

## **JACS Instructions**

1. Click on “Scheduling Functions”
2. Enter Attorney User ID and Password
3. Select Court (Judge hearing is being set for)
4. Click “Log In”
5. Click on “Schedule an In-Person Hearing”
6. Select a motion type. (If the type you need is not available, please contact the Judicial Assistant.)
7. Select the available time duration.
8. Leave the courtroom blank.
9. Select date and time for the hearing you would like to set. Please note the courtroom for the notice of hearing (when applicable).
10. Enter the case number. Do **NOT** use dashes in case number.

11. Fill in the blanks as needed.