

JACS Instructions

1. Click on Available Hearing Times to get a list of the Judges' current dates/times and clear a date with the opposing party.
2. Click on Schedule a Hearing and then Scheduling Functions when ready to schedule your hearing.
3. Enter the User ID which is your attorney's bar number without the 0's in front, if any. Example: Bar # 001234 would be entered as 1234.
4. Enter the Password. If this is your **first time** logging into JACS, your password is also the attorney's bar number without the 0's in front.
Contact Jen Pizarro at jen.pizarro@flcourts18.org if you are having trouble logging in and provide her with your attorney's name, bar number, telephone number, fax number, and email address (this is used for receiving hearing confirmations, only one can be entered).
5. Click on Schedule an In-Person Hearing if all parties are appearing in person or click Schedule a Telephone Hearing if any party is appearing by phone.
6. Select a motion in the drop down box. (If the type you need is not available, either select a motion that is similar or contact the Judicial Assistant for instructions.)
7. Select the duration you need for your hearing.
8. **LEAVE THE COURTROOM BOX BLANK.** Hit Submit.
9. Make note of the **COURTROOM** your hearing is located in and then select the date and time for the hearing you would like to set.
10. Select which side your attorney represents, Plaintiff or Defendant also meaning Petitioner or Respondent for domestic cases.
11. Enter the case number. Don't forget to put the year in place of the XX, **DO NOT** use dashes in the case number, or put the numbers in after the dashes. Example: 2009-CA-1234
12. Input the opposing side's bar number (without the 0's in front) **OR** last name in the Opposing Bar # box and select find. If the opposing side is **PRO SE**, type pro se in the box.
Contact Jen Pizarro above if opposing counsel is not listed.
13. Input the party's names for Plaintiff and Defendant.
14. Select Submit when finished and an email confirmation will be directed to the emails on file for the attorneys.