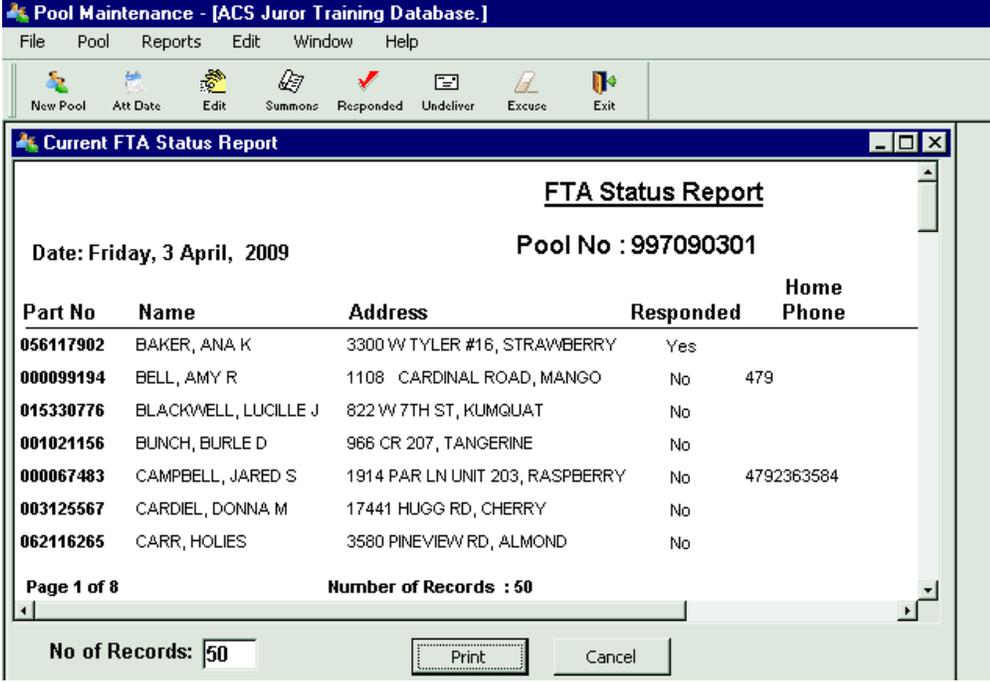
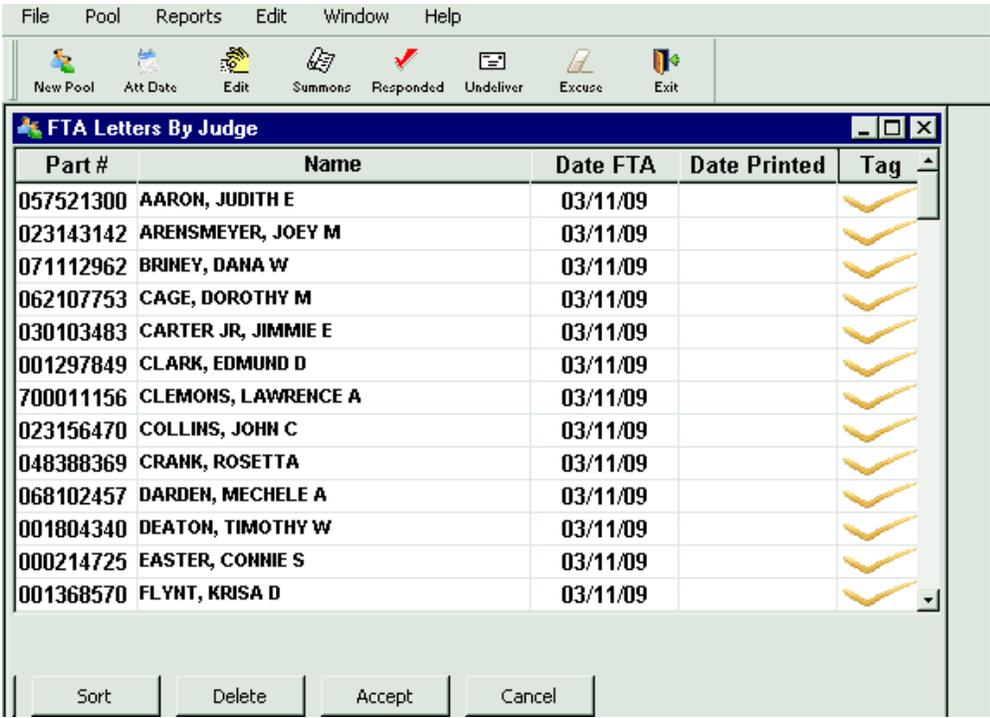


Printing the FTA Report and Letters*

	<p>These steps illustrate how to print a FTA Report by pool. The following fields are included on the report:</p> <ul style="list-style-type: none"> • Participant Number • Name (last name, first name) • Address • Responded – Yes / No • Home / Work Phone Numbers • Age <p>The steps for printing FTA Letters by Judge begin on the second page. These letters can be printed for one person or several people.</p>
1.	After logging into the program, click the Pool Module icon.
2.	Click the Reports menu item.
3.	Go to FTA Status Reports – the 4 th item from the bottom on the Reports menu.
4.	Click FTA Status . The Current FTA Status Report screen will appear.
5.	Click the arrow to the right of the Pool Number field to see a list of pools, and double click the needed pool number.
6.	<p>Click Accept. A list of any members in the selected pool with a FTA count of one or more will appear.</p> 
7.	To print the report, click Print .
8.	To close the Current FTA Status Report screen, click Cancel . The Pool Maintenance window will appear.

**Examples of report and letter on back*

Print FTA Letters by Judge																																																																							
1.	In the Pool Maintenance window, click Reports .																																																																						
2.	Go to Documents – the 3 rd item from the bottom on the Reports menu.																																																																						
3.	Go to FTA Letters – half way down the Documents sub menu.																																																																						
4.	Click By Judge . A Delete message box will appear.																																																																						
5.	Click Yes for the “Remove Records That Were Printed Previous” statement. Clicking Yes removes the names of anyone who has already had a letter printed. Printing a letter does not change the person’s FTA count.																																																																						
6.	<p>A list of people in any active pool with a FTA count of one or more will appear.</p>  <table border="1" data-bbox="370 804 1312 1312"> <thead> <tr> <th>Part #</th> <th>Name</th> <th>Date FTA</th> <th>Date Printed</th> <th>Tag</th> </tr> </thead> <tbody> <tr><td>057521300</td><td>AARON, JUDITH E</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>023143142</td><td>ARENSMEYER, JOEY M</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>071112962</td><td>BRINEY, DANA W</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>062107753</td><td>CAGE, DOROTHY M</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>030103483</td><td>CARTER JR, JIMMIE E</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>001297849</td><td>CLARK, EDMUND D</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>700011156</td><td>CLEMONS, LAWRENCE A</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>023156470</td><td>COLLINS, JOHN C</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>048388369</td><td>CRANK, ROSETTA</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>068102457</td><td>DARDEN, MECHELE A</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>001804340</td><td>DEATON, TIMOTHY W</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>000214725</td><td>EASTER, CONNIE S</td><td>03/11/09</td><td></td><td>✓</td></tr> <tr><td>001368570</td><td>FLYNT, KRISA D</td><td>03/11/09</td><td></td><td>✓</td></tr> </tbody> </table>	Part #	Name	Date FTA	Date Printed	Tag	057521300	AARON, JUDITH E	03/11/09		✓	023143142	ARENSMEYER, JOEY M	03/11/09		✓	071112962	BRINEY, DANA W	03/11/09		✓	062107753	CAGE, DOROTHY M	03/11/09		✓	030103483	CARTER JR, JIMMIE E	03/11/09		✓	001297849	CLARK, EDMUND D	03/11/09		✓	700011156	CLEMONS, LAWRENCE A	03/11/09		✓	023156470	COLLINS, JOHN C	03/11/09		✓	048388369	CRANK, ROSETTA	03/11/09		✓	068102457	DARDEN, MECHELE A	03/11/09		✓	001804340	DEATON, TIMOTHY W	03/11/09		✓	000214725	EASTER, CONNIE S	03/11/09		✓	001368570	FLYNT, KRISA D	03/11/09		✓
Part #	Name	Date FTA	Date Printed	Tag																																																																			
057521300	AARON, JUDITH E	03/11/09		✓																																																																			
023143142	ARENSMEYER, JOEY M	03/11/09		✓																																																																			
071112962	BRINEY, DANA W	03/11/09		✓																																																																			
062107753	CAGE, DOROTHY M	03/11/09		✓																																																																			
030103483	CARTER JR, JIMMIE E	03/11/09		✓																																																																			
001297849	CLARK, EDMUND D	03/11/09		✓																																																																			
700011156	CLEMONS, LAWRENCE A	03/11/09		✓																																																																			
023156470	COLLINS, JOHN C	03/11/09		✓																																																																			
048388369	CRANK, ROSETTA	03/11/09		✓																																																																			
068102457	DARDEN, MECHELE A	03/11/09		✓																																																																			
001804340	DEATON, TIMOTHY W	03/11/09		✓																																																																			
000214725	EASTER, CONNIE S	03/11/09		✓																																																																			
001368570	FLYNT, KRISA D	03/11/09		✓																																																																			
7.	Everyone with a check mark in the Tag column will have a letter printed. To remove the check mark, click in the Tag column across from the person’s name.																																																																						
8.	Click Accept . The Respond By Date / Time dialog box will appear.																																																																						
9.	Click the calendar to select the month, year and date. This date represents the deadline to contact the court and explain the absence.																																																																						
10.	The Respond Time is 2:00 pm by default. Enter a different time if needed.																																																																						
11.	Click Accept . The printer’s dialog box will appear. Click OK to print.																																																																						

**Examples of report and letter on back*

FTA Status Report

Date: Friday, 3 April, 2009

Pool No : 997090301

Part No	Name	Address	Responded	Home Phone	Works Phone	Ext.	Age
056117902	BAKER, ANA K	3300 W TYLER #16, STRAWBERRY	Yes				32
000099194	BELL, AMY R	1108 CARDINAL ROAD, MANGO	No	479			41
015330776	BLACKWELL, LUCILLE J	822 W 7TH ST, KUMQUAT	No				91
001021156	BUNCH, BURLE D	966 CR 207, TANGERINE	No				72
000067483	CAMPBELL, JARED S	1914 PAR LN UNIT 203, RASPBERRY	No	4792363584			23
003125567	CARDIEL, DONNA M	17441 HUGG RD, CHERRY	No				75
062116265	CARR, HOLIES	3580 PINEVIEW RD, ALMOND	No				68
018417735	CLARK, PATRICIA S	P O BOX 8, PEACH	No				60
000709137	COLE, SHEILA D	1020 COLUMBIA, GRAPE	No	8708506821			38
023134438	CUCCIA, BETTY I	P O BOX 2341, RASPBERRY	No				67
022564179	DULANEY, DEDRA	433 E COOK ST, DATE	No				34
039103138	ELAM, RICKY	955 RAMBLE LN, APPLE	No				51
000947264	ELDRIDGE, RONNIE H	485 HWY 75, LIME	No				61
018399141	EPPERSON, AUBREY B	29 FLINTSTONE LN, POMEGRANATE	No				53
001158075	FOTI, CLYDE O	1 N SCHOOL AVE UNIT 1209, CASHE	No	5018606817			89
018431198	FRY, VALERIE M	PO BOX 1553, GRAPEFRUIT	No				38
000198100	HACKEY, CARL D	392 THREE FORKS APT 4, KIWI	No				24
069953854	HARPER, CLIFFORD D	HC 71 BOX 239-A, NECTARINE	No				72
019991655	HARRELL, LUCILLE F	103 MORNINGSIDE DR, LEMON	No				82
001357738	HART, MICHELLE M	39 CR 375, MANGO	No				46
003109842	HENRY, IRENE M	132 MHOON ROAD, LEMON	No				69
000946047	HOGAN, BETTY A	5410 SUMMER PLACE, BANANA	No				72
000164021	KNOWLTON JR, LENARD	P O BOX 157, PLUM	No				73
071105003	LOVELL, JACQUELINE J	567 HOPEWELL RD, PECAN	No				66
057527255	MARTIN, NANCY A	P.O. BOX 425, POMEGRANATE	No				87
057524020	MARTIN, WILLIAM T	1905 AVE 4 PL NE, APPLE	No				84
056109955	MCCAIN, MARION J	122 PINE WOOD DRIVE, HUCKLEBE	No				69
000627429	MCCLUSKEY, BRANDY L	18 DELAVEGA CIR, STRAWBERRY	No				36
023166104	MCMANIS, NICOLE L	19 ARKLA DOCK RD, PEANUT	Yes				29
024980621	MITCHELL JR, RONNIE A	1605 W 12TH AVENUE, CANTALOUPI	No				58
018400696	MOORE, CAROL	401 E GARLAND, GRAPE	No				55
023167425	MYRICK, BRADLEY R	50 BLUEBELL DR, DATE	No				27
074374763	NEAL, MILBURN	P O BOX 383, MACADAMIA	No				69
069951455	PARKER, KEITH D	729 CR 1780, KUMQUAT	No				37
000942501	PRICE, EDITH F	311 N CENTER, FIG	No				88
000934709	SCHLAFFER, DORIS F	347 HILLCREST STREET, ORANGE	No	8708366459			60
282031827	SCRIBNER, SHELLEY M	P O BOX 168, BLUEBERRY	No				53
001470749	SMITH, MICHELLE I	1003 GILLISON DRIVE, GRAPE	No				27
018395972	STINGLEY, WILLIAM C	209 S LAUREL, BLUEBERRY	No				30
001260558	THOMAS, SUE O	430 SFC 555, CASHEW	No				63
024979774	TURNER, LEON J	9106 MIDDLE WARREN ROAD, UGLI	No				45

April 3, 2009

JOHN C COLLINS
786 HEMPSTEAD 55
NECTARINE, AR 72034

Dear: JOHN C COLLINS

Our records indicate that you were summoned for jury duty on March 11, 2009 in the CEDAR COUNTY CIRCUIT COURT and you were not in attendance.

Furthermore, you have not contacted the court as instructed. By law, sanctions may be imposed if you are instructed to report for jury duty, and do not report, and have not been excused by me.

You must contact this court by Monday, April 20, 2009 at 2:00 PM and explain your absence. If you fail to do so, this court will issue a summons ordering the Sheriff to bring you before the court to appear and show cause why you have not responded.

Please call us at 123-456-7890 to resolve your failure to appear as scheduled at jury orientation.

Sincerely,

CIRCUIT JUDGE
Circuit Judge

cc: Court File