

RE-SCHEDULE A HEARING

Press   from the Main Menu (Scheduling Functions)

1. 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).


2. Please enter your password followed by the 

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



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



Press   from Scheduling Functions, (Reschedule 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.



If the information is the hearing you wish to reschedule, press   proceed to step 5

If the information is not the hearing you wish to reschedule, press   proceed to step 3

6. JACS will find the first available date with the time specified in the previously scheduled hearing.

To accept this date, press   proceed to step 8

To find another date, press.....   proceed to step 7

To skip forward in the calendar, press.....   proceed to step 6

To Return to the Main Menu, press   you will return to the Main Menu

To speak with the Judicial Assistant.....   you will be transferred to the JA.

7. Please enter the 2-digit month and a 2-digit year, followed by  **#5 of Prep Sheet**

For example for May 8th, enter 0508

JACS will find the first available time slot, for the duration you specified, for the date you entered.

Proceed to Step 5

8. JACS will find another date, proceed to step 5

9. Please enter the year portion of your case number followed by the  **#6 of Prep Sheet**

Please enter the case type, followed by the  **#7 of Prep Sheet**

Please refer to the [JACS Instructions](#). Find the **CASE TYPE** portion and enter the associated JACS

Number for the CASE TYPE you wish to enter.

Please enter the remainder of the case, followed by the  **#8 of Prep Sheet**

JACS will repeat the entire case number

If the case number is correct, proceed to step 9

If the case number is not correct, proceed to step 8

10. Upon completion of all entries, JACS will reply with the following information

1. Date of scheduled hearing
2. Time of scheduled hearing
3. Case number of scheduled hearing
4. Motion
5. Court Name (ie. Circuit Criminal, Felony Division II)

If this information is correct, proceed to step 10

If this information is not correct, proceed to step 3

11. A confirmation number will be generated. Please write it down. This confirmation number is needed for re-scheduling and cancellation.