

# HOW TO SCHEDULE AN IN PERSON HEARING

Press   for Scheduling Functions menu.



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

4. Enter   to schedule an In-Person Hearing

5. Enter the 2-digit code for the type of motion.  #3 of Prep Sheet

Please reference [Motions](#) portion of [JACS Instructions](#) for the JACS number associated with a motion

6. Enter the duration in minutes for the hearing you are requesting,  #4 of Prep Sheet

Please see [Court Information](#) of [JACS Instructions](#) for the available hearing times for each Judge.

7. JACS will find the first available date with the time specified in the previous step.

To accept this date, press .....



To find another date, press.....



To skip forward in the calendar, press .....



To Return to the Main Menu, press .....



To speak with the Judicial Assistant.....



If 1 is pressed proceed to step 8

If 2 is pressed proceed to step 7

If 3 is pressed proceed to step 6

If # is pressed, you will return to the Main Menu

If 0 is pressed, your call will be transferred to the Judicial Assistant

**8. Please enter the 2-digit month and a 2-digit year**



**#5 of Prep Sheet**

For example for May 8<sup>th</sup>, enter 0508

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

**Proceed to Step 5**

**9. JACS will find another date, the proceed to step 5**

**10. 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

**11. 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

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