

Info. Sics -
Pat Scattaregia

FOR YOUR INFORMATION

The following action was taken by the
Snohomish County Council on 1-14-08 :

RE: Document No. D-6 (attached):

APPROVED DENIED

FINALIZED RECEIVED

REFERRED OR REMANDED TO:

*Please refer to Council Official Proceedings of
the date shown above for further detail of action.*

ATTEST.


Kathryn J. Bratcher, Clerk of the Council

SNOHOMISH COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON

MOTION NO. 08-036

APPROVING AND AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH
JURY SYSTEMS, INC. FOR JURY + SOLUTION SUITE WEB AND IMAGING SOFTWARE
UPGRADE

WHEREAS, Snohomish County contracted with Jury Systems Incorporated (JSI) to install, integrate, and implement a jury management system that has been in operation over the past seventeen years approximately; and

WHEREAS, during this time, JSI has added new functionality to their jury management system. As a result, the Clerk's Office has also periodically upgraded their existing system, currently known as "Jury + Next Generation"; and

WHEREAS, in order for the Clerk's Office to continue to maintain technological advances in the current jury management system to further streamline court processes, it's now recommended that the County procure from JSI their latest JURY+ Solution Suite which incorporates OCR data extraction, imaging and electronic document storage, automated data entry and citizen user access via the Internet to facilitate the processing of juror candidates; and

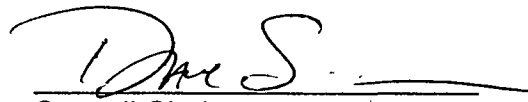
WHEREAS, the JURY+ Solution Suite is an enhancement to the existing jury management system, rather than a replacement. The Clerk's office wishes to take advantage of the enhancements and purchase JURY+ Solutions Suite Web and Imaging Software; and

WHEREAS, once installed the new Jury + Solution Suite web and imaging software will streamline the current process and allow the public to electronically access and complete jury summons questionnaires via the web; and

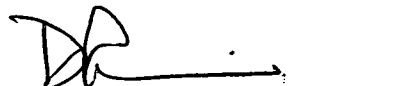
NOW, THEREFORE ON MOTION, the County Council approves and authorizes the County Executive to execute a Professional Services Contract with Jury Systems, Inc. for the Jury+ Solution Suite Web and Imaging Software Upgrade acquisition and implementation at a cost not to exceed \$68,769.00 plus the applicable Washington State sales (Use) tax.

PASSED this 14th day of January, 2008.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington


Council Chair

ATTEST:


Asst. Clerk of the Council

LOG NUMBERS

BGT.

12/14/07 CEO 20040762 DEC 17 2007

EXECUTIVE/COUNCIL APPROVAL FORM (Revised 9/02)

MANAGEMENT ROUTING:

TO: COUNCIL CHAIRPERSON:

EXECUTIVE Aaron Reardon
DEPUTY/EXEC. DIR. Mark Soine
DIRECTOR/ELECTED Larry Calter
DEPARTMENT Information Service
DIV. MGR. Ron Knight
DIVISION Applications
ORIGINATOR Pat Scattaregia
DATE 12/12/07 EXT. 3103

SNOHOMISH COUNTY COUNCIL

EXECUTIVE RECOMMENDATION:

Approve No Recommendation

Further Processing

Requested By

MARK SOINE

Deputy Executive

12/19/07

Executive Office Signature

CEO Staff Review

Cep

12/18/07

Received at Council Office

DH 4.66

12/20/07

DOCUMENT TYPE:

BUDGET ACTION:

- Emergency Appropriation
Supplemental Appropriation
Budget Transfer

CONTRACT:

- New
Amendment

GRANT APPLICATION

ORDINANCE

Amendment to Ord. #

PLAN

OTHER

DOCUMENT / AGENDA TITLE:

Professional Services Contract for the Jury + Solution Suite Web and Imaging Upgrade

APPROVAL AUTHORITY:

EXECUTIVE

COUNCIL

X

CITE BASIS

3.04.140(7) & 3.04.180

HANDLING:

NORMAL

X

EXPEDITE

URGENT

DEADLINE DATE

PURPOSE:

The purpose of this ECAF is approve a professional services contract with Jury Systems Inc (JSI) to procure new software upgrades to the existing jury management system. The new Jury + Solution Suite web and imaging software will allow the public to access and complete online jury summons questionnaires.

BACKGROUND:

Snohomish County contracted with Jury Systems Incorporated (JSI) to install, integrate, and implement a jury management system that has been in operation over the past seventeen years approximately. During this time, JSI has added new functionality to their jury management system. As a result, the Clerk's Office has also periodically upgraded their existing system, currently known as Jury + Next Generation.

In order for the Clerk's Office to continue to maintain technological advances in the current jury management system to further streamline court processes, it's now recommended that the County procure from JSI their latest JURY+ Solution Suite which incorporates OCR data extraction, imaging and electronic document storage, automated data entry and citizen user access via the Internet to facilitate the processing of juror candidates. The JURY+ Solution Suite is an enhancement to the existing jury management system, rather than a replacement. The Clerk's office wishes to take advantage of the enhancements and purchase JURY+ Solutions Suite Web and Imaging software. This upgrade is scheduled for completion within 120 calendar days from the notice to proceed.

FISCAL IMPLICATIONS:



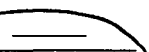
EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
315-5144264901	\$74,183.48		\$74,183.48
505-5148804801		\$11,744	\$62,351
TOTAL	\$74,183.48	\$11,744	\$136,534.48

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
TOTAL			

DEPARTMENT FISCAL IMPACT NOTES:

Funds for this project are currently budgeted in Fiscal Year 2008. See attached ECAF Fiscal Implications Worksheet.

Roger Neumaier, Finance Director

BUDGET REVIEW: Analyst  Administrator  Recommend Approval 

CONTRACT INFORMATION:

ORIGINAL CONTRACT # _____ AMOUNT **\$74,183.48**
 AMENDMENT CONTRACT # _____ AMOUNT \$ _____

CONTRACT PERIOD:

ORIGINAL Start 01/15/08 End 05/14/08
 AMENDMENT Start _____ End _____

CONTRACT / PROJECT TITLE:

Professional Services Contract for the Jury + Solution Suite Web and Imaging Upgrade

CONTRACTOR NAME & ADDRESS (City/State only):

Jury Systems, Inc., Encino, CA

APPROVED:

RISK MANAGEMENT Yes No

COMMENTS _____

PROSECUTING ATTY - AS TO FORM: Yes No

OTHER DEPARTMENTAL REVIEW / COMMENTS:

ELECTRONIC ATTACHMENTS : (List & include path & filename for each, e.g. G:\ECAF\deptname\docname_Motion)

G:\ECAFI\Info Serv\Jury Plus Web & Imaging Upgrade_ECAF Final; G:\ECAFI\Info Serv\Jury Plus Web & Imaging Upgrade_ECAF Fiscal Implications Worksheet Final; G:\ECAFI\Info Serv\Jury Plus Web & Imaging Upgrade_Motion Final; G:\ECAFI\Info Serv\Jury Plus Web & Imaging Upgrade_Contract Final; G:\ECAFI\Info Serv\Jury Plus Web & Imaging Upgrade_Cascade District Court Summons; G:\ECAFI\Info Serv\Jury Plus Web & Imaging Upgrade_Everett District Court Summons; G:\ECAFI\Info Serv\Jury Plus Web & Imaging Upgrade_Evergreen District Court Summons; G:\ECAFI\Info Serv\Jury Plus Web & Imaging Upgrade_South District Court Summons; G:\ECAFI\Info Serv\Jury Plus Web & Imaging Upgrade_Superior Court Summons Blue; G:\ECAFI\Info Serv\Jury Plus Web & Imaging Upgrade_Superior Court Summons Pink;

G:\ECAFI Council\20040762 - ECAF.doc

NON-ELECTRONIC ATTACHMENTS:

Same as above

"	"	"	- Motion.doc
"	"	"	- Worksheet.xls
"	"	"	- Contract.doc
"	"	"	- Cascade Summons.Pdf
"	"	"	- Everett Summons.Pdf
"	"	"	- Evergreen Summons.Pdf
"	"	"	- South DC Summons.Pdf
"	"	"	- Blue Superior Summons.Pdf
"	"	"	- Pink Superior Summons.Pdf

Master Professional Services Contract
for
Jury + Solution Suite
Web and Imaging Upgrade

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CONSULTANT: Jury Systems, Inc.
WA. STATE UBI#/FED TAX ID #: (601-782 477 / 95-4617347)
CONTACT PERSON: Mary O'Donnell
ADDRESS: 157 Ventura Blvd.
Suite A-16 Encino, CA
91436
TELEPHONE/FAX NUMBER: (805)227-7102/(818)461-
3179
COUNTY DEPT: Clerk
DEPT. CONTACT PERSON: Anne Trice
TELEPHONE/FAX NUMBER: (425)388-3396/425)388-3296
PROJECT: Jury+ Next Generation
Upgrade to add
Jury+ Solutions Suite Web
and Imaging
AMOUNT: NTE \$68,769.00 + Sales Tax
FUND SOURCE: Clerks' Fund
CONTRACT DURATION: 120 Calendar Days from
date of Contract Execution
for Software Installation;
one year after acceptance
for maintenance and
support

MASTER PROFESSIONAL SERVICES CONTRACT FOR
JURY+ SOLUTIONS SUITE WEB AND IMAGING UPGRADE

THIS AGREEMENT between SNOHOMISH COUNTY (the County) and Jury Systems, Inc., a California based company, incorporated under the laws of the State of California, and licensed to conduct business in Washington State (the Contractor), WITNESSETH, that the parties agree as follows:

1. Scope of Service to be Performed by Contractor. The purpose of this contract and scope of services are as defined in Exhibit A attached hereto and incorporated herein.

2. Time of Performance. The Contractor is to commence the implementation work immediately upon notice to proceed from the County Clerks Office, and complete the work no later than one hundred and twenty (120) calendar days from contract execution.

The Contractor shall provide ongoing maintenance and support for the newly installed software modules as described in Exhibit A upon final system acceptance by the County and continue for a one year period. The Contractor's maintenance and support terms and conditions for the newly installed and accepted software shall be in accordance with the existing Premium Jury+ Maintenance plan and agreement.

3. Compensation

a. The County will pay the Contractor for services provided hereunder as set out in Exhibit A Payment Schedule attached.

b. The Contractor shall submit properly executed invoice(s), monthly in arrears, indicating charges made in accordance with the attached payment schedule, supported by detailed statements if requested.

c. The Contractor shall be paid based upon accepted deliverables. Total charges on this project shall not exceed \$68,769.00 one time charge, which includes maintenance and support services for one year following the date of final

system acceptance by the County, but not applicable Washington State sales tax. County will pay the applicable use tax.

d. The County will pay on a Net 30 (thirty) Day basis from receipt of invoice and acceptance of deliverables.

4. Direction and Control. Contractor agrees that Contractor will perform the services under this agreement as an independent contractor and not as an agent, employee, or servant of the county. The parties agree that the Contractor is not entitled to any benefits or rights enjoyed by employees of the County. Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in this agreement. County shall only have the right to insure performance.

5. Licensing. Contractor, Jury Systems Inc., grants to the County, pursuant to the terms and conditions of this Master Agreement, a perpetual, nonexclusive, nontransferable license to use the Software.

a. Authorized License. The County shall use the Software listed in Exhibit A.

b. Restrictions on Use. The County agrees to use the Software only for its own business.

c. Copies. County, solely to enable it to use the Software, may make one archival copy of the Software's computer program, provided that the copy shall include

Licensor's copyright and any other proprietary notices. The Software delivered by Licensor to Customer and the archival copy shall be stored at the County's site. Any copy of the Software made by Customer is the exclusive property of Licensor.

d. Modifications, Reverse Engineering. Customer agrees that only Licensor shall have the right to alter, maintain, enhance or otherwise modify the Software at the source code level. The County shall not disassemble, decompile or reverse engineer the Software's computer program.

6. Content Ownership. The County shall own all right, title and interest in and to all Content on a worldwide basis, including, without limitation, all Intellectual Property Rights relating thereto, (i) with respect to Content captured via optical scanners at the venue, beginning at the time such Content is so captured and prior to the time it is transmitted to the computer at the venue and (ii) with respect to all other Content, including information entered through the Internet to the application database as well as all related usage data such as information scanned from optical forms completed by jurors, information entered on web forms jurors complete on the internet, supplemental information such as a doctor's note for juror excuses, and usage data from internet server logs for accessing web pages, beginning no later than the time such Content is transmitted or otherwise provided to the Contractor pursuant to this Agreement. To the extent that any such Content is protectable by copyright, such Content

shall be deemed to be "works made for hire" under the copyright laws of the United States.

7. Changes. No other changes or additions shall be made in this contract except as agreed to by both parties, reduced to writing and executed with the same formalities as are required for the execution of this agreement.

8. County Review/Approval. Upon submittal of any report or other information required by the scope of services to be performed, the County may, following review by the County, accept such work or reject it, or request such modification or additions as it deems appropriate. Payment for such work will not be made until the work is accepted by the County.

9. Access to Books/Records. The County may, at reasonable times, inspect the books and records of the Contractor relating to performance of this agreement. The Contractor shall keep all records required by this contract for seven years after termination of this contract for audit purposes.

10. Hold Harmless. The Contractor shall assume the risk of, be liable for, and pay all damage, loss, cost and expense of any party, including any of its employees, arising out of the performance of this contract, except that caused by negligence and/or willful misconduct solely of Snohomish County and its employees acting within the scope of their employment. The Contractor shall hold harmless from and indemnify Snohomish County against all claims, losses, suits,

actions, costs, counsel fees, litigation costs, expenses, damages, judgments, or decrees by reason of damage to any property or business and/or any death, injury or disability to or of any person or party, including any employee, arising out of or suffered, directly or indirectly, by reason of or in connection with the performance of this contract or any act, error or omission of the Contractor, Contractor's employees, agents or subcontractors, whether by negligence or otherwise.

The Contractor's obligation shall include, but not be limited to investigating, adjusting, and defending all claims alleging loss from action, error or omission or breach of any common law, statutory or other delegated duty by the Contractor, Contractor's employees, agents, or subcontractors.

11. Insurance Requirements.

The Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

No Limitation. Contractor's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance and Limits:

Contractor shall obtain insurance of the types described below:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent coverage. The County shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the County.

2. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

3. Professional Technology Liability insurance appropriate to the Contractor's profession with limits of \$1,000,000 per claim and \$1,000,000 policy aggregate limit. The policy shall have a retroactive date prior to or coincident with the date of the Agreement. The Contractor shall maintain coverage for the duration of the Agreement and for three years following termination of the Agreement.

B. Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions for Professional Technology Liability and Commercial General Liability insurance:

1. Snohomish County, its officers, elected officials, agents and employees shall be named as an additional insured on Commercial General Liability policy.
2. Insurance placed with insurers with a current A.M. Best rating of not less than A:VII.
3. The Contractor's insurance coverage shall be primary insurance with respect to the County. Any insurance or self-insurance coverage maintained by the County shall be excess of the Contractor's insurance and shall not contribute with it.
4. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County.

C. Verification of Coverage:

Contractor shall furnish the County with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

12. Compliance with Laws. The Contractor shall comply with all applicable federal, state and local laws, rules, and regulations in performing this contract.

13. Termination.

a. If the Contractor breaches any of its obligations hereunder, and fails to cure the same within five (5) days of receipt of written notice to do so by the County, the County may terminate this contract, in which case the County shall pay the Contractor only for the costs of services accepted by the County prior to termination, in accord with the schedule contained in paragraph 3 and Exhibit A, provided that the County shall not be liable to pay for any outstanding services if a contractor breach results in any consequential damages to the County.

b. The County may terminate this contract upon five (5) days written notice to the Contractor for any reason other than stated in subparagraph a. above, in which case the County shall pay the Contractor for all services rendered by the Contractor, prior to receipt of the five (5) day notice, in performing the contract in accord with the schedule contained in paragraph 3 and Exhibit A.

c. If this contract extends beyond the current County fiscal year, the obligations of the County in subsequent fiscal years are contingent upon legislative appropriation for the specific purpose of funding this contract. If funds are not so appropriated, the County may terminate this contract immediately without penalty or further obligation.

d. Termination shall not affect the rights of the County under any other paragraph herein.

14. Nonassignment. The Contractor shall not sublet or assign any of the rights, duties, or obligations covered by

this Agreement without the prior express written consent of Snohomish County.

15. Conflicts Between Attachments and Text. Should any conflicts exist between any attached exhibit or schedule and the text of this Agreement, the text shall prevail.

16. Contractor Confidentiality. The Contractor acknowledges that it may be provided access to confidential data of the County that is not subject to public disclosure pursuant to Washington State RCW Chapter 42.56. The Contractor shall use its best efforts: (1) not to, at any time, disclose or disseminate confidential data embodied in the data to any other person, firm, organization, or employee who does not need to obtain access thereto consistent with the Contractor obligations under this agreement; (2) not to disclose or disseminate such confidential data to any third party not affiliated with this contract; and (3) to ensure that all persons working for the Contractor protect the County's confidential data against unauthorized use, dissemination, or disclosure. The Contractor's obligations under this section shall not apply to any information that is or becomes available without restriction to the general public by acts attributable to the County or its employees.

17. Entire Agreement and Order of Precedence. This agreement and its referenced exhibits and related documents represent the entire Agreement between the parties and supersede any prior agreements, oral statements, discussions, or understanding between the parties. In the event of any

inconsistency in the agreement, the inconsistency shall be resolved by giving precedence in the following order:

- This Master Agreement for Jury+ Solution Suite Web and Imaging Upgrade
- Exhibit A--Contractor Scope of Work
- Exhibit A Appendices 1 through 6--Summons Forms
- Existing Premium Jury+ Maintenance plan and agreement

18. Public Disclosure Requests. In the event that the County receives a request to disclose the Contractor's proprietary software and/or software documentation pursuant to Chapter 42.56 Revised Code of Washington (the Public Records Act), the County's sole obligations shall be to: 1) notify the Contractor within five (5) business days and 2) refrain from disclosing such records for a period of up to ten business days to provide the Contractor an opportunity to seek legal protection against disclosure from a court of competent jurisdiction. The County will not withhold requested records beyond the ten business days unless it may do so based on good faith reliance upon an exception to disclosure under the Public Records Act. The County may but shall not be required to join in any legal proceedings relating to the requested disclosure unless required to do so by the court. In the event that the Contractor initiates legal proceedings, or the County initiates legal proceedings or withholds requested records at the Contractor's request, the Contractor shall indemnify and hold the County harmless against all loss, cost, and expense, including reasonable attorney's fees, relating to the proceedings and/or withholding of the records. The County shall not be liable to the Contractor for any loss, cost or

expense relating to disclosure of requested records if the Contractor fails to obtain legal protection against disclosure and the County releases the records in good faith.

19. Governing Law and Venue. This agreement shall be governed by the laws of the State of Washington and any lawsuit regarding this contract must be brought in Snohomish County Superior Court, Everett, Washington.

20. Force Majeure. Each party shall be excused from delays in performing or from its failure to perform hereunder to the extent that such delays or failures result from causes beyond the reasonable control of such party; provided that, in order to be excused from delay or failure to perform, such party must act diligently to remedy the cause or effect of such delay or failure to the extent the party is able. In the event of such delays, the timetables shall be extended by as many calendar days as the delay caused by forces outside the reasonable control of the parties.

21. Severability. Should any clause, phrase, sentence or paragraph of this agreement be declared invalid or void, the remaining provisions of this agreement shall remain in full force and effect.

22. Source Code Escrow. CONTRACTOR agrees to place current copies of its source code, including all relevant commentary, explanations and other documentation, as well as instructions to compile the source code, plus all revisions to the software source code encompassing all corrections,

changes, modifications and enhancements made to the software by CONTRACTOR (the "Escrowed Material") into an escrow account with an escrow agent, subject to the terms of a software escrow Agreement. The Contractor's software source code escrow Agreement must be submitted to the County within ninety (90) calendar days from contract execution and must first be approved by the COUNTY to become affective. Once approved and fully executed, the source code escrow agreement will be included in this contract by reference as Exhibit B. CONTRACTOR will update these copies within forty-five (45) calendar days of each major product release and all product fixes installed in the COUNTY software. CONTRACTOR will provide the Escrowed Material as required herein prior to the final acceptance date.

Instances of Default: The COUNTY may access the Escrowed Material upon the occurrence of any one of the following instances of default:

- a) CONTRACTOR defaults on any of the terms of its contract with the COUNTY;
- b) CONTRACTOR ceases its ongoing business operations;
- c) CONTRACTOR stops maintenance support of the software module in question;
- d) CONTRACTOR fails to perform the contract in a timely fashion;
- e) CONTRACTOR suffers any act of insolvency; or
- f) CONTRACTOR fails to maintain technical staff capable of supporting or modifying the software system.

Executed this 17th day of Jan., 2007⁸

SNOHOMISH COUNTY:

~~for~~
County Executive 1/17/08
Date

MARK SOINE
Deputy Executive

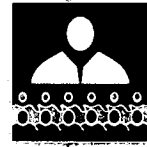
CONTRACTOR:

Mark Bell PRESIDENT 12/10/07
(Name/Title) Date

Approved as to form only:

Steven J. Blawie 12/6/07
Deputy Prosecuting Attorney Date

COUNCIL USE ONLY	
Approved:	<u>1-14-08</u>
Docfile:	<u>D-6</u>



JURY SYSTEMS
INCORPORATED

Exhibit A

**Jury Systems Incorporated
Statement of Work for:
Snohomish County, Washington**

10/31/2007

1.0 Introduction

Snohomish County Washington (County) contracted with Jury Systems Incorporated (JSI) to install, integrate and implement a jury management system in the past. JSI has added functionality to that jury management system over the years, and the system (called JURY+ Next Generation) has been periodically upgraded. In keeping with advances in communication technology, and data entry, processing and storage technology, JSI has added JURY+ *Solution Suite* which incorporates OCR data extraction, imaging and electronic document storage, automated data entry and citizen user access via the Internet to facilitate the processing of juror candidates. The JURY+ *Solution Suite* is an enhancement of the existing jury management system, rather than a replacement. Snohomish County wishes to take advantage of these enhancements and add the functionality. The products selected for this implementation are the **JURY+ Solutions Suite (Web and Imaging)**.

2.0 Key Assumptions

1. Installation and implementation of the JURY+ Imaging and JURY+ Web applications will not adversely impact or interrupt existing jury management schedules, processes and business requirements of the Courts or the Clerk's Office.
2. Jury Systems Incorporated has the resources to manage system installation, perform conversion and training, and provide all of the services necessary for this enhancement.
3. *A formal "design phase" of the project will not be required. The JSI products will be used "as is" and County specific requirements will be handled through configuration and installation of the base products. If customization is identified by the County, it will be evaluated and prioritized. If requested, JSI will document the nature of the change and provide a cost estimate for consideration and approval by the County.*
4. *A Project Implementation Schedule is developed with a firm start date. Both sides recognize the schedule may need to be adjusted due to unintended schedule conflicts or difficulty in completing the modifications to the summons forms. The project task list, the task assignments and projected relative completion dates for tasks are listed on the schedule inserted below.*
5. *Forms development is a key factor in the project timeline. Form design and development are the client's responsibility, although the forms design and testing activities are done in close consultation with the Jury Systems Incorporated project team. The configuration and management of OCR document templates and document classifications (managing multiple forms) within JURY+ Imaging cannot begin until the final versions of the summons forms are completed. Web pages will generally mirror the Juror Summons document. Snohomish County employs a 1-step summons form unique to Superior Court and also to each of the 4 District Courts. While there are similarities in the data capture requirements, the forms design must also incorporate the technical requirements and specifications for Imaging. The six summons forms must be completed and tested successfully 30-45 days prior to the final Imaging configurations, training and initial acceptance tests. The six forms must be completed at least 60 days prior to the first scheduled issuance of the new summons form to the public in production processing.*

3.0 Contractor responsibilities

1. Project Initiation & Controls

Upon receipt of the Purchase Order, the JSI Project Manager will contact the County Project Managers (DIS and the Clerk's Office) to schedule a 90 minute (approximate time) project kick-off meeting. At this meeting, the Project Managers will review:

- Scheduling tasks and resources
- The venue and frequency of status meetings and reports
- Hardware requirements, network environment (see topology diagram below) and Citrix remote access
- Forms development status.
- Discuss or set preliminary project scheduling goals and objectives
- Set business integration meetings and working business review sessions with the jury management staff in the Clerk's Office and the Courts as needed.

2. The JSI Project Manager and the County Project Managers will work closely together to manage all aspects of this project. Each will manage the communication and assigned tasks of their respective teams.

2. Installation

1. JSI will send installation CDs to the County for each of the applications.
2. JSI, using an approved method of remote access into the County network, will install and configure the Jury+ Imaging Solution, and Jury+ Web Solution applications on the County servers. VPN access via Cisco, Nortel or other secure software used by Snohomish County is a preferred method of remote access. For Snohomish County specifically, an on-site installation may be possible.
3. JSI will verify the installation was successful. JSI will document the installation and review with the County staff.
4. JSI will provide scripts for the database installations and assist the County staff's installation. JSI will verify the installation was successful. Database implementation is currently certified at Oracle level 9.2 and MS SQL Server 2005. Snohomish County is a SQL Server environment currently operating with SQL 2000 with plans to move to SQL 2005 on their own schedule. The implementation of JURY+ Imaging and JURY+ Web do not require any changes to the existing JURY+ database or the database server. There will be 4 small databases installed with this project to support the Imaging/Web applications. These databases are quite small and nearly static in size and do not

require separate data management.

5. The existing workstations will require registration of 2 new .DLL files in order for the staff to access the Image Archive. JSI will provide instructions and assistance to the County for any necessary changes to the client workstation configurations. It is anticipated that no major changes will be made to the existing JURY+ users workstations other than the new .DLL files.
6. The implementation of JURY+ Imaging will likely require a new workstation or an upgrade to an existing jury workstation to be identified as the scanning workstation attached to the document scanner. JSI will install workstation DLLs on the Imaging Server and the Scanning Workstation. JSI will verify the installation was successful. JSI will document the installation on the scanning workstation and review with the County DIS staff the hardware and potential support requirements for the scanning workstation.
7. The Scanning Workstation will be installed and the OCR and related software installed and configured by JSI. JSI will verify that the installation was successful. JSI will document the installation and review with the County staff. This installation work may be done remotely or on-site as is feasible. The proximity of Snohomish County to the WA office of JSI lends itself to scheduling an on-site installation and configuration of the scanning workstation.

3. Forms Development

1. JSI will advise the County in creating six (6) scan ready (summons) forms that will be used by JURY+ *Imaging*.
2. JSI advise the chosen local forms designer/vendor or the County representative assigned to revising the summons form to ensure the forms provide the desired format and functionality for the OCR process and Imaging application software. The form revisions also must include proper text changes to clearly identify the Web access options for jurors. Each of the 5 participating courts has their own summons form that is currently managed and issued through the Clerk's Office Court Operations/Jury Management Division. The additions and modifications needed to accommodate the Imaging data processes will apply the same formatting and "drop out" ink techniques to all 6 forms (four forms are for the four District Court divisions, two forms are for Superior Court).
3. Once the new (final) summons forms are ready, JSI will complete the configuration and management of OCR document templates and document classifications (managing multiple forms) within JURY+ *Imaging*.
4. JSI will complete the Web on-line screen development and have a test web site ready for training and the test processes.

4. Integration Services

1. JSI will work with the Clerk's Office jury management staff to integrate the JSI products into the County's jury business process. This integration and business review process is usually completed in 1 or 2 meetings of 2-3 hours total time either by phone conference or on-site meetings. This is to accommodate the unique business practices from court to court by developing new processes that will be required by the use of this system (for example, reviewing scanned forms for correct OCR interpretation of handwritten entries).
2. JSI will provide status reports requested by the County. Status meetings are usually scheduled weekly or as needed during the course of the project.
3. Given the location of Snohomish County to JSI's WA office, the Integration meeting(s) may be scheduled on-site.

5. Prepare Test Environment

1. JSI will work with the County project managers and implementation team in setting up the test environment by obtaining a copy of the existing JURY+ database and installing the copy into the existing training/test database environment. The exchange of information collected by JSI during the integration phase is then added into the test environment to create a production-like environment for testing and training on the Web/Imaging applications. The summons forms tests, web/imaging business processes and procedure development, system technical run through, template development and application training will be completed in the test environment. Acceptance Testing will be completed in the test environment initially and then final Acceptance will be done through production processing when the court(s) cut over to live summons processing and live web connectivity.
2. JSI will help the County prepare the test scenarios that are representative of the Court's business process.

6. Training

1. JSI will conduct training of the JSI products at the client site using facilities provided by the County.
2. JSI will conduct training using the Test database environment. Training for the Clerk's Office staff must be completed on the scanning workstation and in the Court Operations office. Other court staff do not require specified training on the Web/Imaging applications. However, it is suggested that other court staff be given an orientation to the new product features and functionality in

small groups or in a training room if available. It is not necessary for general court staff to have hands-on training in the new applications.

3. JSI will customize the training sessions based on the needs of the local staff. If certain staff members are to be instructed in job specific activities (and not the entire spectrum of end-user functions) that specialized instruction will be designed. It is strongly recommended that core management or supervisory staff participate in all training sessions in order to be familiar with all the features and functionality of the application. They can observe the strengths and weaknesses of their staff as training progresses. The trainer will work closely with the management group to insure successful training completion at all levels.

7. Implementation Testing and Acceptance Testing

1. JSI will test and confirm the initial software loads and hardware configurations are correct and functional. While Snohomish County will test features and processes within the software, JSI will support the County's testing effort by providing on call support to any issues or questions through its support hotline (available 24x7 365 days a year).
2. JSI will resolve issues in a timely manner.

8. Production Implementation

1. A live production date will be agreed upon by the County and JSI Project Managers. The live cutover to the new applications will not be scheduled until all training and Acceptance Test activities are completed. JSI will remove all test data from the image archive and ready the production system to go live.
2. JSI provides 24/7 on call support 365 days a year.

4.0 County responsibilities

1. Project Initiation & Controls

The JSI Project Manager and the County Project Manager will work closely together to manage all aspects of this project. Each will manage the communication and assigned tasks of their respective teams.

2. Installation

The County will provide and install two servers and connectivity within the local network for the scanning workstation (if newly added to the network) and the document scanner.

Imaging Server Specifications:

Processors: Dual Xeon 2.4 GHz

RAM: 2GB recommended (Singularity 1GB)

Storage: RAID 1 or RAID 5 (for archive RAID 1 (18.2GB) for the OS and RAID 5 (300 GB available minimum) for the file system)

OS: Windows 2000 Server or better

Connection: 100 mega bits, Ethernet, CAT 5 minimum

Web Server Specifications:

Processors: Dual Xeon 2.4 GHz

RAM: 1GB Minimum

Operation System Storage: RAID 1 (18.1GB available minimum)

File System Storage: RAID 5 (300 GB available minimum)

OS: Windows 2000 Server or better

Connection: 100 mega bits, Ethernet, CAT 5 minimum

Scanning Workstation:

Pentium 4 or AMD Athlon, 2GHz or better

1GB RAM (minimum)

60 GB hard drive (minimum)

mid-range or better video card

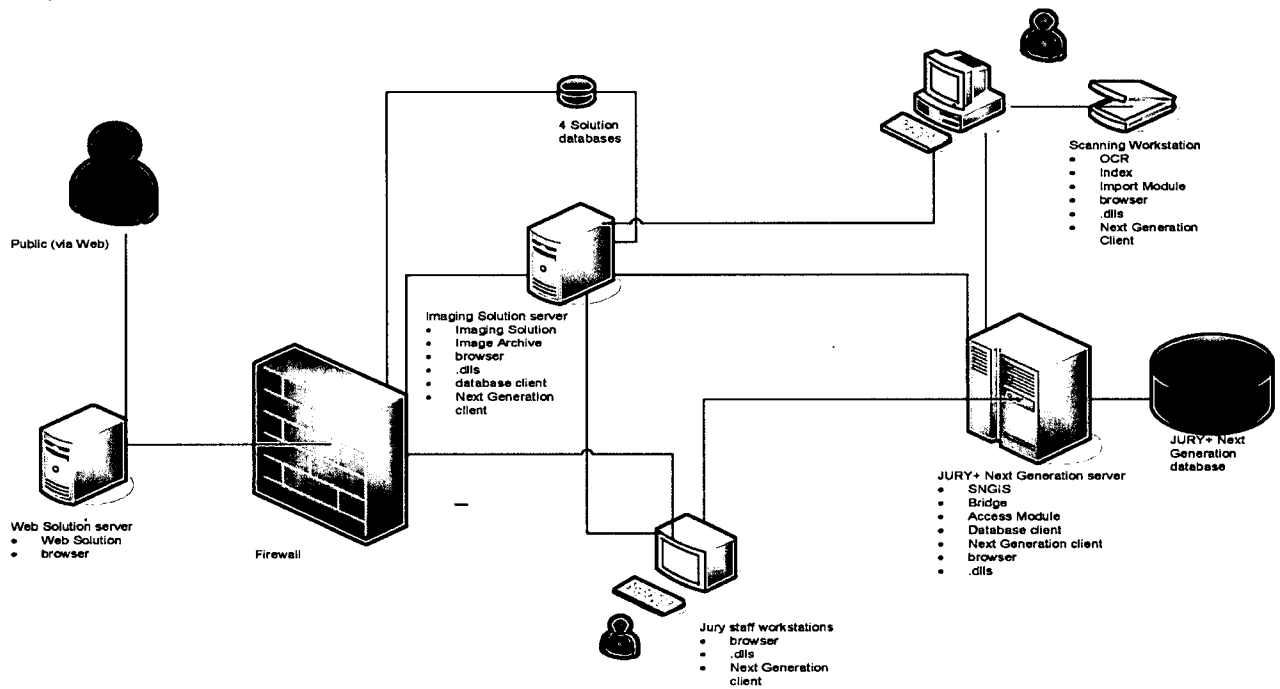
Windows XP or 2000

at least 1 USB port

SCSI card or second USB (USB 2 minimum) for Scanner

network connectivity

recommended: 17-21 inch LCD flat panel monitor



2. The County will provide remote access (as described in Item 2. re: Installation) for JSI to install and support the Web/Imaging applications, the server installations and OCR scanning workstation.
3. The County will continue daily backups of the Next Generation Data and create backup capability for the Image Server/Archive. JSI will assist and consult on developing backup protocols, if requested by the County. Usually, client data backups follow the established County standards. If information is needed from JSI to ensure proper backups, there will be no charge for the assistance provided.

3. Forms Development

1. The County, through their own print shop and the staff in the Clerk's office or through a third party vendor of their choosing (if needed) will create the six (6) scan ready summons/questionnaire forms for the 5 court locations (Superior Court has two forms). JSI will provide technical specification to the responsible person or print vendor and give input as needed. Examples of the forms can be found in Appendix 1.Exhibit A, Appendix 2.Exhibit A, Appendix 3.Exhibit A, Appendix 4.Exhibit A, Appendix 5.Exhibit A, and Appendix 6.Exhibit A of this document.
2. The jury management staff in the Clerk's Office will identify other documents that will be scanned through imaging for use and reference as "supplemental" documentation in the juror's record such as Dr. letters on behalf of jurors, employer hardship letters, etc.

4. Integration Support

1. The staff in the Clerk's Office will explain the current business process rules and data process preferences in working with JSI to integrate the JSI products into the process.

5. Prepare Test Environment

1. The County (or the print vendor representing the County) will provide final sample summons documents to test the scanning, indexing, verification and data import processing. Both sides recognize the critical path nature of the forms development to the OCR/Imaging process implementation. The forms work is key to the schedule of all major implementation milestones.

6. Training

1. JURY+ *Imaging Solution* scanning and verification training (four days) will take place on the actual production equipment set up in the final office environment because the tasks are specific to that workstation and require specific training for the staff associated with those tasks. If DIS chooses to, they may observe training of the end users and may also schedule a separate technical overview session specific to DIS concerns and interests.

7. Implementation Testing and Acceptance Testing

1. The County will conduct testing to verify the installed system as follows:

Acceptance testing of Web Solutions:

1. Jurors need to be able to access the web, sign on using their unique ID number, fill out the questionnaire, update any personal information (such as a change of address), and submit the form electronically to jury management.
2. Upon the juror submitting the questionnaire electronically an image must be stored within the Next Generation database that is viewable by authorized jury personnel.
3. Upon the juror submitting the questionnaire electronically the Next Gen database will automatically and accurately be updated in accordance with our defined business rules.
4. If a juror has a special request they will receive a confirmation page that the information was submitted. The special request will go to a workflow to be reviewed by a jury person at which time based on the decision made, the juror will be notified by postcard/notice a response to their request.
5. Business rules need to be defined and working properly (for example: automatic excusal/postponement or routed to the appropriate jury person for review).
6. Upon Group Management being updated in Jury Management the reporting information will automatically transmit to the web page, allowing jurors to access reporting information online. (Sidenote: Group Management is a process within Next Generation that identifies which group numbers are to report to the courthouse for jury duty)

Acceptance testing of Imaging Solutions:

1. Summons form successfully revised for scanning/data capture capabilities.
2. Image of questionnaire/summons and any attached documentation are stored within Next Gen must be viewable by authorized staff.
3. Information from scanned image is extracted and accurately updates Next Gen in accordance with our defined business rules.
4. Image accurately routed to appropriate jury personnel as defined within our business rules.
5. Once scanned, if image is unreadable, it needs to be automatically routed to defined jury personnel.

2. The test documents, forms, and data files will be used to exercise the test cases identified by JSI and the Clerk's Office staff.

3. As issues are identified by either the County or JSI, they will be documented, prioritized, and resolved.

8. Production Implementation

1. A live production date will be agreed upon by the County DIS project leader, the Clerk's Office project leader and JSI Project Manager. The systems will enter a period of Operational Acceptance for 30 days. During this time, the County's Project Managers will contact and advise the JSI Project Manager with any production issues that occur. Issues will be documented, prioritized, and resolved. JSI Support is available 24/7 to all JSI clients regardless of implementation status or ongoing installation activities.
2. No live cutover to the new applications will be scheduled until all training and initial Acceptance Test activities are completed and a startup date agreed upon by the project teams at JSI and the County.

5.0 Schedule

The Snohomish Implementation schedule defines key project milestones. The dates are tentative prior to contracts and the kick-off meeting. A final project schedule with actual start and end dates based on the relative scheduled below will be created during the project initiation.

6.0 Appendix

JSI Contact Information

Jury Systems Project Mgr.:	Sandra L. Willett
Phone:	360.757.1752 or 818.788.5620 ext. 199 or 800.222.6974 ext. 199
Fax:	360.757.8739 or 818.419.3179
Email:	Sandi@jurysystems.com

Jury Systems Client and Data Support Services:	Kato Lin
Phone:	818.461.3164 or 818.788.5620 ext. 101 or 800.222.6974 ext. 101
Fax:	818.419.3179
Email:	Kato@jurysystems.com

Jury Systems Business Solution Spec.:	S. Gene Willett
Phone:	360.757.1752
Fax:	360.757.8739
Email:	Gene@jurysystems.com

7.0 Payment Schedule

Snohomish County, WA - JURY+ Solution Suite (Imaging & Web)

Recommended Configuration

Description	Qty	Price	Cost
a. JURY+ <i>Solution Suite</i>	1	\$52,495	\$52,495
b. Services - Implementation	1	\$5,425	\$5,425
c. <i>Suite Discount</i>	1	10%	(\$5,250)
Total License Fees			\$52,670.00
d. First Year Premium Maintenance on JURY+ Imaging Solution	1	20.00%	\$10,499.00
Total Maintenance Fees			\$10,499.00
Grand Total			\$63,169.00
TERMS			
Delivery and Installation of Programs			\$25,267.60
Final System and Acceptance Testing by County (10 Business Days)			\$12,633.80
Final Payment (30 days after final system acceptance by County)			\$25,267.60
Training at client site (four days) Due upon completion			\$4,400.00
Estimated Training Expenses Due upon completion			\$1,200.00
First Year Premium Maintenance on JURY+ Solution Suite Included in Final Payment			\$10,499.00
Grand Total			\$68,769.00

***We will prorate the maintenance to coincide with your current renewal schedule**

ID	Task Name	Duration	Month 1				Month 2				Month 3				Month 4			
			W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16
1	Equipment and Installation	24 days	[Gantt bar]															
2	Web and Imaging Servers Installed	10 days	[Gantt bar] DIS															
3	Remote Access Approvals	15 days	[Gantt bar] JSI, DIS															
4	Scanner/Scanning Workstation Local Config	15 days	[Gantt bar] DIS															
5	Initial Install Imaging Software Imaging Server	15 days	[Gantt bar] JSI, DIS															
6	Initial Install Web Software Webserver	15 days	[Gantt bar] JSI, DIS															
7	Initial Install OCR Software on Workstation	15 days	[Gantt bar] JSI, DIS															
8	Forms and Data Management	56 days	[Gantt bar]															
9	Summons Form Revision	11 days	[Gantt bar] Clerk															
10	Forms - Working Drafts	12 days	[Gantt bar] Clerk, JSI															
11	Web form/questions Drafts	10 days	[Gantt bar] Clerk, JSI															
12	Production Database Migrated to Test	10 days	[Gantt bar] JSI															
13	Final Test Summons Forms for Imaging	32 days	[Gantt bar] Clerk															
14	Imaging Template Creation	23 days	[Gantt bar] JSI															
15	Final Web Testing	23 days	[Gantt bar] JSI															
16	Final Imaging Testing	23 days	[Gantt bar] JSI															
17	Integration Services & Training	59 days	[Gantt bar]															
18	Web/Imaging Business Review	23 days	[Gantt bar] Clerk, JSI															
19	JURY+ Web/Imaging Training	5 days	[Gantt bar] JSI															
20	Acceptance Testing	24 days	[Gantt bar]															
21	Issue Summons w/Suite Operations	24 days	[Gantt bar] Jury Staff															

Summary of Project Tasks	Duration	Responsibility
Equipment and Installation		
Web and Imaging Servers Installed	10 days	DIS
Remote Access Approvals	15 days	JSI, DIS
Scanner/Scanning Workstation Local Config	15 days	DIS
Initial Install Imaging Software Imaging Server	15 days	JSI, DIS
Initial Install Web Software Webserver	15 days	JSI, DIS
Initial Install OCR Software on Workstation	15 days	JSI, DIS
Forms and Data Management		
Summons Forms Revision	11 days	Clerk
Forms - Working Drafts	12 days	Clerk, JSI
Web form/questions Drafts	10 days	Clerk, JSI
Production Database Migrated to Test	10 days	JSI
Final Test Summons Forms for Imaging	32 days	Clerk
Imaging Template Creation	23 days	JSI
Final Web Testing	23 days	JSI
Final Imaging Testing	23 days	JSI
Integration Services and Training		
Web Business Review	23 days	Clerk, JSI
Jury+ Web/Imaging Training	5 days	JSI (Clerk)
Acceptance Testing		
Issue Summons w/Suite Operations	24 days	Clerk

*DIS=Snohomish County Information Services, JSI=Jury Systems Inc, Clerk=Snohomish County Clerk's Office

GENERAL INFORMATION

ELIGIBILITY FOR JURY SERVICE: You are eligible for jury service if you:

- A. are eighteen years of age or older
- B. are a citizen of the United States
- C. are a resident of Snohomish County
- D. are able to communicate in the English language
- E. have not been convicted of a felony OR have had your civil rights restored, if convicted of a felony

Please complete the questionnaire and return immediately. Upon receipt of the signed questionnaire that you do not meet the eligibility qualifications, you will be excused from jury service. (RCW 2.36.070 & RCW 2.36.072)

POLICY REGARDING JURY PANEL SELECTION: It is the policy of the State of Washington that all persons selected for jury service be selected at random from a fair cross section of the population of your county, and that all qualified citizens have the opportunity to be considered for jury service in this state and have an obligation to serve as jurors when summoned for that purpose. A citizen shall not be excluded from jury service in this state on account of race, color, religion, sex, national origin, or economic status. (RCW 2.36.080)

LAW REGARDING JUROR EMPLOYMENT RELATIONS: An employer shall provide an employee with a sufficient leave of absence from employment to serve as a juror. An employer shall not deprive an employee of employment or threaten, coerce, or harass an employee, or deny an employee promotional opportunities because the employee serves as a juror. (RCW 2.36.165)

ATTIRE: Maintaining the dignity of the court with proper attire is suggested and appreciated. Extremes of dress are not appropriate; casual attire is permitted.

COMPENSATION: Juror compensation is determined by state statute. You will be paid not less than \$10.00 per day, for days you actually serve, and you will be paid for round trip mileage from your residence to the court in which you serve. (RCW 2.36.150)

EMPLOYER VERIFICATION: If you need jury service verification for your employer, ask the court clerk or jury coordinator, and it will be provided.

SECURITY: Due to the level of security at the courthouse all persons entering the courthouse will go through a metal detector. Please do not bring items with any length of blade to court when you serve on jury duty including scissors, nail clippers, pocket knives etc.

FIRST DAY OF SERVICE: Please report on time. You will receive a brief explanation of your responsibilities by the court administrator or jury coordinator. It is recommended that you bring reading material as there may be some waiting periods.

Thank you for your cooperation and citizenship.

SNOHOMISH COUNTY DISTRICT COURT, CASCADE DIVISION

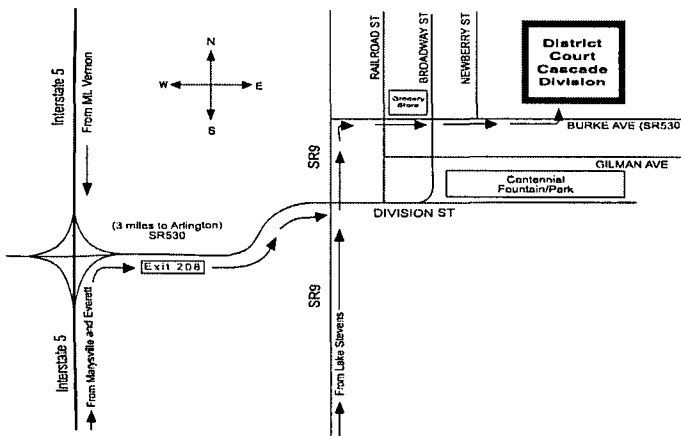
415 East Burke Avenue
Arlington, WA 98223-1099

Jury Management General Information: 425-388-3386
Cascade Division Telephone: 360-435-7700
Reporting Instructions: 360-435-7790
(after 5:00 p.m.)

DRIVING DIRECTIONS TO COURTHOUSE:

From I-5 take Exit 208, head east on SR 530 approximately 3 miles to stop light located at the intersection of SR 530 and Highway 9. Turn left onto Highway 9, take the first right (SR 530/Burke Avenue). Go straight for 4 blocks.

PARKING IS AVAILABLE



JUROR PARKING PERMIT

Detach and place in the left corner of your car's dashboard.
This permit issued by the Snohomish County courts
entitles jurors to park for term of jury service.

JUROR BADGE

BRING THIS BADGE WITH YOU ON YOUR FIRST DAY
OF SERVICE WHEN YOU REPORT FOR JURY DUTY.

*Fold and tear off
Questionnaire*

**FILL OUT AND DETACH QUESTIONNAIRE
RETURN THIS PORTION IN THE
ENVELOPE PROVIDED**

PAM L. DANIELS
SNOHOMISH COUNTY CLERK
JURY MANAGEMENT MS 202
3000 ROCKEFELLER AVE
EVERETT, WA 98201-4046

IMPORTANT! JURY SUMMONS - IMMEDIATE RESPONSE REQUIRED

SUMMONS

BRING THIS SUMMONS WITH YOU ON
YOUR FIRST DAY OF SERVICE

You are hereby notified that you have been randomly selected
to serve as a juror for the Courts of Snohomish County

REPORTING INSTRUCTIONS



Please read **GENERAL INFORMATION** on the reverse side of this form. If you have any additional questions, please call the Clerk's Office Jury Management at (425) 388-3386 or toll free 1-800-562-4367, Ext. 3386 during regular business hours. See map on reverse side of this summons for directions. If you require accommodations under the Americans with Disabilities Act, please contact us one week prior to your jury term.
FAX: (425) 388-3296

JUROR
BRING THIS BADGE WITH YOU ON YOUR FIRST DAY
OF SERVICE WHEN YOU REPORT FOR JURY DUTY.

**JUROR
PARKING
PERMIT**
Detach and place in the left corner of your car's dashboard.
This permit issued by the Snohomish County courts
entitles jurors to park for term of jury service.

Fold and tear off
Questionnaire

JUROR QUESTIONNAIRE

Please complete entire questionnaire, detach & return immediately

ELIGIBILITY REQUIREMENTS

- 1. Are you a convicted felon? YES NO
If yes, have your civil rights been restored? YES NO
- 2. Are you a U.S. citizen? YES NO
- 3. Are you 18 years or older? YES NO
- 4. Are you a resident of Snohomish County? YES NO
- 5. Are you able to communicate in the English language? YES NO

Retired? _____ Unemployed? _____

Spouse's occupation: _____

Have you or any member of your immediate family been party to any civil, traffic, or criminal litigation? YES NO

Have you or any member of your immediate family, relatives, or close acquaintances ever been the victim of a crime? YES NO

TO POSTPONE YOUR SERVICE TO ANOTHER TIME OR TO REQUEST AN EXCUSE FROM JURY SERVICE PLEASE FILL OUT BELOW:

No person may be excused from jury service by the court except upon showing of undue hardship, extreme inconvenience, public necessity, or any other reason deemed sufficient by the court for a period of time the court deems necessary. (RCW 2.36.100)

Request postponement to: (provide specific date/time period to reschedule) _____

Health reasons (please attach a letter from your doctor)

Business reasons (please attach a letter from your employer)

Served as a juror within the last twelve months

Financial hardship (please attach a letter/documentation from your employer stating your employer's pay policy when serving on jury duty)

Other _____

The details supporting my request to be excused or postponed: _____

I declare under penalty of perjury that the statements are true to the best of my knowledge and I acknowledge receipt of this summons.

Date _____ Signature _____

Name _____

Address _____

City _____

State _____ Zip Code _____

Home Phone () _____

Work Phone () _____

Current/most recent occupation: _____

Current/most recent employer: _____

Are you a licensed driver? YES NO

GENERAL INFORMATION

ELIGIBILITY FOR JURY SERVICE: You are eligible for jury service if you:

- A. are eighteen years of age or older
- B. are a citizen of the United States
- C. are a resident of Snohomish County
- D. are able to communicate in the English language
- E. have not been convicted of a felony OR have had your civil rights restored, if convicted of a felony

Please complete the questionnaire and return immediately. Upon receipt of the signed questionnaire that you do not meet the eligibility qualifications, you will be excused from jury service. (RCW 2.36.070 & RCW 2.36.072)

POLICY REGARDING JURY PANEL SELECTION: It is the policy of the State of Washington that all persons selected for jury service be selected at random from a fair cross section of the population of your county, and that all qualified citizens have the opportunity to be considered for jury service in this state and have an obligation to serve as jurors when summoned for that purpose. A citizen shall not be excluded from jury service in this state on account of race, color, religion, sex, national origin, or economic status. (RCW 2.36.080)

LAW REGARDING JUROR EMPLOYMENT RELATIONS: An employer shall provide an employee with a sufficient leave of absence from employment to serve as a juror. An employer shall not deprive an employee of employment or threaten, coerce, or harass an employee, or deny an employee promotional opportunities because the employee serves as a juror. (RCW 2.36.165)

ATTIRE: Maintaining the dignity of the court with proper attire is suggested and appreciated. Extremes of dress are not appropriate; casual attire is permitted.

COMPENSATION: Juror compensation is determined by state statute. You will be paid not less than \$10.00 per day, for days you actually serve, and you will be paid for round trip mileage from your residence to the court in which you serve. (RCW 2.36.150)

EMPLOYER VERIFICATION: If you need jury service verification for your employer, ask the court clerk or jury coordinator, and it will be provided.

SECURITY: Due to the level of security at the courthouse all persons entering the courthouse will go through a metal detector. Please do not bring items with any length of blade to court when you serve on jury duty including scissors, nail clippers, pocket knives etc.

FIRST DAY OF SERVICE: Please report on time. You will receive a brief explanation of your responsibilities by the court administrator or jury coordinator. It is recommended that you bring reading material as there may be some waiting periods.

Thank you for your cooperation and citizenship.

SNOHOMISH COUNTY DISTRICT COURT, EVERETT DIVISION:

Snohomish County Courthouse
M/S #508, 3000 Rockefeller Ave.
Everett, WA 98201

Jury Management – General Questions: ... 425-388-3386
Everett Division Reporting Instructions: 425-388-3531

PARKING:

JURY PARKING – SNOHOMISH COUNTY PARKING GARAGE

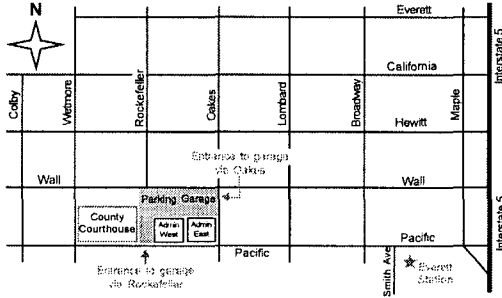
Jury parking is available at the Snohomish County Parking Garage located at 3000 Rockefeller Avenue. Upon entry into the garage take a parking ticket from the ticket dispenser and park on levels C – G. Take the elevator to the Plaza level and follow the signs to the Courthouse; elevators are located on the south side of the garage. **Bring your parking ticket with you to the Courthouse** for validation in the juror's lounge on the first floor of the courthouse.

From Northbound I-5 take Exit 193 (Pacific Street); turn left (west) onto Pacific Street; turn right (north) at Rockefeller Avenue into the Snohomish County Parking Garage.

From Southbound I-5 take Exit 194 (Everett Avenue); turn right (west) onto Everett Avenue; turn left (south) onto Oakes Avenue; turn right into the Snohomish County Parking Garage just south of Wall Street.

DISABLED PARKING – SNOHOMISH COUNTY PARKING GARAGE

Jurors must have a disabled parking permit issued by the State of Washington visibly displayed in the vehicle. Disabled parking is located on every level in the parking garage near the elevators.



JUROR BADGE

BRING THIS BADGE WITH YOU ON YOUR FIRST DAY
OF SERVICE WHEN YOU REPORT FOR JURY DUTY.

*Fold and tear off
Questionnaire*

**FILL OUT AND DETACH QUESTIONNAIRE
RETURN THIS PORTION IN THE
ENVELOPE PROVIDED**

PAM L. DANIELS
SNOHOMISH COUNTY CLERK
JURY MANAGEMENT MS 202
3000 ROCKEFELLER AVE
EVERETT, WA 98201-4046

IMPORTANT! JURY SUMMONS - IMMEDIATE RESPONSE REQUIRED

SUMMONS

BRING THIS SUMMONS WITH YOU ON
YOUR FIRST DAY OF SERVICE

You are hereby notified that you have been randomly selected
to serve as a juror for the Courts of Snohomish County

REPORTING INSTRUCTIONS



Please read **GENERAL INFORMATION** on the reverse side of this form. If you have any additional questions, please call the Clerk's Office Jury Management at (425) 388-3386 or toll free 1-800-562-4367, Ext. 3386 during regular business hours. See map on reverse side of this summons for directions. If you require accommodations under the Americans with Disabilities Act, please contact us one week prior to your jury term. For hearing impaired, please call TTY Operator at 1-800-833-6384.
FAX: (425) 388-3296

JUROR
BRING THIS BADGE WITH YOU ON YOUR FIRST DAY
OF SERVICE WHEN YOU REPORT FOR JURY DUTY.

Fold and tear off
Questionnaire

JUROR QUESTIONNAIRE

Please complete entire questionnaire, detach & return immediately

ELIGIBILITY REQUIREMENTS

- 1. Are you a convicted felon? YES NO
If yes, have your civil rights been restored? YES NO
- 2. Are you a U.S. citizen? YES NO
- 3. Are you 18 years or older? YES NO
- 4. Are you a resident of Snohomish County? YES NO
- 5. Are you able to communicate in the English language? YES NO

Retired? _____ Unemployed? _____
Spouse's occupation: _____

Have you or any member of your immediate family been party to any civil, traffic, or criminal litigation? YES NO
Have you or any member of your immediate family, relatives, or close acquaintances ever been the victim of a crime? YES NO

TO POSTPONE YOUR SERVICE TO ANOTHER TIME OR TO REQUEST AN EXCUSE FROM JURY SERVICE PLEASE FILL OUT BELOW

No person may be excused from jury service by the court except upon showing of undue hardship, extreme inconvenience, public necessity, or any other reason deemed sufficient by the court for a period of time the court deems necessary. (RCW 2.36.100)

- _____ Request postponement to: (provide specific date/time period to reschedule) _____
- _____ Health reasons (please attach a letter from your doctor)
- _____ Business reasons (please attach a letter from your employer)
- _____ Served as a juror within the last twelve months
- _____ Financial hardship (please attach a letter/documentation from your employer stating your employer's pay policy when serving on jury duty)
- _____ Other _____

The details supporting my request to be excused or postponed: _____

I declare under penalty of perjury that the statements are true to the best of my knowledge and I acknowledge receipt of this summons.

Date _____ Signature _____

Name _____
Address _____
City _____
State _____ Zip Code _____
Home Phone () _____
Work Phone () _____
Current/most recent occupation: _____
Current/most recent employer: _____
Are you a licensed driver? YES NO

GENERAL INFORMATION

ELIGIBILITY FOR JURY SERVICE: You are eligible for jury service if you:

- A. are eighteen years of age or older
- B. are a citizen of the United States
- C. are a resident of Snohomish County
- D. are able to communicate in the English language
- E. have not been convicted of a felony OR have had your civil rights restored, if convicted of a felony

Please complete the questionnaire and return immediately. Upon receipt of the signed questionnaire that you do not meet the eligibility qualifications, you will be excused from jury service. (RCW 2.36.070 & RCW 2.36.072)

POLICY REGARDING JURY PANEL SELECTION: It is the policy of the State of Washington that all persons selected for jury service be selected at random from a fair cross section of the population of your county, and that all qualified citizens have the opportunity to be considered for jury service in this state and have an obligation to serve as jurors when summoned for that purpose. A citizen shall not be excluded from jury service in this state on account of race, color, religion, sex, national origin, or economic status. (RCW 2.36.080)

LAW REGARDING JUROR EMPLOYMENT RELATIONS: An employer shall provide an employee with a sufficient leave of absence from employment to serve as a juror. An employer shall not deprive an employee of employment or threaten, coerce, or harass an employee, or deny an employee promotional opportunities because the employee serves as a juror. (RCW 2.36.165)

ATTIRE: Maintaining the dignity of the court with proper attire is suggested and appreciated. Extremes of dress are not appropriate; casual attire is permitted.

COMPENSATION: Juror compensation is determined by state statute. You will be paid not less than \$10.00 per day, for days you actually serve, and you will be paid for round trip mileage from your residence to the court in which you serve. (RCW 2.36.150)

EMPLOYER VERIFICATION: If you need jury service verification for your employer, ask the court clerk or jury coordinator, and it will be provided.

SECURITY: Due to the level of security at the courthouse all persons entering the courthouse will go through a metal detector. Please do not bring items with any length of blade to court when you serve on jury duty including scissors, nail clippers, pocket knives etc.

FIRST DAY OF SERVICE: Please report on time. You will receive a brief explanation of your responsibilities by the court administrator or jury coordinator. It is recommended that you bring reading material as there may be some waiting periods.

Thank you for your cooperation and citizenship.

**SNOHOMISH COUNTY DISTRICT COURT,
EVERGREEN DIVISION**

14414 179th Avenue SE
Monroe, WA 98272-1149

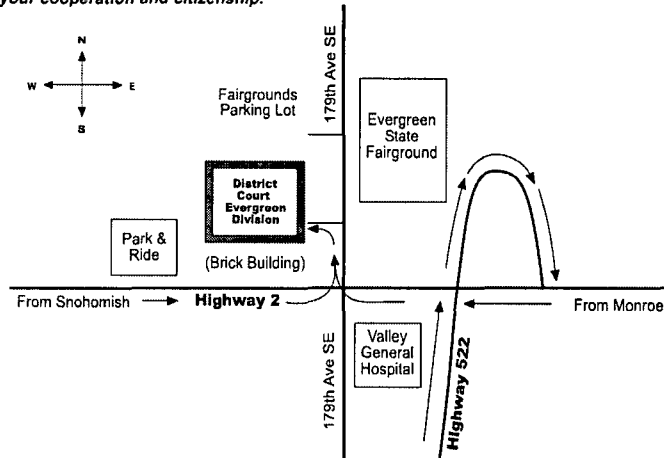
Jury Management General Information: ... 425-388-3386
Evergreen Division Telephone: 360-805-6776
Reporting Instructions: 360-805-6750

DRIVING DIRECTIONS TO COURTHOUSE:

From I-5 take Exit 194, go east on Highway 2, turn left at 179th Avenue SE

From 405 exit to Highway 522, turn right on Highway 2, turn right at 179th Avenue SE

PARKING IS AVAILABLE



**JUROR
PARKING
PERMIT**

Detach and place in the left corner of your car's dashboard.
This permit issued by the Snohomish County courts
entitles jurors to park for term of jury service.

**JUROR
BADGE**

BRING THIS BADGE WITH YOU ON YOUR FIRST DAY
OF SERVICE WHEN YOU REPORT FOR JURY DUTY.

*Fold and tear off
Questionnaire*

**FILL OUT AND DETACH QUESTIONNAIRE
RETURN THIS PORTION IN THE
ENVELOPE PROVIDED**

PAM L. DANIELS
SNOHOMISH COUNTY CLERK
JURY MANAGEMENT MS 202
3000 ROCKEFELLER AVE
EVERETT, WA 98201-4046

IMPORTANT! JURY SUMMONS - IMMEDIATE RESPONSE REQUIRED

SUMMONS

BRING THIS SUMMONS WITH YOU ON
YOUR FIRST DAY OF SERVICE

You are hereby notified that you have been randomly selected
to serve as a juror for the Courts of Snohomish County

REPORTING INSTRUCTIONS



Please read **GENERAL INFORMATION** on the reverse side of this form. If you have any additional questions, please call the Clerk's Office Jury Management at (425) 388-3386 or toll free 1-800-562-4367, Ext. 3386 during regular business hours. See map on reverse side of this summons for directions. If you require accommodations under the Americans with Disabilities Act, please contact us one week prior to your jury term.
FAX: (425) 388-3296

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Fold and tear off
Questionnaire

JUROR QUESTIONNAIRE

Please complete entire questionnaire, detach & return immediately

ELIGIBILITY REQUIREMENTS

- 1. Are you a convicted felon? YES NO
If yes, have your civil rights been restored? YES NO
- 2. Are you a U.S. citizen? YES NO
- 3. Are you 18 years or older? YES NO
- 4. Are you a resident of Snohomish County? YES NO
- 5. Are you able to communicate in the English language? YES NO

Retired? _____ Unemployed? _____
Spouse's occupation: _____

Have you or any member of your immediate family been party to any civil, traffic, or criminal litigation? YES NO
Have you or any member of your immediate family, relatives, or close acquaintances ever been the victim of a crime? YES NO

TO POSTPONE YOUR SERVICE TO ANOTHER TIME OR TO REQUEST AN EXCUSE FROM JURY SERVICE PLEASE FILL OUT BELOW:

No person may be excused from jury service by the court except upon showing of undue hardship, extreme inconvenience, public necessity, or any other reason deemed sufficient by the court for a period of time the court deems necessary. (RCW 2.36.100)

- _____ Request postponement to: (provide specific date/time period to reschedule) _____
- _____ Health reasons (please attach a letter from your doctor)
- _____ Business reasons (please attach a letter from your employer)
- _____ Served as a juror within the last twelve months
- _____ Financial hardship (please attach a letter/documentation from your employer stating your employer's pay policy when serving on jury duty)
- _____ Other _____

The details supporting my request to be excused or postponed: _____

I declare under penalty of perjury that the statements are true to the best of my knowledge and I acknowledge receipt of this summons.

Date _____ Signature _____

Name _____
 Address _____
 City _____
 State _____ Zip Code _____
 Home Phone (_____) _____
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 Current/most recent occupation: _____
 Current/most recent employer: _____
 Are you a licensed driver? YES NO

GENERAL INFORMATION

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- C. are a resident of Snohomish County
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ATTIRE: Maintaining the dignity of the court with proper attire is suggested and appreciated. Extremes of dress are not appropriate; casual attire is permitted.

COMPENSATION: Juror compensation is determined by state statute. You will be paid not less than \$10.00 per day, for days you actually serve, and you will be paid for round trip mileage from your residence to the court in which you serve. (RCW 2.36.150)

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SECURITY: Due to the level of security at the courthouse all persons entering the courthouse will go through a metal detector. Please do not bring items with any length of blade to court when you serve on jury duty including scissors, nail clippers, pocket knives etc.

FIRST DAY OF SERVICE: Please report on time. You will receive a brief explanation of your responsibilities by the court administrator or jury coordinator. It is recommended that you bring reading material as there may be some waiting periods.

Thank you for your cooperation and citizenship.

SNOHOMISH COUNTY DISTRICT COURT, SOUTH DIVISION

20520 68th Avenue West
Lynnwood, WA 98036

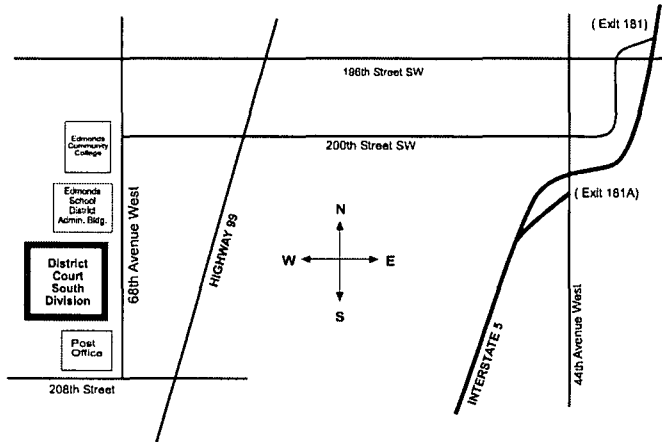
Jury Management General Information: 425-388-3386
South Division Telephone: 425-774-8803
Reporting Instructions: 425-744-6810

DRIVING DIRECTIONS TO COURTHOUSE:

From North bound I-5 take Exit 181A (Lynnwood/44th St.) turn left on 44th Avenue West, turn left on 200th, turn left on 68th Avenue West

From South bound I-5 take Exit 181 (Lynnwood) turn right on 196th, turn left on 68th Avenue West

FREE PUBLIC PARKING IS AVAILABLE ON THE NORTH SIDE OF THE COURTHOUSE



JUROR PARKING PERMIT

Detach and place in the left corner of your car's dashboard.
This permit issued by the Snohomish County courts
entitles jurors to park for term of jury service.

JUROR BADGE

BRING THIS BADGE WITH YOU ON YOUR FIRST DAY
OF SERVICE WHEN YOU REPORT FOR JURY DUTY.

*Fold and tear off
Questionnaire*

**FILL OUT AND DETACH QUESTIONNAIRE
RETURN THIS PORTION IN THE
ENVELOPE PROVIDED**

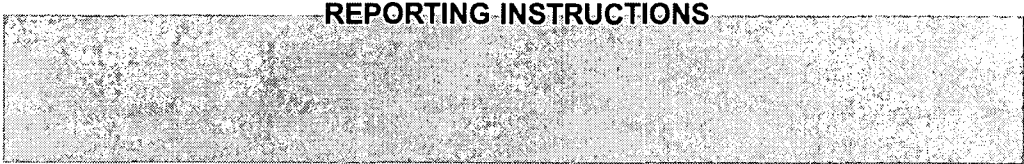
PAM L. DANIELS
SNOHOMISH COUNTY CLERK
JURY MANAGEMENT MS 202
3000 ROCKEFELLER AVE
EVERETT, WA 98201-4046

IMPORTANT! JURY SUMMONS - IMMEDIATE RESPONSE REQUIRED

SUMMONS

BRING THIS SUMMONS WITH YOU ON
YOUR FIRST DAY OF SERVICE

You are hereby notified that you have been randomly selected
to serve as a juror for the Courts of Snohomish County



Please read **GENERAL INFORMATION** on the reverse side of this form. If you have any additional questions, please call the Clerk's Office Jury Management at (425) 388-3386 or toll free 1-800-562-4367, Ext. 3386 during regular business hours. See map on reverse side of this summons for directions. If you require accommodations under the Americans with Disabilities Act, please contact us one week prior to your jury term.
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JUROR
BRING THIS BADGE WITH YOU ON YOUR FIRST DAY
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**JUROR
PARKING
PERMIT**
Detach and place in the left corner of your car's dashboard.
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entitles jurors to park for term of jury service.

Fold and tear off
Questionnaire

JUROR QUESTIONNAIRE

Please complete entire questionnaire, detach & return immediately

ELIGIBILITY REQUIREMENTS

- 1. Are you a convicted felon? YES NO
If yes, have your civil rights been restored? YES NO
- 2. Are you a U.S. citizen? YES NO
- 3. Are you 18 years or older? YES NO
- 4. Are you a resident of Snohomish County? YES NO
- 5. Are you able to communicate in the English language? YES NO

Retired? _____ Unemployed? _____
Spouse's occupation: _____

Have you or any member of your immediate family been party to any civil, traffic, or criminal litigation? YES NO
Have you or any member of your immediate family, relatives, or close acquaintances ever been the victim of a crime? YES NO

TO POSTPONE YOUR SERVICE TO ANOTHER TIME OR TO REQUEST AN EXCUSE FROM JURY SERVICE PLEASE FILL OUT BELOW:

No person may be excused from jury service by the court except upon showing of undue hardship, extreme inconvenience, public necessity, or any other reason deemed sufficient by the court for a period of time the court deems necessary. (RCW 2.36.100)

- Request postponement to: (provide specific date/time period to reschedule) _____
- Health reasons (please attach a letter from your doctor) _____
- Business reasons (please attach a letter from your employer) _____
- Served as a juror within the last twelve months _____
- Financial hardship (please attach a letter/documentation from your employer stating your employer's pay policy when serving on jury duty) _____
- Other _____

The details supporting my request to be excused or postponed: _____

I declare under penalty of perjury that the statements are true to the best of my knowledge and I acknowledge receipt of this summons.

Date _____ Signature _____

Name _____
Address _____
City _____
State _____ Zip Code _____
Home Phone (____) _____
Work Phone (____) _____
Current/most recent occupation: _____
Current/most recent employer: _____
Are you a licensed driver? YES NO

GENERAL INFORMATION

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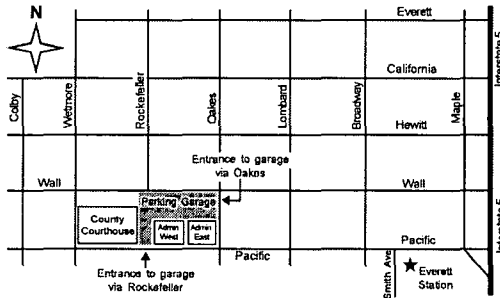
FIRST DAY OF SERVICE: Please report on time. You will receive a brief explanation of your responsibilities by the court administrator or jury coordinator. It is recommended that you bring reading material as there may be some waiting periods.

Thank you for your cooperation and citizenship.

SNOHOMISH COUNTY SUPERIOR COURT:

Snohomish County Courthouse
 M/S #202, 3000 Rockefeller Ave.
 Everett, WA 98201

Jury Management – General Questions: ... 425-388-3386
 Superior Court Reporting Instructions: 425-388-3410
 1-800-828-4577

**PARKING:****JURY PARKING – SNOHOMISH COUNTY PARKING GARAGE**

Jury parking is available at the Snohomish County Parking Garage located at 3000 Rockefeller Avenue. Upon entry into the garage take a parking ticket from the ticket dispenser and park on levels C – G. Take the elevator to the Plaza level and follow the signs to the Courthouse; elevators are located on the south side of the garage. **Bring your parking ticket with you to the Courthouse** for validation in the juror's lounge on the first floor of the courthouse.

From Northbound I-5 take Exit 193 (Pacific Street); turn left (west) onto Pacific Street; turn right (north) at Rockefeller Avenue into the Snohomish County Parking Garage.

From Southbound I-5 take Exit 194 (Everett Avenue); turn right (west) onto Everett Avenue; turn left (south) onto Oakes Avenue; turn right into the Snohomish County Parking Garage just south of Wall Street.

DISABLED PARKING – SNOHOMISH COUNTY PARKING GARAGE

Jurors must have a disabled parking permit issued by the State of Washington visibly displayed in the vehicle. Disabled parking is located on every level in the parking garage near the elevators.

JUROR BADGE

BRING THIS BADGE WITH YOU ON YOUR FIRST DAY
OF SERVICE WHEN YOU REPORT FOR JURY DUTY.

*Fold and tear off
Questionnaire*

**FILL OUT AND DETACH QUESTIONNAIRE
RETURN THIS PORTION IN THE
ENVELOPE PROVIDED**

PAM L. DANIELS
SNOHOMISH COUNTY CLERK
JURY MANAGEMENT MS 202
3000 ROCKEFELLER AVE
EVERETT, WA 98201-4046

IMPORTANT! JURY SUMMONS - IMMEDIATE RESPONSE REQUIRED

SUMMONS

BRING THIS SUMMONS WITH YOU ON
YOUR FIRST DAY OF SERVICE

You are hereby notified that you have been randomly selected
to serve as a juror for the Courts of Snohomish County

REPORTING INSTRUCTIONS



Please read **GENERAL INFORMATION** on the reverse side of this form. If you have any additional questions, please call the Clerk's Office Jury Management at (425) 388-3386 or toll free 1-800-562-4367, Ext. 3386 during regular business hours. See map on reverse side of this summons for directions. If you require accommodations under the Americans with Disabilities Act, please contact us one week prior to your jury term. For hearing impaired, please call TTY Operator at 1-800-833-6384.
FAX: (425) 388-3296

JUROR
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Fold and tear off
Questionnaire

JUROR QUESTIONNAIRE

Please complete entire questionnaire, detach & return immediately

ELIGIBILITY REQUIREMENTS

- 1. Are you a convicted felon? YES NO
If yes, have your civil rights been restored? YES NO
- 2. Are you a U.S. citizen? YES NO
- 3. Are you 18 years or older? YES NO
- 4. Are you a resident of Snohomish County? YES NO
- 5. Are you able to communicate in the English language? YES NO

Retired? _____ Unemployed? _____
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Have you or any member of your immediate family been party to any civil, traffic, or criminal litigation? YES NO
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Date _____ Signature _____

Name _____
Address _____
City _____
State _____ Zip Code _____
Home Phone (____) _____
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Are you a licensed driver? YES NO

GENERAL INFORMATION

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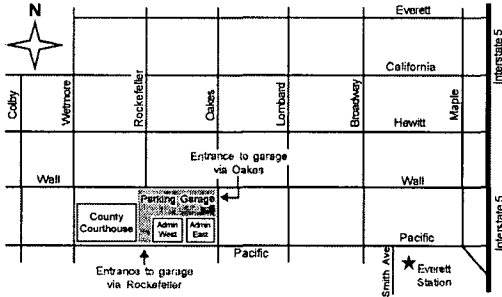
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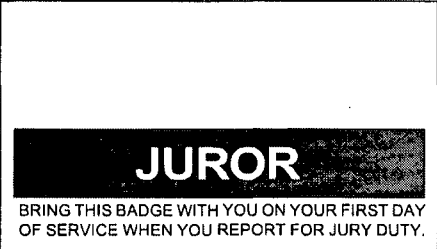
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FAX: (425) 388-3296



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Questionnaire

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Other _____

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Date _____ Signature _____

Name _____
Address _____
City _____
State _____ Zip Code _____
Home Phone (____) _____
Work Phone (____) _____
Current/most recent occupation: _____
Current/most recent employer: _____
Are you a licensed driver? YES NO

Purchase Requisition Worksheet

Date 1/25/2008 Prepared by: Pat Scattregia Date Required: 07/01/08 Approved By: _____

of Tags: _____ Batch Number: _____ Req. Number: _____ Order Number: _____

Bid, SS, or Contract Number See attached Documents Confirming: Non-Confirming: Shipping: SISC MS 709

Item #	Description	Qty	U of M	Vendor Part#	Cost	Extended	Shipping	Sales Tax 8.9%	Total
1	Jury + Solution Suite Software	SW	1		47,245.00	47,245.00		4,204.81	\$51,449.81
2	Implementation Services	SW	1		5,425.00	5,425.00			\$5,425.00
3	Training on-site	SW	1		5,600.00	5,600.00			\$5,600.00
4	First Year Premium Maintenance on Jury+ Solution Suite, Web/ Imaging software.	SW	1		10,499.00	10,499.00		934.41	\$11,433.41
5									
6									
7									
8									
9									
10									
Totals:						\$88,769.00		\$5,139.22	\$73,908.22

DAC (Fund Code)
315-5144264901

Special Instructions:
Please Fax "Confirming" PO to vendor attn: Mary O'Donnell (818)461-3179. Send attached requisition documents to Purchasing.

Vendor Information	
Name:	Jury Systems, Inc.
Address:	157 Ventura Blvd., Suite A-16 Encino, CA 91436
Contact:	Mary O'Donnell
PH:	(805)227-7102
FX:	(818)461-3179

Mandatory quotes: 2 other vendors if req between \$2500 & \$5000.

Vendor/Contact	PH/E-mail/Other	Price