

Answers to FAQ's

How do I get a login for an attorney?

Send an email to jen.pizarro@flcourts18.org with the following information: Bar Number, Attorney Name, Telephone Number, Fax Number, Email address (This will be used for receiving hearing confirmations, only one can be entered.).

What is my login and password?

The first time an attorney logs in, the username and password are both the attorney's bar number (no zeroes in the front of the number). Once the login is completed the first time, the user will be prompted to change the password. The password can only be up to eight characters (letters, numbers, or a combination). *****NOTE: If your attorney is not yet in the system you will receive "Invalid User ID / Password" Message.**

I forgot my password, what do I do?

Contact either the JA or court administration to reset the password (see previous question).

I tried the incorrect password too many times, what do I do?

Close your web browser and log back onto the attorney scheduling. If this does not recognize your password, see previous question.

I can't select party I represent (case screen), what do I do?

You have "timed out", "Cancel", logout and log back into the JACS Attorney Scheduling screen.

Can't find time slots (no time slot show available), what do I do?

Click the back button on your browser. Make sure that the "Courtroom" field is blank and select a different amount of time (15 or 30 minutes).

How do I select a Pro Se attorney?

Type Pro, click "Find". You'll see an attorney named "Pro Se", select this attorney.