



Guidance: Jury Wheel Extract

Issuance Date: May 4, 2018

Revision Date:

Page 1 of 2

Purpose/Background

VoteCal provides the capability for the Secretary of State and county elections officials to generate a jury wheel extract for California courts using the data from VoteCal. VoteCal generates the jury wheel extract via a random selection of records based on filtering criteria entered by the county. Jury wheel requests are tracked and maintained in VoteCal.

Guidance

VoteCal provides the means for a county to request a new jury wheel extract, as well as search for and view existing jury wheel requests. However, the Secretary of State (SOS) is not requiring counties to use VoteCal when creating a jury wheel extract. Counties may choose to generate a jury wheel extract utilizing the EMS. To request an extract through VoteCal, county users enter the request information into the local Election Management System (EMS), and the EMS sends the request to VoteCal for processing. A new jury wheel request includes details about the requestor, filtering criteria, and the record selection algorithm for calculating the list of voters.

The requestor information includes:

- Requestor name
- Requestor address
- Requestor contact information (including the requestor's email, phone number, and/or fax number)
- Date of request
- Date request received

The filtering criteria for inclusion or exclusion of voter registration data in the extract includes:

- County of residence
- City of residence
- Political district (such as, Congressional District, State Assembly District, or County Supervisorial District.)

The record selection algorithm identifies the voter record with which to start and the subsequent voter records to select thereafter (for example, starting with the 5th voter, select every 23rd voter in Municipality X).

Once a county user enters the request criteria, the EMS sends the request to VoteCal. VoteCal validates the request information, searches the active voter registration records based on the criteria supplied, and creates the file with the voter records returned from the search. VoteCal sends the message *Extract Files Generated* and the requested data as an extract file to the EMS.



Guidance: Jury Wheel Extract

Issuance Date: May 4, 2018

Revision Date:

Page 2 of 2

VoteCal also allows counties to search for and view existing jury wheel extract requests through the EMS. VoteCal allows the following search criteria:

- Requestor name
- Range of date of request (From/To)
- Request status
- Received at (A county can only look at jury wheel requests they requested. A county cannot view the jury wheel extracts or requests of other counties.)

For detailed instructions on requesting a new, or searching for an existing, jury wheel extract from VoteCal, refer to your EMS training materials or contact your EMS Help Desk.

VoteCal Contact Information

For questions or to report issues, contact the SOS VoteCal Help Desk at 888-868-3225 or by email at VoteCalHelp@sos.ca.gov.