



**WVSCA Technology
Jury+ WebGen
Online Juror Portal
Help Guide**



Online Juror Portal

To access the online juror portal, please visit:

<https://jury.courtswv.gov/login>

Logging In

TRAINING
STATE OF WEST VIRGINIA
JUROR ONLINE RESPONSE PORTAL

Welcome to the State of West Virginia's Juror Online Response Portal. Please follow the directions below to begin:

LOGIN INSTRUCTIONS:

Enter your "Badge Number" (located near the bar code on your form).
Enter your date of birth. (MM/DD/YYYY, including slashes).
Click **SIGN IN** button one time only.

If you are unable to fill out the questionnaire online, please complete and submit the questionnaire and profile portion of your summons by mail, fax, or email.

For additional information, click [Here](#) to go to the West Virginia Judiciary Jury Information page.

Badge Number

Birth Date

Format: MM/DD/YYYY

Please enter the **Juror Badge Number** (located on the Questionnaire you received in the mail) and your full **Birth Date**. You will need to include the slashes (i.e. 01/01/1980). Click **Sign In**.

[Help ?](#) [Sign In](#)



Initial E-Notification Opt-In Screen

Personal Contact & Messaging Info

PLEASE NOTE:

In order to receive electronic notifications regarding a request to be disqualified or excused from service, you **MUST** opt into E-Notification for the e-mail and/or text services.

***** If you cannot see the "SUBMIT" or "SIGNOUT" Buttons at the bottom right of this page, please zoom out by using the CTRL and "-" (minus) keys on your keyboard, or by using the zoom function in your browser.*****

Do you want to Activate automatic E-Notification for messages regarding y

Yes - Activate No - I do not want any E-notifications at this time

If you would like to opt-in to Text and Email notifications, please click the radio button beside **Yes – Activate**, If you would not like to opt-in at this time, please click the radio button beside **No – I do not want any E-notifications at this time**.

Please provide the following Contact Information

Regardless of your settings below, you will only receive E-Notifications if you have chosen to Activate that feature by answering "Yes" to the question above.

Primary Cell Phone

Can this phone be used for E-notifications?

Yes No

Please indicate the Cell provider

Enter your **Primary Cell Phone Number**. Click the radio button beside **Yes**. Choose your **Cell Provider**.

Primary Email Address

Re-Enter Email Address

Enter your **Primary Email Address**, then **Re-Enter** the email address for verification.

Secondary Cell Phone

Can this phone be used for E-notifications?

Yes No

Please indicate the Cell provider

OPTIONAL Enter a **Secondary Cell Phone Number** or **Secondary Email Address**.

Secondary Email Address

Re-Enter Email Address

You may opt-in to E-Notifications at any time during your service as a juror.



Dashboard



JURY+ Web Solution Dashboard Juror Details Service Sign Out

Juror Name: [Redacted] Badge Number: [Redacted] Juror Status: Summomed
Current Reporting Date (Subject to change.): 04/01/2020

- Dashboard
- Juror Details
- Qualification Questionnaire
- Request for Special Accommodation
- Juror Information
- Request for Excusal / Conflict Dates
- Personal Contact & Messaging Info
- Upload Documents
- Request Assistance

Dashboard

Welcome to the State of West Virginia's Juror Online Response Portal. Specific information can be found below for the county to which you have been summoned.

Please verify that your name and address information is correct. If your information needs to be updated, please do so using the "Juror Details" tab to the left, or, click the "Next" button below.

PLEASE NOTE -Changing your address on the Juror Details page does NOT automatically excuse you from jury service. You must complete the "Qualification Questionnaire" and indicate that you are no longer a resident of the county in which you were summoned.

You must also change your address with the West Virginia Department of Transportation -DMV. Click [HERE](#) to go to the Change of Address form on their site.

You must also change your address with the West Virginia Voter Registration update page on their site. Click [HERE](#) to go to the Registration update page on their site.

If your information is correct, please select the "Qualification Questionnaire" response.

PLEASE NOTE:
WV Code § 52-1-5a REQUIRES that you fill out this form and return it to the Circuit Clerk's office or complete this online form **within 10 days** of receipt.

Please review the messages regarding your address on the Dashboard.

Current Juror Status

This is your current status

Badge Number [Redacted]
Current Juror Status Summomed

Reporting Information

Your reporting information if you are in a summoned status

Current Reporting Date (Subject to change.) [Redacted]
Reporting At [Redacted]
Reporting Number [Redacted]

Your information is on this page. Please review it for accuracy.

Personal Information

Your Date of Birth and Address Information

Date of Birth [Redacted]
Mailing Address [Redacted]
Residential Address [Redacted]

[Next](#) →



Juror Information

The screenshot displays the 'JURY Web Solution' interface. At the top, there is a navigation bar with 'Dashboard', 'Juror Details', and 'Service' menus, and a 'Sign Out' button. The main header area includes the Supreme Court of Appeals logo and the text 'JURY Web Solution'. Below this, a summary bar shows 'Juror Name', 'Badge Number', and 'Juror Status: Summoned', along with the 'Current Reporting Date (Subject to change.): 04/01/2020'. A left-hand sidebar contains a menu with options: Dashboard, Juror Details, Qualification Questionnaire, Request for Special Accommodation, Juror Information, Request for Excusal / Conflict Dates, Personal Contact & Messaging Info, Upload Documents, and Request Assistance. The main content area is titled 'Juror Details' and features a yellow callout box with the text: 'This message is the same as on the Dashboard. Please review this message.' Below this is a yellow information box with instructions: 'To add or update your contact information, please click on EDIT, delete the old information (if any), enter the new information and click the SUBMIT button at the bottom of the section to save your changes.' It also includes a 'PLEASE NOTE' section stating that changing the address does not automatically excuse the juror from service and that they must complete the 'Qualification Questionnaire'. Further instructions mention updating the address with the West Virginia Department of Transportation (DMV) and the West Virginia Voter Registration, with links to their respective sites. The 'Juror Information' section prompts the user to update their name if it has changed or is incorrect, with input fields for Last Name, First Name, Middle Name, and Name Suffix. A red callout box over these fields says: 'Your information is on this page. Please review it for accuracy.' The 'Address Information' section prompts the user to update their Home/Mailing Address if it has changed or is incorrect. It contains two sub-sections: 'Mailing Address' and 'Physical Address', each with input fields for Address 1, Address 2, City, State, and Zip, and an 'Edit »' button. A blue 'Next' button with a right-pointing arrow is located at the bottom right of the page.



Qualification Questionnaire

Qualification Questionnaire

Your name has been drawn by random selection for Jury Service from Secretary of State Records. The full cooperation of every citizen is necessary if our system of justice is to function fairly and efficiently.

Complete the following questionnaire by entering the requested information. Once you have completed the entire questionnaire, click the **SUBMIT** button at the bottom of the page one time only.

Refusing to answer or making false statements could result in fine, imprisonment, or both for contempt of court. All information provided will be used for court purposes only.

WV Code § 52-1-5a REQUIRES that you fill out this form and return it to the Circuit Clerk of the county you are summoned to within 10 days of receipt.

NOTE: Please **DO NOT** submit the paper questionnaire if you are summoned to court.

* Indicates a required field

JUROR INFORMATION

Please complete the following:

Date of Birth: *
(Format mm/dd/yyyy)

Age: *
(Digits only. Maximum 2 digits.)

Home Phone Number: *
(Digits only. No text or punctuation.)

Work Number:

Cell Phone Number:
(Please enter the same number you entered for E-Notification.)
(Maximum 10 digits. Digits only, no text or punctuation.)

All fields marked with * must be completed in order to submit the Questionnaire.

JUROR DEMOGRAPHICS

Please answer all of the following questions.

10. Gender: * Male Female Other

11. Marital Status: * Single Married Divorced Widowed Other

12. Ethnicity: * Hispanic or Latino Non-Hispanic or Non-Latino

13. Race: * American Indian or Alaskan Native Asian or Pacific Islander Black White Other

14. Occupation: *

15. Employer: *

16. Need Work Slip? * Yes No

17. Education: * Less than high school High School or Equivalent Vocational College Postgraduate

18. Do you pay real estate property taxes (on OWNED land) in this county? * Yes No

19. Number of miles round trip from residence to courthouse: *

20. Spouse's Name: *
(Please enter "N/A" if not applicable.)

21. No. of Children under 18: *
(Numbers only, no punctuation or text.) Maximum 3 digits.

22. Spouse's Occupation: *
(Please enter "N/A" if not applicable.)

23. Spouse's Employer: *
(Please enter "N/A" if not applicable.)

AGE EXEMPTION - 70 AND OVER

- I wish to be excused from service.
 I wish to serve.

QUALIFICATION Section

(For the questions below, please select "Yes" or "No".)

1. Are you a citizen of the United States? * Yes No

2. Are you a resident of the county to which you have been summoned? * Yes No

3. Are you at least 18 years of age? * Yes No

4. Are you able to speak, read, and understand the English language? * Yes No
(This requirement is met by the ability to communicate in American sign language, signed English, or by oral interpretation.) *

5. Have you attended court as a prospective juror or served as a petit, grand, or magistrate court juror within the past two years? * Yes No

6. Do you have any special needs or circumstances which would seriously impair your ability to serve as a juror? * Yes No
If yes, please attach a doctor's note using the "Upload Document" Tab to the left. Please explain in the box below. *

7. Do you have special needs or circumstances which would seriously impair your ability to serve as a juror? * Yes No
If yes, please attach a doctor's note using the "Upload Document" Tab to the left. Please explain in the box below. *

8. Have you ever been convicted of perjury, false swearing or any crime punishable by imprisonment for more than one year? * Yes No
If yes, please explain in the box below. *

9. Are you currently an officeholder under the laws of the United States or of this State? (Note: Notary Public is not an office.) * Yes No
If yes, please explain in the box below. *

NOTE: If you need additional space, please attach an explanation using the "Upload Document" Tab to the left.

Requests to be excused and any dates that you cannot serve will be entered in these boxes.

REQUESTS FOR EXCUSAL

Attach any papers or evidence that might support your request to be excused, using the "Upload Documents" tab to the left.

I request to be excused from jury service for the following reasons of undue hardship, extreme inconvenience, or public necessity:

I am unavailable on the following dates due to vacations:

I am unavailable on the following dates due to medical conflicts:

Please use your full name to sign. Enter the date you complete the Questionnaire. You must include slashes, i.e. 01/01/1980. Click **SUBMIT**.

I hereby declare that all responses I have made on this form are true to the best of my knowledge. I hereby acknowledge that I understand that a false statement or any willful misrepresentation made on this form is punishable by a fine of not more than five hundred dollars (\$500) or confinement in jail for not more than thirty (30) days, or both fine and jail confinement per WV Code § 52-1-5a.

Signature:
Type in full legal name.

Date:
Type in today's date. Use MM/DD/YYYY format.

I hereby certify under penalty of perjury the foregoing is true and correct.

Submit



Left Navigation Pane and Dropdown Menu

You can use the **Left Navigation Pane** or the **Dropdown Menu** to quickly access each section of the Juror Dashboard. You can use this to add conflict dates, update your information or opt-in to E-Notifications at any time.

The screenshot shows the 'JURY Web Solution' interface. On the left is a navigation pane with options: Dashboard, Juror Details, Qualification Questionnaire, Request for Special Accomodation, Juror Information, Request for Excusal / Conflict Dates, Personal Contact & Messaging Info, Upload Documents, and Request Assistance. On the right, a dropdown menu is open, listing the same options. A callout box with a red border explains that both the navigation pane and the dropdown menu can be used to access these sections. A red arrow points from the callout to the 'Request for Special Accomodation' option in the dropdown menu.

Upload Documents

The 'Upload Documents' form contains the following instructions:

- To attach and send supporting documentation electronically to the Circuit Clerk's office:
- 1) Click on the "BROWSE" button, which will open the File Explorer on your computer.
- 2) Select the document to be attached, and click on the "OPEN" button. The file name will appear next to the "BROWSE" button.
- 3) Enter the Title of the document in the Title field. Please NO special characters or punctuaion. (i.e., commas, dashes, semicolons, question marks, exclamation points.)
- 4) Enter a description of the document and/or any other relevant information in the "Comment" box
- 5) Click on the "UPLOAD" button. The document file name will be listed along with the Upload Date, File Size, and any comments entered.
- 6) To attach multiple files, continue to "Browse" and "Upload" until all desired documents are uploaded.

Supported file extensions are: DOC DOCX JPG JPEG PDF PNG
Maximum File Size is 25 MB.

The form includes a 'Browse...' button, a 'Title:' input field, a 'Comment:' input field, and an 'Upload' button.

You can upload documents here. You will browse for the document and select it. You will then add a title or any comments you wish to accompany your document.