



# HOW TO RECEIVE A FAX OF AVAILABLE HEARING DATES

1. Press   for Scheduling Functions menu.



2. Please enter your 7-digit bar number followed by the  #1 of Prep Sheet

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

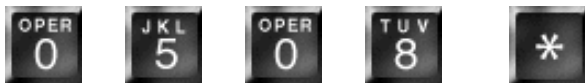
3. Please enter your password followed by the 


4. Please enter your Court number followed by the  #2 of Prep Sheet

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

5. Enter   to receive a fax of available hearing dates

6. Please enter a two-digit month and a two-digit day. For example for May 8<sup>th</sup>, enter



7. Please enter your 10-digit area code and fax number, followed by the 

8. JACS will verify your fax number by repeating what was entered.

To accept this fax number, press .....  

To enter another fax number, ..... 