

CANCEL A HEARING

Press   from the Main Menu (Scheduling Functions)


1. Please enter your 7-digit bar number followed by the 

If your bar number is less than 7-digits, please precede your bar number with zero(s).


2. Please enter your password followed by the 

3. Please enter your Court number followed by the 

Please refer to [JACS Instructions](#) for specific court numbers

Press   from Scheduling Functions, (Cancel a Hearing)

4. Please enter the confirmation number of the hearing you wish to reschedule.

Please enter your confirmation number followed by the 

5. JACS will reply with the date, time, motion, case number and court.

To Cancel this hearing, press  proceed to step 5

If you do not wish to cancel this hearing, press



6. JACS will cancel this hearing and issue another confirmation number. Please write it down. This confirmation number is needed for re-scheduling and cancellation.