

AJIS® TIP #4

Use A Bulletin Message For Jurors Who Call Too Early

It never fails! You have instructed jurors to call in after 5:00 p.m. on Friday evening, but at 2:00 p.m., while you are still updating their instructions, AJIS is receiving calls from them. They are calling too early and hearing old, incorrect instructions! To avoid this you can create and record an Ad hoc Bulletin message something like: "*The Jury Information System is currently being updated and is unavailable. Please call back after 5:00 p.m. for your updated reporting instructions.*" You can turn this Bulletin on and off manually while you are updating juror instructions, or schedule it to turn on and off automatically, on whatever day(s) you choose at whatever time period you choose. (You might want to schedule it to turn on every Friday, from 1:00 p.m. to 5:00 p.m.) Either way, when the jurors call too early they will hear your Bulletin message telling them to call back later. Then when they call back later they will hear their correct, updated instructions.

(**Note:** The automatic scheduling of Bulletins is set in the bottom section of the **Bulletin Messages** screen. For more detailed instructions on using this feature, see the *AJIS Users Guide, Section 6, Bulletins* and *Section 7, Ad hoc Messages.*)