# Transcript of the Montgomery County Circuit Court Video, Introduction to Jury Kiosks

Visual description of title slide: Montgomery County Circuit Court - Introduction to Jury Kiosks.

Welcome to the Montgomery County Circuit Court Jury Lounge. This brief video is designed to guide all new jurors through the Jury check-in process.

Visual description: Panoramic video of the entrance to the Jury Lounge.

The first thing you will need to do when you arrive is to confirm your attendance. Many of you have already completed the Qualification Questionnaire online. If you have, proceed to the kiosk. If you have not completed the Questionnaire online, proceed to the front counter for assistance.

Visual description: Kiosk screen with words: Welcome to Juror Self Check in. Touch an option to get started… (Note: you MUST be scheduled for today in order to “Self Check-In”) and two buttons described below. The next few steps of the video show someone tapping different kiosk screens when the instructions say to do so.

The kiosk’s main menu offers you two options depending on whether you have your jury summons with you.
If you brought your summons with you, tap the button to the left *(“I have my summons, or I know my juror number”)* and then scan your barcode below the screen. Or enter your juror number and tap the green GO button in the bottom, right-hand corner of the screen.

If you did not bring your summons and do not know your juror number, do not worry. Simply tap the button on the right of the main menu *(“I need to look up my juror number”)*. Type your full last name and tap the green GO button. Type the first three letters of your first name and tap GO. Then type your date of birth: 2-digit month, 2-digit day, and 2-digit year.

Regardless of whether you scan your information or type it in, the next step is to confirm whether your information is correct. Tap the YES button if your name and address are correct. If not, type NO, and you will be instructed to see a jury staff member for assistance.

Visual description: Kiosk screen with words: Please confirm your attendance. By confirming your attendance, you certify, under penalty of perjury, that you are the person shown above and you agree to be here for a full day of service. Your check-in is not complete until you confirm by pressing “YES” below.

Next, the kiosk will ask if you want to donate to the Generous Juror Program. This charity provides a variety of items and services to children and adults involved in the Montgomery County court system who are in the greatest need.

Visual description: Kiosk screen with words: Do you want to participate in the “Generous Juror” program? This program is a collaborative effort among the Court, Health and Human Services, Juvenile Services, Montgomery’s Miracles, Inc., and the citizens of Montgomery County called to jury duty. The program celebrates the dignity and value of every person by providing a variety of items and services to children and adults involved in the court system who are in the greatest need. Please indicate your donation choice below: I wish to donate, or No, thank you.

Once you have made a decision about donating, the system will print your confirmation. You can then take a seat in the jury lounge and wait for orientation.

Visual description: Kiosk screen with words: Printing certificate – one moment please…Thank you for your service. Please take your printed document and have a seat in the lounge for orientation.

On behalf of the Montgomery County Circuit Court, we thank you for your jury service.

Visual description of final slide: Special thanks to the Circuit Court’s Technical Service Team.