

PROSPECTIVE JUROR
Federal Court



Participant Number: 104023424



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF STATE
JUROR QUALIFICATION QUESTIONNAIRE
RESPONSE REQUIRED BY FEDERAL LAW**

Jonathon Q. Smithers you have been identified as a prospective juror for the United States District Court for the Eastern District of Texas. Federal law requires you to complete a Juror Qualification Questionnaire to determine if you qualify to serve as a juror in Federal Court.

Complete the questionnaire online within ten (10) days of receipt of this postcard by going to www.your.uscourts.gov and clicking on the "Juror Qualification Questionnaire" link under "Information for Jurors". You will need your 9 digit participant number, located above your name on the front of this postcard. If you do not have access to the internet, you may request a paper questionnaire mailed to you by dialing our jury line (800) 123-4567 and entering your participant number.

If you qualify, you may be randomly selected to appear for jury service. If so, you will receive a summons, along with additional instructions, informing you of the date and location of your jury service.

Correspondence Creation

We can manage and mail your summons, questionnaires, and other communications. Choose only what you need from designing, printing, inserting and mailing, you decide what you need us to do.

Your questionnaires, summons and other communications need to be produced and mailed with accuracy, efficiency and a quick turnaround. These are some of our specialties.

If you would like to create a new look or add additional juror communications, we can help you with that as well.

County	County Code	Voter				DMV				Net	Combined	Drawn	Deceased Pro
		Original	Incomplete	Duplicate1	Net	Original	Incomplete	Duplicate1	Duplicate2				
		12,761	0	0	12,761	31,564	339	2	10,099	21,125	33,886	0	
Norte	08	76,006	0	8	75,998	151,456	422	8	58,022	93,006	169,004	0	
mboldt	12	33,475	0	0	33,475	73,158	181	15	24,448	48,515	81,990	0	
e	17	47,527	0	12	47,515	97,554	232	10	35,196	62,118	109,633	0	
odocino	23				169,749	353,732	1,174	35	127,765	224,764	394,513	0	
		169,769	0	20	169,749							0	
		813,119	4	155	812,960	1,702,906	3,345	445	507,642	1,191,521	2,004,481	0	
ameda	01	528,065	0	64	528,001	1,130,458	2,035	228	352,436	775,783	1,303,784	0	
ontra Costa	07	149,659	0	11	149,648	278,318	702	53	107,336	170,229	319,877	0	
arin	21	70,354	0	3	70,351	141,206	255	22	45,995	94,936	165,287	0	
apa	28	437,314	0	50	437,264	1,045,140	2,837	252	260,756	781,315	1,218,579	0	
an Francisco	38	356,321	0	7	356,314	811,133	1,312	197	231,328	578,317	934,631	0	
an Mateo	41	244,416	0	3	244,413	498,388	957	81	181,134	316,225	560,638	0	
onoma	49			293	2,598,951	5,607,549	11,443	1,278	1,686,627	3,908,326	6,507,277	0	
		2,599,248	4									0	
		165,583	0	0	165,583	413,935	1,388	95	100,265	312,201	477,784	0	
Monterey	27	24,012	0	1	24,011	54,644	130	11	14,700	39,804	63,815	0	
San Benito	35	807,089	0	138	806,951	2,039,429	3,542	573	488,228	1,547,119	2,354,070	0	
Santa Clara	43	140,763	0	14	140,749	276,626	562	37	89,707	186,323	327,072	0	
Santa Cruz	44			153	1,137,294	2,784,634	5,622	716	692,900	2,085,447	3,222,741	0	
		1,137,447	0		1,137,447	8,745,915	18,239	2,029	2,507,292	6,218,537	10,124,531	0	

How Helpful Is Your Juror Summons?

An updated juror summons can reduce the amount of time and resources spent answering questions and providing clarification. Take the opportunity to include information such as:

- Personal Juror Information
- Qualification Questionnaire
- Check in Procedures
- Parking & Directions
- What to Expect
- Accommodations & Allowances
- Frequently Asked Questions

U.S. District Court References

We work with U.S. District Courts
all over the country.

Here are a few:

US DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN
SAKNE CHAMI
231 W LAFAYETTE BLVD
DETROIT, MI 48226
SAKNE_CHAMI@MIED.USCOURTS.GOV

US DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA
MARIA RODRIGUEZ
312 N SPRING ST
RM 329
LOS ANGELES, CA 90012
MARIA_RODRIGUEZ@CACD.USCOURTS.GOV

US DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON
KRIS PORTER
700 STEWART ST, STE 2310
SEATTLE, WA 98101
KRISTINE_PORTER@WAWD.USCOURTS.GOV

US DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA
ERIN HAMILTON
NORTHERN DISTRICT OF CA
450 GOLDEN GATE AVE
RM 16-1120
SAN FRANCISCO, CA 94102
ERIN_HAMILTON@CAND.USCOURTS.GOV

US DISTRICT COURT
NORTHERN DISTRICT OF MISSISSIPPI
LORIE KEENER
FEDERAL BUILDING & US COURTHOUSE
911 JACKSON AVE E STE 369
OXFORD, MS 38655
LORI_KEENER@MSND.USCOURTS.GOV

US DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA
JOAN KURTZ
UNITED STATES COURTHOUSE ANNEX
111 N. ADAMS ST, FL 3
TALLAHASSEE, FL 32301
JOAN_KURTZ@FLND.USCOURTS.GOV

US DISTRICT COURT
DISTRICT OF SOUTH CAROLINA
JEFF CARGILE
901 RICHLAND ST
COLUMBIA, SC 29201
JEFF_CARGILE@SCD.USCOURTS.GOV

US DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN
KRISTI TAYLOR
399 FEDERAL BUILDING
110 MICHIGAN ST NW
GRAND RAPIDS, MI 49503
KRISTI_TAYLOR@MIWD.USCOURTS.GOV

Security and Peace of Mind

With almost 50 years of experience managing sensitive information, you can have peace of mind that your data is secure once you hand it off.

Make sure that you are working with a partner that can produce a product that is accurate and in a language you can understand and use. Bluegrass can do that and more.

MILES WOODRUM

ACCOUNT EXECUTIVE
DIRECT 859.410.8684
TOLL-FREE 800.928.6245

MILES.WOODRUM@WEAREBLUEGRASS.COM

SAWYIER PHILLIPS

ACCOUNT EXECUTIVE
DIRECT 859.410.8670
TOLL-FREE 800.928.6245

SAWYIER.PHILLIPS@WEAREBLUEGRASS.COM

BLUEGRASS
INTEGRATED COMMUNICATIONS



TO LEARN MORE, VISIT:

CONNECT.WEAREBLUEGRASS.COM/COURTS

OR CALL: **800.928.6245**



About

Bluegrass partners with courts to:

- Deliver a more efficient way of processing your court documents.
- Provide modern document processing techniques to reduce costs.
- Cut costs internally, free up time, and increase productivity in other areas of your court.
- Improve juror communication and participation.

With almost 50 years in business, Bluegrass has the experience and expertise to take your court to the next level.

Our Commitment

As the needs of courts have evolved, Bluegrass has adopted new technologies and solutions. We continue to meet our clients' growing needs by adding crucial services. That's why 50% of the nation's U.S. District Courts trust us with their JMS data.



Let's Work Together.

TO LEARN MORE, VISIT:

WEAREBLUEGRASS.COM

OR CALL: **800.928.6245**

JULY 2023

