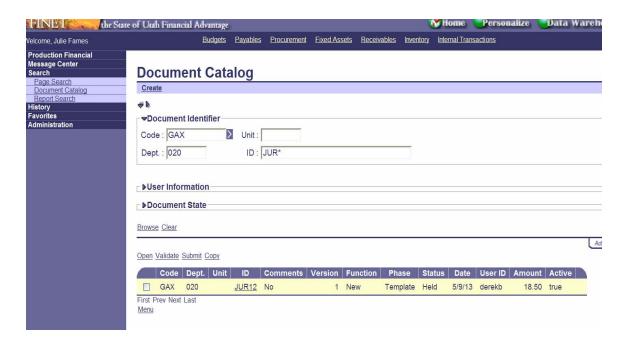
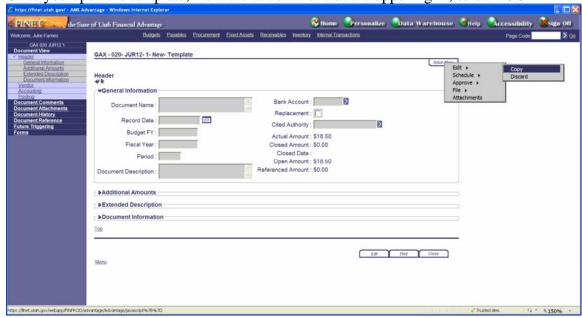
FINET Juror Template

The Juror template can be accessed in FINET in the search function. Enter the following information to find the juror template:

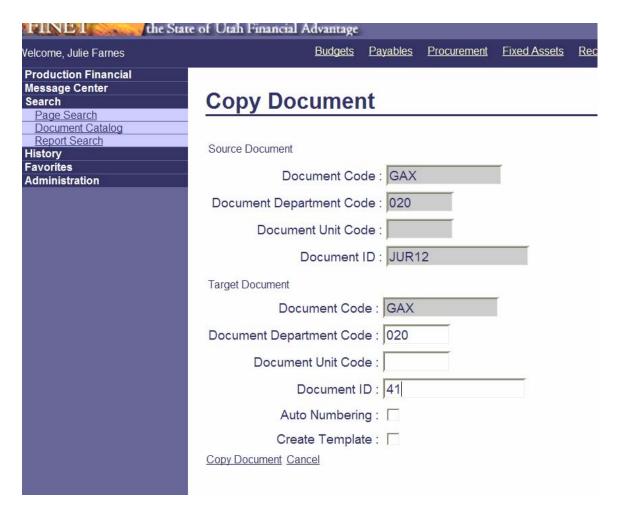


Once you open the template, from the action menu at the upper right, select "COPY"



Enter information as listed below except in the DOCUMENT ID FIELD. In that field the first number represents the fiscal year, the second number should be "1" for juror payment.

The next two digits in the Document ID field is the location (site) code. (For a complete list of court sites, refer to document "Juror and Witness GAX prefix numbers" in Section 10-05 Forms and Instructions.)



Lastly select auto-number and click copy document.