



AMENDMENT

This amendment ("Amendment") is entered into by and between Tyler Technologies, Inc. ("Tyler"), a Delaware corporation, and Collin County, Texas ("End User") on the last date set forth on the signature blocks below ("Amendment Effective Date").

WHEREAS, Tyler and End User are parties to a software license and professional services agreement dated January 1, 2012 ("Agreement"), under which End User acquired licenses to the software described therein as well as related professional services, and maintenance and support; and

WHEREAS, the parties desire to add additional Licensed Software and related professional services and maintenance and support to the Agreement as further described herein; and

NOW, THEREFORE, in consideration of the mutual promises contained herein, along with other good and valuable consideration, the receipt and sufficiency of which all parties mutually acknowledge, Tyler and End User agree as follows:

1. The Software, professional services, and maintenance and support identified in Amendment Exhibit 1 are hereby added to the Agreement.
2. Tyler shall invoice End User for the license fees set forth in Amendment Exhibit 1 upon the date Tyler makes the Software identified in Amendment Exhibit 1 available to download ("Available Download Date").
3. Tyler shall invoice End User for the professional services fees set forth in Amendment Exhibit 1 on a fixed-fee basis, in accordance with the milestones table copied directly below this Section 3. The professional services set forth in Amendment Exhibit 1 shall be performed in accordance with the "Statement of Work for Odyssey Jury", attached hereto as Amendment Exhibit 2 and added hereby to the Agreement. Payment shall be made in accordance with Texas Government Code, 2251.

Milestone Payment Schedule

Milestone or Item	% of total	Amount
Initial Software Installation	12.5%	\$27,323.75
BPR Complete	12.5%	\$27,323.75
Initial Configuration Complete	12.5%	\$27,323.75
Training Complete	12.5%	\$27,323.75
Conversion - First Test Push	12.5%	\$27,323.75
Conversion - Final Production Push	12.5%	\$27,323.75
First Summons Sent - Go-Live 1 of 2	12.5%	\$27,323.75
First Check-in Complete - Go-Live 2 of 2	12.5%	\$27,323.75
Total Due		\$218,590

4. The travel expenses identified in Amendment Exhibit 1 are estimated expenses. Tyler shall bill the End User for actual travel expenses as incurred and pursuant to the terms of the Agreement; provided, however, that the travel expenses shall not exceed \$2,500 for the in-scope services.
5. Upon the Available Download Date ~~Amendment Effective Date~~, Tyler shall invoice End User for the maintenance and support fees identified in Amendment Exhibit 1 on a prorated basis through the end of End User's current maintenance term. Thereafter, Client shall pay such maintenance and support fees annually in advance and pursuant to the terms of the Agreement.
6. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.

IN WITNESS WHEREOF, persons having been duly authorized and empowered to enter into this Amendment hereunto executed this Amendment effective as of the Amendment Effective Date.

Tyler Technologies, Inc.

Collin County, Texas

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

Amendment Exhibit 1

SOFTWARE PRODUCTS	LICENSE FEE	ANNUAL M&S INCREASE
Odyssey Jury	\$121,500	\$25,515
Odyssey Jury Portal	\$22,500	\$4,725
LICENSE FEE PAYMENT TERMS	TOTAL LICENSE FEE	ANNUAL M&S INCREASE
100% upon Available Download Date	\$144,000	\$30,240
PROFESSIONAL SERVICES		MAINT. EFFECTIVE DATE Upon Available Download Date
Project Management	\$20,350	
Data Conversion	\$19,800	
Deployment	\$7,920	
Custom Development	\$132,000	
Report Customization	\$3,600	
Business Process Review	\$3,960	
Setup, Configuration & Consulting	\$23,760	
Training	\$3,600	
Go-Live Assistance	\$3,600	
	TOTAL SERVICES AMOUNT \$218,590	
	ESTIMATED TRAVEL EXPENSE \$2,500	
	TOTAL LIC & SERVICES (INCL. TRAVEL) \$365,090	

Amendment Exhibit 2

Exhibit A

Statement of Work for Odyssey Jury

Collin County, TX

“Client”

Odyssey Jury Implementation

Date: November 2018

Tyler Technologies, Courts & Justice Division

5101 Tennyson Parkway

Plano, Texas 75024

(972)713-3770 phone

“Tyler”



Collin County– Odyssey Implementation

Statement of Work (SOW)

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1. Introduction

Overview and Executive Summary

This Statement of Work (SOW) presents the phases, tasks, and activities that Tyler will execute to implement the Odyssey Jury solution for Collin County.

A successful Odyssey Jury implementation project is dependent on many factors: setting up a strong governance structure; time, budget and scope management; and planning the implementation for success. The purpose of the project is to complete the installation of the Odyssey Jury product. The project will implement Odyssey Jury for Client County using a proven approach that has been successful in other jurisdictions across the nation.

Products and Licenses Included: The following products, license features, offices and case types are included and governed by this Statement of Work:

Table 1 - Licensed Products and In Scope Services

Licensed Products	Implementation Services
<ul style="list-style-type: none">Odyssey JuryOdyssey Jury Web Portal	<ul style="list-style-type: none">Project ManagementBusiness Process ReviewData Conversion – Jury Master List, Full Conversion (2 Years of Service + Permanent Exemptions + Future Pools)Deployment Assistance & Software InstallationConfiguration Assistance<ul style="list-style-type: none">Online Web ResponseOdyssey Jury and Workflow ConfigurationBusiness Process ConsultingPayment File Extract - MUNISJury Forms Printing – Third Party configurationTraining – 3 days, 20 usersGo-Live Assistance - 5 days<ul style="list-style-type: none">Go-Live Part 1 Pool / Summons GenerationGo-Live part 2 Reporting Day for that PoolIVR and SMS Functionality or a standard flat file for third party integration.

Executive Summary

The project will consist of four major phases, with each phase consisting of tasks and deliverables. The expected duration from project kick-off to conclusion is four (4) months. Go-Live is anticipated to take place in month four (4) but is contingent upon the completion of any go-live required custom development and the scheduling of a Jury Panel. The client also desires to run the legacy jury system in parallel for one month prior to the go-live activity; this will be addressed in the Go-Live task description.

The four major phases of delivery are:

- Phase 1: Project Initiation and Planning
- Phase 2: Solution Deployment and Custom Development
- Phase 3: Data Conversion
- Phase 4: Validation, Training and Go-Live

Summaries of each of the major phases are described below:

Phase 1: Project Initiation and Planning involves project initiation, infrastructure planning, and the business process review. This phase feeds many of the subsequent activities in the project: configuration, forms

development, infrastructure, integration, testing and training. It also facilitates verifying that the sequencing, timing, and scope for the project are correct.

Phase 2: Odyssey Software Solution Deployment includes the installation and configuration of the Odyssey Jury software solution. The phase will establish the technical infrastructure and application installation, application configuration and definition of business processes to conform with the Odyssey Jury requirements, and iterative refinement and testing of those same business processes and procedures. For purposes of this document the Odyssey software solution consists of the in-scope software components and services listed in table 1 above. It is assumed that all or parts of some business processes may be adjusted to facilitate best practice uses of the application.

The client has also included 800 hours of custom development time for application enhancements. The custom development process is outlined in the Implementation Services section of this document. The custom development activities will begin during Phase 1, but will continue through and complete in Phase 2.

Phase 3: Data Conversions are an important part of a Jury implementation that can reduce the time needed to create a jury pool and panel. If included within the scope of the agreement, Tyler will convert the existing Master Juror List by importing it into Odyssey Jury. This Master Juror list is usually provided by the individual State agency in charge of maintaining a Jury List. If included within the scope of the agreement, Tyler will convert existing future pools from the legacy application, permanent exemptions, and years of historical years of service defined in table 1 above. It is assumed no data manipulation will occur during the conversion activities, all data will convert as-is.

Phase 4: Validation, Training and Go-Live: Tyler will work with the Client team to test the configuration, validate the procedures, and will train the Client project team. These actions take place prior to the Go-Live event, which is when the software is enabled for Production use. The Go-Live begins to transition ownership of the deployed solution to the Client team and will have Tyler on-hand to support and provide guidance.

2. Definitions

The following terms and definitions shall be used through this Statement of Work

1. Agile means the method of software design and delivery utilized by Tyler's product development organization.
2. Authorization Order means an order to use custom development hours. Authorization Orders will be governed by this SOW upon execution by both parties.
3. Business Process means the practice, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
4. Business Process Review means a discussion and review of the client's legacy system and processes for the purposes of understanding the proposed configuration options and business process modifications recommended by the client when utilizing Odyssey for the same set of processes.
5. Configuration means the set of completed user and system defined code tables within the Administration Section of Odyssey.
6. Conversion Cycle means the steps and sequence required to populate Jury data from the legacy system into Odyssey. The sequence starts with an extract of legacy data, continues with data mapping, mapping of legacy code values to Odyssey code values, application of conversion programs and scripts, populating data into Tyler's IFL, and pushing data from the IFL into Odyssey, culminating in a data review.
7. Conversion Push means the final act in a conversion cycle, populating legacy data into Odyssey
8. Data Review means a qualitative and quantitative investigation of the data that was populated

into Odyssey during a Conversion Push.

9. Data Manipulation means altering the source system data during the process of migration to the new system.
10. End User Training means the set of activities intended to educate the future users of Odyssey on the functionality of the Odyssey software for the purposes of completing their job functions.
11. IFL means Tyler's proprietary Intermediate File Layout, used for conversion cycles and pushes.
12. Legacy System means the primary computer system, database, and/or end user software application in use by the client which is being replaced by this project.
13. Odyssey Jury Solution or Odyssey means the Odyssey Software License and components as defined in the table of licensed products in the Overview section.
14. Project Manager or Project Managers means the person or persons responsible for the planning, monitoring, and execution of this project for Tyler and/or the Client.
15. Solution Validation means the complete set of tests and testing activities when the full Odyssey solution has been deployed; This activity consists of a review of data, testing of business processes and practices, validation of completed configuration, integrations and interchanges, and any custom software enhancements. This activity is a pre-cursor to End User Training activities.
16. Subject Matter Experts (SME) means the person or persons most familiar with a process, function, or operating procedure for any given set of activities or process areas. Persons may be considered a SME in multiple areas.
17. Test scripts mean the steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, or enhancement.

3. Included Services

Project Management

Tyler will provide Project Management services for the duration of the implementation. The Tyler Project Manager will be responsible for the overall management and delivery of the project, including the following:

- Scheduling, coordinating and hosting the project kick-off
- Scheduling, coordinating the following activities, meetings, and deliverables
 - Infrastructure Setup and Software installation
 - Business Process Review
 - Application Configuration
 - Data Conversion
 - Training
 - Go-Live
 - Transition to Support

Tyler recommends that the Client designate a Project Manager to act as a single point of contact for the Tyler Project Manager to communicate and coordinate with. The Client Project Manager will be responsible for coordinating and ensuring timely completion of the Client team activities around configuration, forms entry, and training.

Assumptions & Personnel Involvement

- Tyler will designate a single project manager for the duration of the project
- Client will designate a single project manager for the duration of the project
- Project Management duties will be performed remotely via conference call, GoToMeeting, or similar when possible.

Data Conversion

Tyler will complete a data conversion for the activities defined in Table 1 above. This conversion will

follow Tyler's standard Jury conversion method; Tyler will load or push the data into the test environment and the Client team, with Tyler assistance, will review the data for accuracy. Issues found during the review will be reported to Tyler for updates and resolution. A second test push will be conducted, followed by a review period. Any additional issues that are found during the second review period will also be reported to Tyler for remediation in the final production push. A specified extract format is provided for the Client in Appendix A of this document.

Data conversion includes: 2 years of service, permanent exemptions, future pools, and relevant financial data.

Assumptions & Personnel Involvement

- Tyler will provide the data conversion standard format to the Client.
- Client will provide data to Tyler in Tyler's standard format.
- Tyler will conduct two non-production (test) data pushes into the test environment, each to be followed by a review of the data by the Client team, with Tyler assistance
- Juror's involved in multi-day trials during go-live will continue to be tracked in the legacy system.

Technical Services & Equipment

Technical Services

Tyler will supply technical services/development for the following:

- Support Texas State Jury Master Import.
- Client will be trained by Tyler to load and maintain their state jury master import moving forward after Go-Live.
- Consulting to assist client with Jury Master Merge and Cleanup

Equipment

The Client will provide all servers, hardware, workstations, and peripheral equipment. Server operating system, database licenses, and other Third-Party Software required to run Odyssey will be provided by the County.

Assumptions & Personnel Involvement

- Tyler will supply a required hardware and peripherals list
- The Client will install the necessary peripherals
- All server environments and peripherals will be installed prior to configuration and training

Implementation Services – Configuration, Development, Training, Go-Live

Business Process Review

Tyler will deliver a Business Process Review questionnaire for the Client to complete and return to Tyler. The results of this questionnaire along with an onsite review of current processes will determine the configuration and business processing decisions for use with Odyssey Jury. Once the Business Process Review questionnaire has been returned by the Client to Tyler, the Tyler team will complete the following configuration activities with the Client (see Configuration, Training, and Go-Live Assistance task description below).

A secondary purpose of this task is to identify potential areas for Odyssey application enhancements to more closely align with the specific needs of Client. Though opportunities to enhance Odyssey may exist, Tyler consistently recommends to our customers that they utilize the existing Odyssey functionality and, when necessary, adjust their business practices; application refinements and enhancements should only be considered when no viable solution for a given process is available within Odyssey.

As a product of this review, Tyler will prepare a business strategy document noting all recommended process

changes, as well as any items that may be considered for application enhancement.

The outcome of each identified item in the BPR could have one of three actions:

1. Implementing a change to the existing business practice to accomplish the same objective, without a modification to the software.
2. Identifying a solution that can be accomplished through Odyssey configuration.
3. Identifying a modification (customization) to Odyssey to satisfy the requirement. Such a modification will have a separate scope and estimate defined and incorporated into the project's SOW. Application refinements are not considered to be in-scope for this engagement.

The business process results will be reviewed with the Executive Team and Client Project Team, with actions decided for each of the identified business needs. Results are also prioritized as to when each item needs to be delivered; prior to the initial go-live or after. As a proven approach for success, Tyler encourages our clients to only authorize those modifications necessary for day-one operations (for e.g., modifications to satisfy state law, local Client rules, etc.).

Application Enhancements – Custom Development

The Client has allocated 800 hours of custom development (application enhancements) for this implementation. The Client and Tyler project teams, with executive team leadership input, will determine the criticality of the enhancements and will determine which, if any, enhancements are required prior to go-live.

The project's overall timeline will be adjusted* accordingly to allow for:

- Time required by Tyler and Client to complete the PDD Process (see below)
- Time required by Tyler to complete the custom development
- Time required by Client and Tyler to complete the testing of the custom development
- Time required by Client and Tyler to adjust configuration and business processes to accommodate any required changes because of the completed custom development
- *If any development projects are deemed required for go-live, this implementation's timeline may be adjusted to coincide with the completion of the development projects, such that the overall time (effort) required to deliver this project is not impacted.
 - o Example: Assuming this implementation requires 4 months of calendar time, but the development project requires 6 months to complete, the implementation may pause to allow for the development project to complete prior to the go-live.
 - o These timing adjustments will be jointly determined by the project management and leadership teams
 - o This pause in calendar time is specific to the delivery of custom development and does not address any other unanticipated project timeline adjustments, which may require additional budget to fulfill

In-Scope Development

The following table represents the custom development projects that are in scope of the project to be developed by Tyler.

Project Description	Estimated Hours
The proposed system shall have the ability to delete email addresses after a defined period (e.g. 30 days after last day of service) and provide the ability to delete biographical data after a period (e.g. 1 year after service). Provide the ability to define what bio information should be deleted (Race, Spouse, etc.) Keep address, DOB for search purposes and do not delete juror history.	80
Require the ability when creating pools to create juror groups. The current system has a Group # column and within that column are "folders". Folders are numbered. They require the ability to select an entire group and dismiss them all at one time. Dismissing jurors changes their status to Dismissed and affects both inbound and outbound IVR. Require the ability to select a single or group of jurors and change their status to any status (e.g. On-Call, Reporting, Dismissed-Not Needed).	350
The proposed JMS shall provide for entering, accessing, updating and storing the following information: Cases planned to start on given days during a designated time frame and the expected number of prospective jurors required. Specific data that is to be provided in the JMS system case history shall include, case type, case number, description, number of report copies, charge type, Judges name, courtroom, jurisdiction, start date, duration, cancel reason, jurors requested, date panel sent. As the case proceeds, update the start and end dates.	300
Integrated Web Response: The system must provide the ability for a prospective juror to access their record with something other than just their juror number and date of birth.	100
Online Juror Pre-Qualification Process – once completed online, show how a juror can log back in and update their information such as address, phone number, email, donation pay or new exemption	200
IVR - Outbound: Show how the system generates and integrates with a phone system to call jurors regarding their status for jury duty.	500
Show how to add/edit exception days. The proposed software should allow Jury Clerk to create the jury calendar — allowing them to schedule normal jury service days and block out non-jury days (e.g. holidays, non-jury weeks, etc.).	200

The following table represents the custom development projects that are under consideration by the Client. This list was identified as potential modifications after a business process review with Tyler and Client. The Client may choose any combination of these projects so long as they fit within the 800-hour budget. Additional funding will be required for project hours that exceed 800.

Project Description	Estimated Hours
Using bar code technology, the ability to scan a returned summons (address undeliverable) to update jury wheel records must be provided.	300

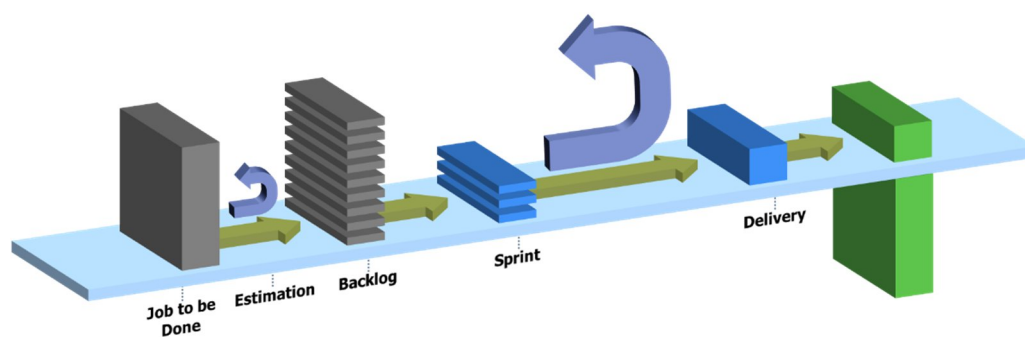
<p>The proposed system shall allow the system administrator to set the means and parameters of handling failure to appear (FTA) records to include generating FTA notifications and/or deferring the record to a new date. The system shall automatically flag the juror's record if no response has been made to the summons two weeks prior to the report or call-in date or the juror fails to appear. The system shall track the number of FTAs for each juror record. Show how to automate the Order to Show Cause process. 2.5.19 When creating FTA letter, the system should automatically re-assign jurors to a new pool and include the time (e.g. 8:30am) from that pool.</p>	<p>500</p>
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Tyler's Application Development Process

Tyler will execute the completion of these application development projects using the Agile development method. The first step in this method is the development of a Project Definition Document (PDD) for each enhancement; a separate tracking document may be created if multiple enhancements are approved. With input from the Client, the PDD will include the intent of the project, the needs, the conditions of satisfaction, along with the testing and acceptance criteria. The PDD will, as a second step in the process, also include Tyler's intended solution and design for solving the business problem. Once that PDD scope and design is approved by the client, Tyler's development teams will begin to execute a series of two-week application development sprint sessions or cycles. At the completion of each two-week session, the combined project teams (Tyler and Client) will review the development completed, make modifications as necessary in line with the scope defined by the high-level design documentation, and ultimately approve the work and direction that has been completed. The purpose of these small development cycles combined with frequent client review is to ensure that what is produced meets the Client's needs and is aligned with the testing and acceptance criteria. Each review session gives the Client the opportunity to see the results of decisions and direction and allows Client to refine its requirements further as the application development is occurring.

A diagram depicting the Agile process has been provided here.

Figure 1 - Agile Development Process



Once the completed development project(s) is/are delivered to the Client's testing environment, the Client team and Tyler will complete any requisite configuration or business process updates resulting from or required for the custom development project. The project teams (Client and Tyler) will validate the custom development is functioning as designed and in accordance with the PDD. Once validated the project may be installed in the Production environment. This process should occur for any development project, regardless if the project is required for go-live or is delivered after the go-live.

Configuration, Training, and Go-Live Assistance

As part of the standard Odyssey Jury implementation, Tyler will complete the following:

- Provide an Odyssey Basics Overview training course via Tyler's Learning Management System (Online training platform, requires internet access).
- Train and assist the Client with configuration of the system, which includes defining security, setting up code tables, and defining system behavior and business rules. This activity requires significant participation and ownership by Client personnel.
- Tyler will train the Client team on the Forms creation process. The Client personnel will build and maintain their forms moving forward after training.
- Tyler will host a single End User Training event, which will teach the end users the functions of the application.
- Tyler will provide on-site go-live assistance and training for a single go-live event, which has two parts:
 - Go-Live Part 1: Summons and Pool Generation
 - Go-Live Part 2: Check-In for the Pool generated in the first Go-Live

Assumptions & Personnel Involvement

- Client will return the completed Business Process Review Questionnaire to Tyler within an agreed upon timeline with Tyler; timeline not to exceed three (3) weeks.
- Client personnel will be designated to engage in the project as a Subject Matter Expert.
- Client will engage in the Agile development process, attending the Sprint reviews and providing timely feedback, ensuring the project is in line with the PDD.
- Tyler will train the Client how to complete the application configuration.
- The Client will complete the application configuration activities. Tyler will consult as needed.
- Tyler will train the client how to build the required Forms.
- The Client will complete all required Forms. Tyler will consult as needed.
- An interface to the MUNIS application will be utilized for Check Disbursements.
- Summons Forms will be generated via a third-party printing service.
- Client will supply facilities sufficient to complete the training and configuration activities
- Training will be performed in a classroom setting using facilities and equipment provided by client such that the participant can have hands-on access to a computer workstation during training. Training is conducted during normal business hours and should not exceed more than 15 seats per room.
 - A specific amount of time for on-site go-live assistance (five days) and training (three days) has been included. Additional on-site training and assistance can be purchased at Tyler's then-current hourly rate.
- The Client intends to run the legacy jury application for a period of approximately one month in parallel with the Odyssey Go-Live activities. This step is seen as a measure for ensuring all processes have been identified, vetted, tested, and perform as required in the Odyssey Jury system once live
 - It is not anticipated that this parallel process will increase the timeline or budget or have any other scope impact on the Odyssey implementation.
 - Client is responsible for any configuration or process updates of the legacy system during this parallel processing time

Appendix A – Jury Data Conversion Specifications

Odyssey Jury Conversion Source Extract Specification

This document details the requirements of a client extract of legacy data to be converted into the Odyssey Jury system. It includes the preferred formats, file layouts and delivery method for Tyler Technologies standardized conversion process.

General Information

The extract should be provided in separate files conforming to the following specifications:

- Five separate files in .txt format
- Fields are pipe '|' delimited
- Row terminations are CR/LF

After the files are created, the files should be transmitted to Tyler Technologies using a secure FTP site. The client may use their own ftp site or if notified, Tyler can set up a restricted area with credentials specific to the county. The secure ftp information will then be provided to the client so that the files can be sent to the Tyler sftp site by the client.

Extract Layouts

There are two conversion options depending on the requirements of the conversion. Option 1 imports jurors and permanent exemption information. The second option also includes pool data.

File	Option 1 Exemptions	Option 2 Exemptions / Pools
Juror	Required	Required
Juror Permanent Exempt	Required	Required
Pool	N/A	Required
Pool Selection	N/A	Required

The following sections define the layouts for each file. The Code Mapped column refers to fields that will require the source field values to be translated into Odyssey code values. This will be done by the client using Tyler Technologies Code Mapper application. Values from this element will be loaded into the code mapper by Tyler to provide the basis for code mapping to be done in the Code Mapper application.

Juror File

The juror file contains identification, contact, demographic, employment and spouse information for the juror. If only importing permanent exemptions, option 1, this file should contain one row per juror with a permanent exemption. If importing past attendance or future pool selection, option 2, this file should include any juror with a permanent exemption and one row per juror with at least one jury pool selection that will appear in the Pool Selection file.

Name	Data Type/Size	Required	Code Mapped	Description
JurorNumber	Text(50)	Y		A value that will uniquely identify an individual juror; there should only be one per juror
FirstName	Text(100)	Y		The juror's first name
MiddleName	Text(100)	N		The juror's middle name
LastName	Text(100)	Y		The juror's last name
Title	Text(50)	N	Y	The juror's title
Suffix	Text(50)	N	Y	The juror's name suffix
ResAddrLine1	Text(100)	N		1st line of the juror's residence address
ResAddrLine2	Text(100)	N		2nd line of the juror's residence address
ResAddrLine3	Text(100)	N		3rd line of the juror's residence address
ResCity	Text(100)	N		City of the juror's residence address
ResCounty	Text(100)	Y	Y	County of the juror's residence address
ResState	Text(100)	N	Y	State of the juror's residence address
ResZip	Text(10)	N		Zip Code of the juror's residence address
MailAddrLine1	Text(100)	N		1st line of the juror's Mailing address
MailAddrLine2	Text(100)	N		2nd line of the juror's Mailing address
MailAddrLine3	Text(100)	N		3rd line of the juror's Mailing address
MailCity	Text(100)	N		City of the juror's Mailing address
MailState	Text(100)	N	Y	State of the juror's Mailing address
MailZip	Text(10)	N		Zip Code of the juror's Mailing address
PhoneHome	Text(20)	N		The juror's home phone number
PhoneWorkNumber	Text(20)	N		The juror's work phone number
PhoneWorkExtension	Text(10)	N		The juror's work phone extension
Citizenship	Text(20)	N		The juror's Citizenship
Gender	Text(20)	N	Y	The juror's Gender
Race	Text(20)	N	Y	The juror's Race
MaritalStatus	Text(20)	N	Y	The juror's Marital Status
DLNumber	Text(15)	N		The juror's driver's license number
DLState	Text(100)	N	Y	The issuing state of the juror's driver's license
SSN	Text(9)	N		The juror's Social Security Number
IsActiveMilitary	Text(1)	N		Does the juror have an active military statue? (Y/N)
VoterID	Text(50)	N		The juror's Voter ID number
DOB	Text(10)	Y		The juror's date of birth, (format 'YYYY-MM-DD')
DOD	Text(10)	N		The juror's date of death, (format 'YYYY-MM-DD')
EduLevel	Text(20)	N	Y	The juror's education level
EmplStatus	Text(20)	N	Y	The juror's employment status

Name	Data Type/Size	Required	Code Mapped	Description
Occupation	Text(200)	Y		The juror's occupation
EmpIName	Text(200)	Y		The juror's employer name
EmpIPayingJuryComp	Text(1)	N		Is the juror's employer paying jury compensation? (Y/N)
EmpAddrLine1	Text(100)	N		1st line of the juror's Employment address
EmpAddrLine2	Text(100)	N		2nd line of the juror's Employment address
EmpAddrLine3	Text(100)	N		3rd line of the juror's Employment address
EmpCity	Text(100)	N		City of the juror's Employment address
EmpState	Text(100)	N	Y	State of the juror's Employment address
EmpZip	Text(10)	N		Zip Code of the juror's Employment address
Email	Text(100)	N		Juror's email address
IsIntepreterNeeded	Text(1)	N		Does the juror require an interpreter? (Y/N)
IntepreterLanguage	Text(20)	N		The language of the interpreter
Notes	Text(4000)	N		Any notes about the juror
PreferredContactMethod	Text(20)	N	Y	The contact method preferred by the juror
SpouseName	Text(300)	N		Juror's spouse name
SpouseOccupation	Text(200)	N		Juror's spouse's occupation
SpouseEmployer	Text(200)	N		Juror's spouse's employer

Juror Permanent Exempt File

The Juror Permanent Exempt file holds a single row for each juror NOT selected into a pool within the time period determined for the conversion, but with a Permanent Exemption, (Excused or Disqualified status), in the source system.

Name	Data Type/Size	Required	Code Mapped	Description
JurorNumber	Text(50)	Y		A value that will uniquely identify the juror summoned, this should match the value on the Juror file
ExemptStatus	Text(50)	Y	Y	The Exempt status of the Permanent Exemption
StatusDate	Text(10)	N		The date that the Permanent Exempt Status was entered, (format 'YYYY-MM-DD')
StatusTime	Text(5)	N		The time that the Permanent Exempt Status was entered, (format 'HH:MM')

Pool File

The pool file holds a single row for each jury pool that was called within the time period determined for the conversion.

Name	Data Type/Size	Required	Code Mapped	Description
PoolNumber	Text(50)	Y		A value that will uniquely identify the pool. This can be a combination of source fields but must be unique.
Description	Text(100)	N		The name given to the pool
Type	Text(50)	Y	Y	The type of court/hearing the pool will service, (Petit, Grand, etc.)
StartDate	Text(10)	Y		Pool start date, (format 'YYYY-MM-DD')
StartTime	Text(5)	Y		Pool start time, (format 'HH:MM')
EndDate	Text(10)	Y		Pool end date, (format 'YYYY-MM-DD')
EndTime	Text(5)	Y		Pool end time, (format 'HH:MM')
Court	Text(50)	Y	Y	The court for which the pool is scheduled
ReportingLocation	Text(50)	N	Y	A more specific attending location within the Court
Capacity	Number	N		The maximum number of jurors for the pool. This will be set to the number of jurors selected if not populated.

Pool Selection File

The Pool Selection file holds a single row for each juror selected into a pool within the time period determined for the conversion. The selection outcome is also included: deferred, attended, excluded, etc.

Name	Data Type/Size	Required	Code Mapped	Description
JurorNumber	Text(50)	Y		A value that will uniquely identify the juror summoned, this should match the value on the Juror file
PoolNumber	Text(50)	Y		A value that will uniquely identify the pool to which the juror was summoned. This should match the value on the pool file.
ServiceNumber	Text(20)	Y		A number that uniquely identifies the juror for this summons, this is the number used for searching for the juror in the Odyssey system. It can be a duplication of the JurorNumber
JurorNumberInPool	Text(20)	N		A value that is allocated to the juror within the pool. (If not populated then they will be numbered in Alphabetical order)
CheckInDate	Text(10)	N		The date that the Juror Checked In, (format 'YYYY-MM-DD')
CheckInTime	Text(5)	N		The time that the Juror Checked In, (format 'HH:MM')
OutcomeStatus	Text(50)	N(*)	Y	The outcome of the selection. This is the detailed outcome. Examples could include: Student, non-citizen, disabled
OutcomeDate	Text(10)	N(*)		The date that the OutcomeStatus was entered, (format 'YYYY-MM-DD')
OutcomeTime	Text(5)	N(*)		The time that the OutcomeStatus was entered, (format 'HH:MM')
Comments	Text(2000)	N		Any comments/notes held regarding this juror for this pool selection

() When one of the Pool Selection File outcome fields is populated, all must be*

Code Descriptions File

The Code Descriptions file is optional, it holds the descriptions for and code values being sent in the data. This is to help in the code mapping.

Name	Data Type/Size	Required	Code Mapped	Description
CodeTypeID	Text(50)	Y		The definition of the code type the value and description are for. Valid values are: Gender Race NameSuffix NameTitle State* (<i>Used for all State Fields</i>) EducationLevel EmploymentStatus MaritalStatus InterpreterLanguage County ReportingLocation OutcomeStatus* (<i>also holds ExemptStatus values</i>) PreferredContactMethods PoolType Court
Code	Text(50)	Y		The code value
Description	Text(100)	Y		The description to display for the code