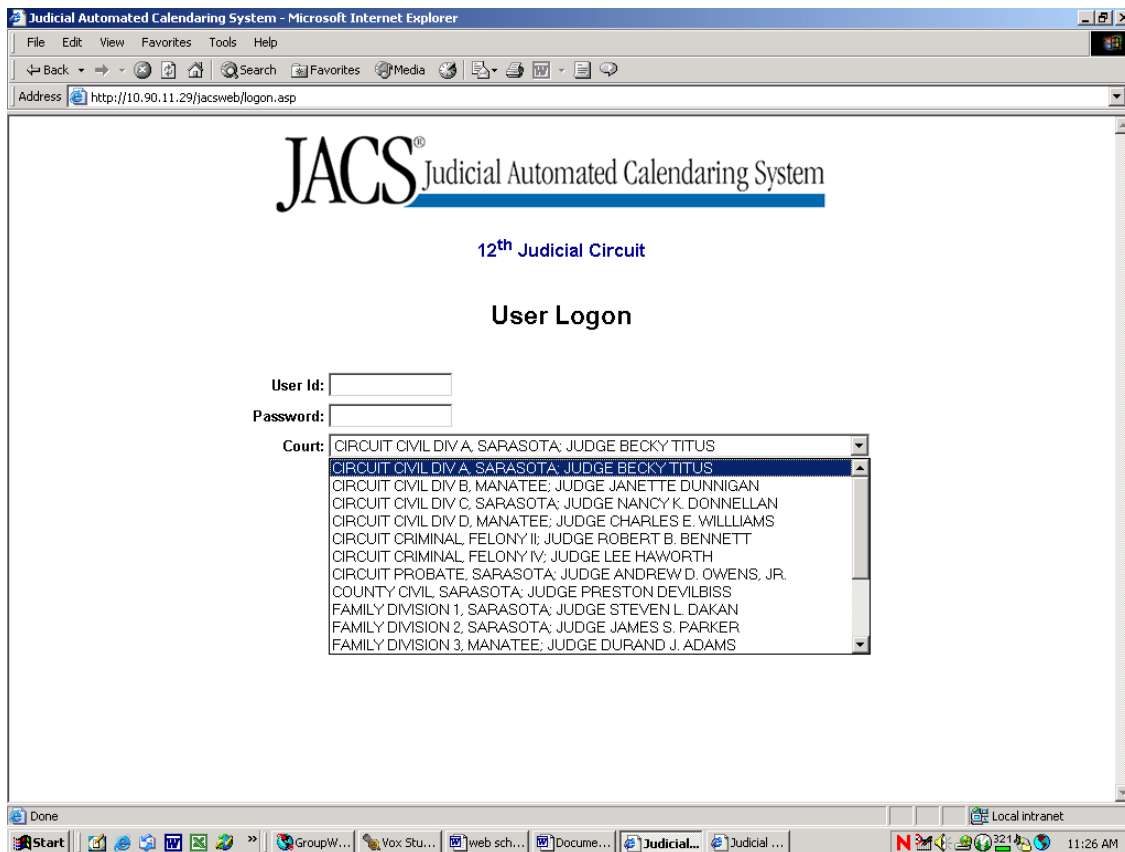


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JACS ON THE WEB - LOGON

Click **Scheduling Functions**

The User Logon screen appears. (See below) Enter your User ID(your Florida Bar Number) and your Password. If this is your first logon, the password is your Florida Bar Number. Under Court, click the down arrow and see a list of judges and their divisions. You can browse the judges and divisions by moving the mouse up and down the list. When you find the desired judge and division you can make a selection by left clicking the mouse when it is highlighted.

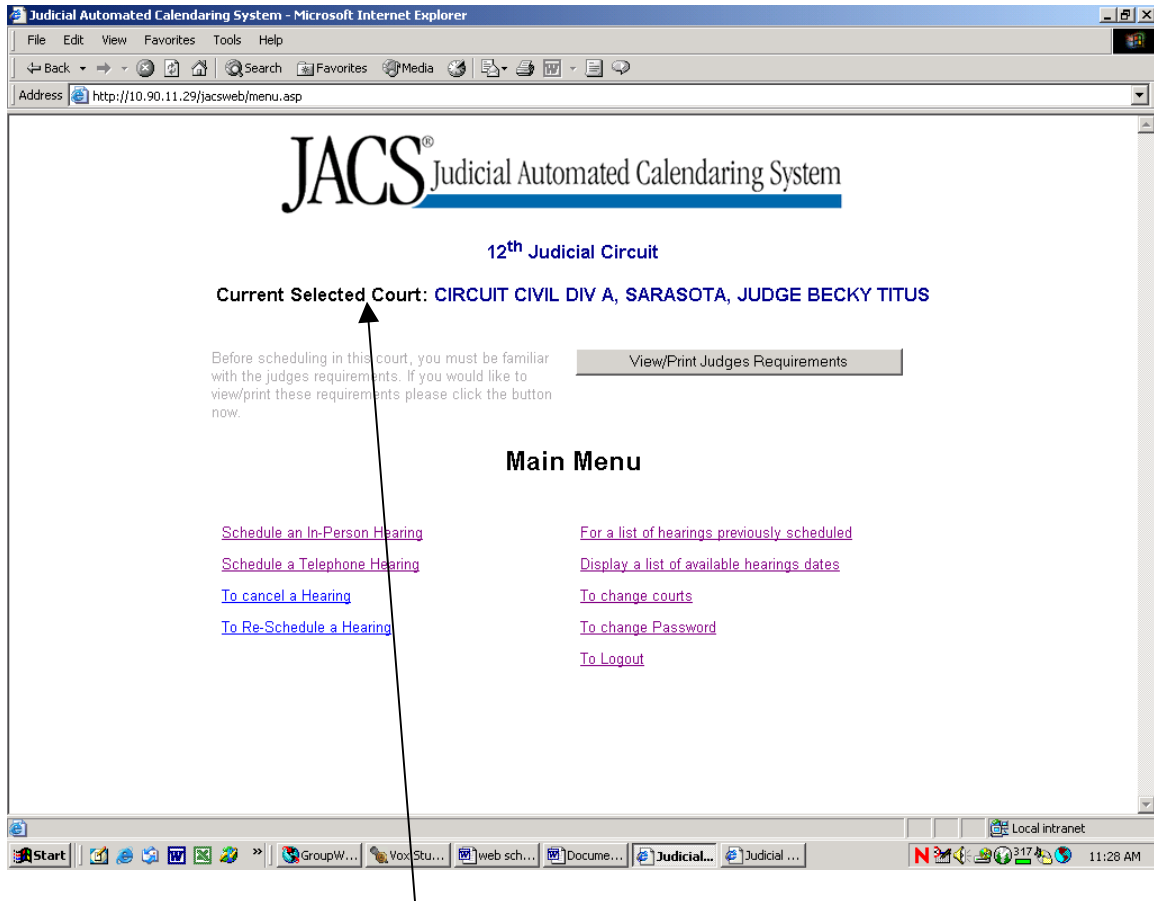


After selecting the desired Judge and Division, click the **Log In** button.

If this is your first logon into JACS, the system will prompt you to immediately change your password. Go to **Change Password**, portion of this documentation for instructions on changing your password.

MAIN MENU

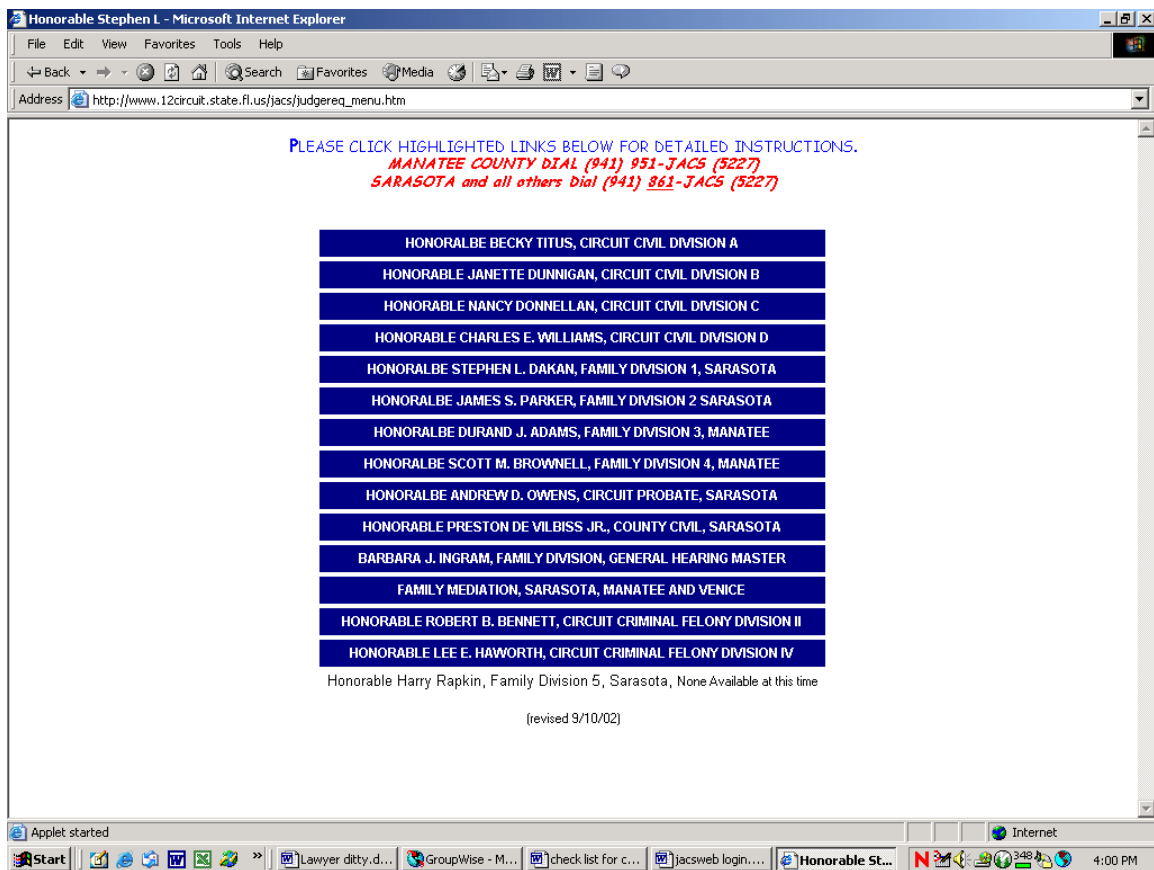
After your successful logon, the following screen will appear.



The above screen shows, the selected judge and division. All correspondence from this point forward will be for the selected judge and division.

VIEW JUDGES' REQUIREMENTS

All judges' court proceeding requirements can be printed from here. You will need Adobe Acrobat Reader to view these documents. See **DOWNLOAD ADOBE ACROBAT READER** section of this documentation. Click the appropriate judge to view their requirements.



The screenshot shows a Microsoft Internet Explorer browser window. The address bar displays the URL: http://www.12circuit.state.fl.us/jacs/judgereq_menu.htm. The main content area of the browser contains the following text:

PLEASE CLICK HIGHLIGHTED LINKS BELOW FOR DETAILED INSTRUCTIONS.
MANATEE COUNTY DIAL (941) 951-JACS (5227)
SARASOTA and all others Dial (941) 861-JACS (5227)

Below this text is a vertical list of blue buttons, each containing the name and title of a judge or court division:

- HONORALBE BECKY TITUS, CIRCUIT CIVIL DIVISION A
- HONORABLE JANETTE DUNNIGAN, CIRCUIT CIVIL DIVISION B
- HONORABLE NANCY DONNELLAN, CIRCUIT CIVIL DIVISION C
- HONORABLE CHARLES E. WILLIAMS, CIRCUIT CIVIL DIVISION D
- HONORALBE STEPHEN L. DAKAN, FAMILY DIVISION 1, SARASOTA
- HONORALBE JAMES S. PARKER, FAMILY DIVISION 2 SARASOTA
- HONORALBE DURAND J. ADAMS, FAMILY DIVISION 3, MANATEE
- HONORALBE SCOTT M. BROWNELL, FAMILY DIVISION 4, MANATEE
- HONORALBE ANDREW D. OWENS, CIRCUIT PROBATE, SARASOTA
- HONORABLE PRESTON DE VILBISS JR., COUNTY CIVIL, SARASOTA
- BARBARA J. INGRAM, FAMILY DIVISION, GENERAL HEARING MASTER
- FAMILY MEDIATION, SARASOTA, MANATEE AND VENICE
- HONORABLE ROBERT B. BENNETT, CIRCUIT CRIMINAL FELONY DIVISION II
- HONORABLE LEE E. HAWORTH, CIRCUIT CRIMINAL FELONY DIVISION IV

Below the list, the text reads: "Honorable Harry Rapkin, Family Division 5, Sarasota, None Available at this time".

At the bottom of the page, it says "(revised 9/10/02)".

The browser's taskbar at the bottom shows several open applications, including "Lawyer ditty.d...", "GroupWise - M...", "check list for c...", "jacsweb login...", and "Honorable St...". The system clock shows "4:00 PM".

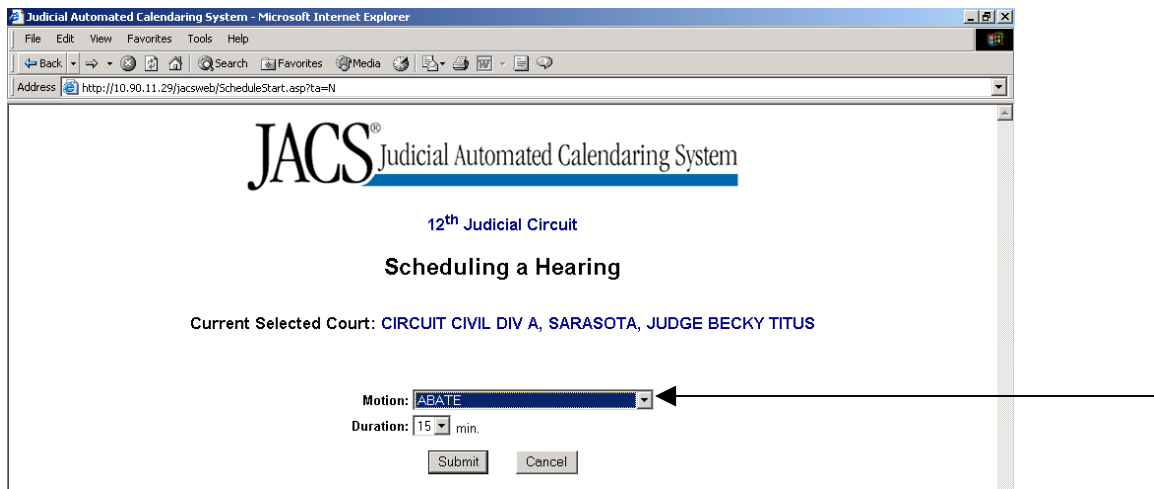
SCHEDULE AN IN-PERSON/TELEPHONE HEARING

Enter the motion for the hearing you are scheduling.

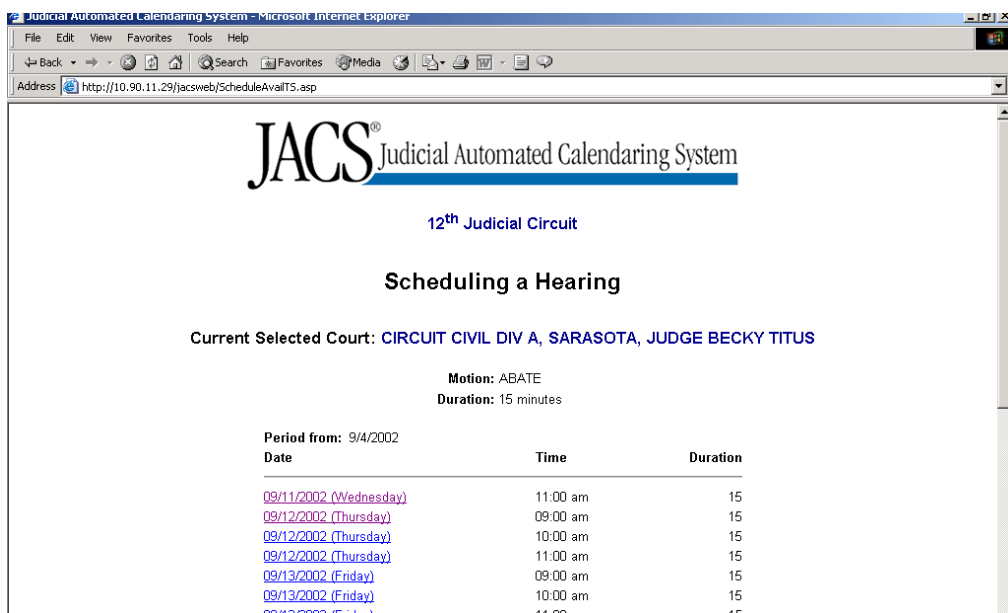
To view all the motions, click the down arrow. Select the desired motion by scrolling down the list by moving the mouse. When the desired motion is highlighted, left click the mouse. Make sure the motion selected appears in the window.

Enter the duration (length of hearing) for the hearing you are scheduling. Click the down arrow to see the hearing times allowed for this judge.

After the desired motion and length of hearing is selected, click the **Submit** button.

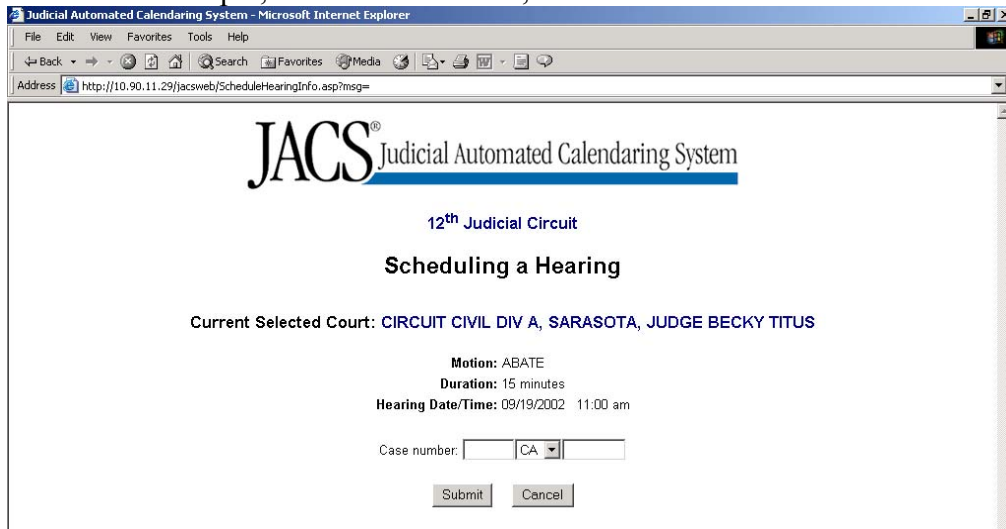


JACS will display all the available date and times for the length of hearing you selected. The date, day of the week, time and length of hearing are displayed. Select the desired date and click.



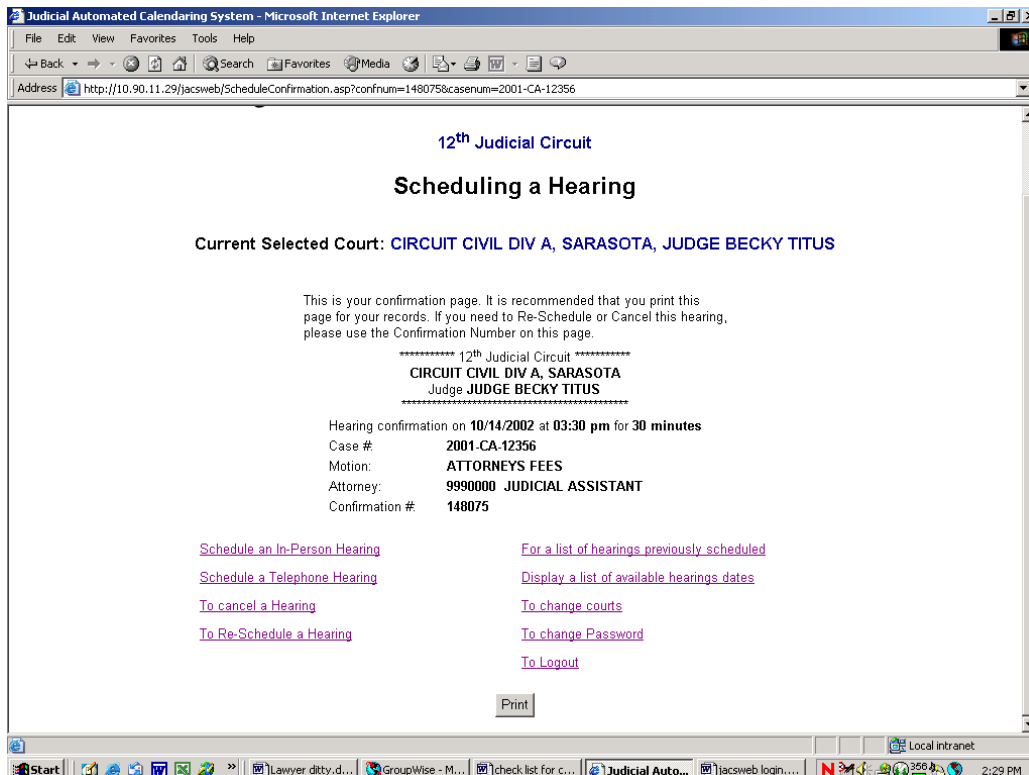
Before you go any further, check to make sure that the proper division, judge, motion, duration, hearing date/time have been entered. If everything appears to be correct, enter the case number for the hearing you are scheduling. The case number is entered with a four digit year, the case type and the remaining portion of the case number.

PLEASE NOTE: Entering the remaining portion of the case number without the leading zeros. For example, enter **2001 CA 654**, do not enter **2002 CA 000654**.



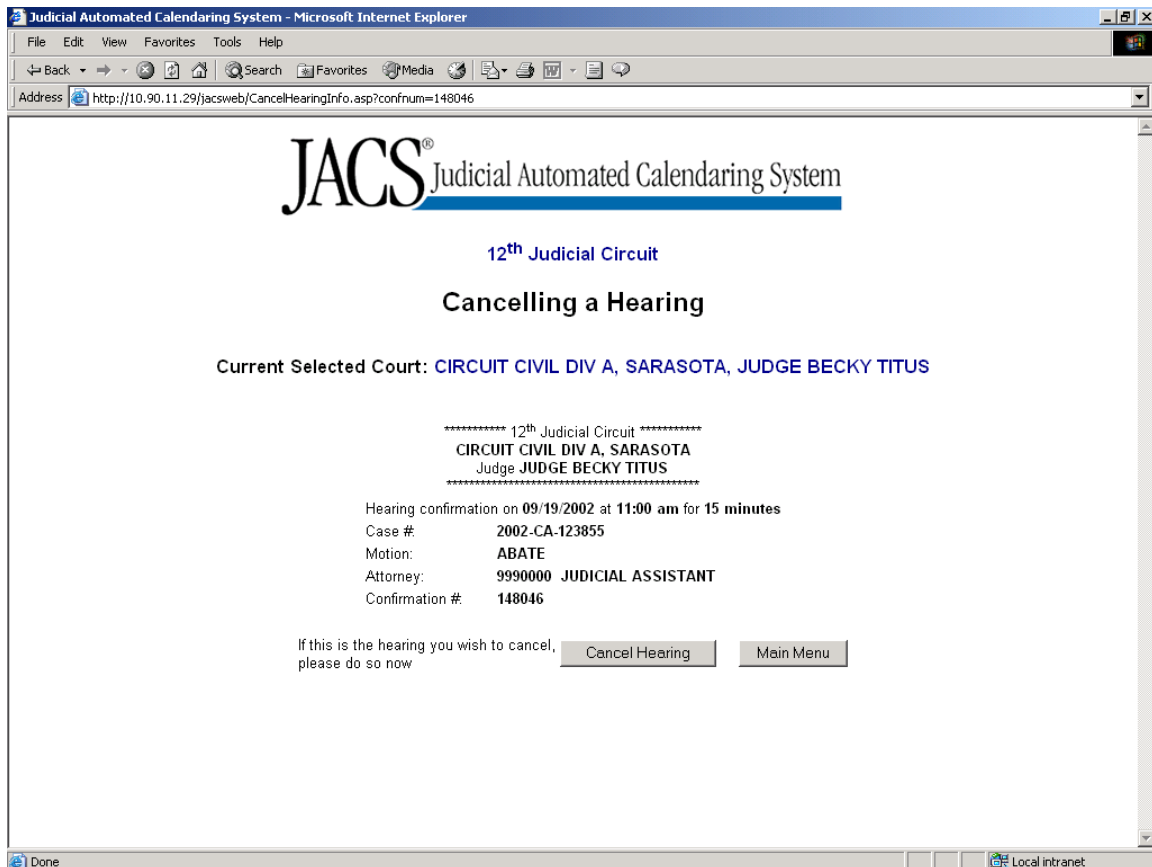
Click the **Submit** button and the following screen will appear:

This page shows all information entered for the hearing being scheduled. Division, judge, date, time and length of hearing, case number, motion, attorney and confirmation number. Print this page by clicking the **PRINT** button at the bottom of the screen. It is important to print this page with your confirmation number. The confirmation number is needed for re-scheduling and cancellation of a scheduled hearing.



CANCEL A HEARING

JACS needs to know the confirmation number for the hearing that needs to be cancelled. Enter the confirmation number in the space provided and click the SUBMIT button. As shown below, all hearing information will be displayed for verification of the hearing. If this is the hearing that needs to be cancelled, click the **Cancel Hearing** button. A new confirmation number will be displayed. Print this page by clicking the **Print** button.



The screenshot shows a Microsoft Internet Explorer browser window displaying the JACS (Judicial Automated Calendaring System) interface. The address bar shows the URL: <http://10.90.11.29/jacsweb/CancelHearingInfo.asp?confnum=148046>. The page content includes the JACS logo, the text "12th Judicial Circuit", and the heading "Cancelling a Hearing". Below this, it states "Current Selected Court: CIRCUIT CIVIL DIV A, SARASOTA, JUDGE BECKY TITUS". A section of hearing details is displayed, including the hearing confirmation date and time (09/19/2002 at 11:00 am for 15 minutes), case number (2002-CA-123855), motion (ABATE), attorney (9990000 JUDICIAL ASSISTANT), and confirmation number (148046). At the bottom of the details section, there is a prompt: "If this is the hearing you wish to cancel, please do so now" followed by two buttons: "Cancel Hearing" and "Main Menu". The browser's status bar at the bottom shows "Done" and "Local intranet".

JACS[®] Judicial Automated Calendaring System

12th Judicial Circuit

Cancelling a Hearing

Current Selected Court: **CIRCUIT CIVIL DIV A, SARASOTA, JUDGE BECKY TITUS**

***** 12th Judicial Circuit *****
CIRCUIT CIVIL DIV A, SARASOTA
Judge JUDGE BECKY TITUS

Hearing confirmation on 09/19/2002 at 11:00 am for 15 minutes
Case #: 2002-CA-123855
Motion: ABATE
Attorney: 9990000 JUDICIAL ASSISTANT
Confirmation #: 148046

If this is the hearing you wish to cancel,
please do so now

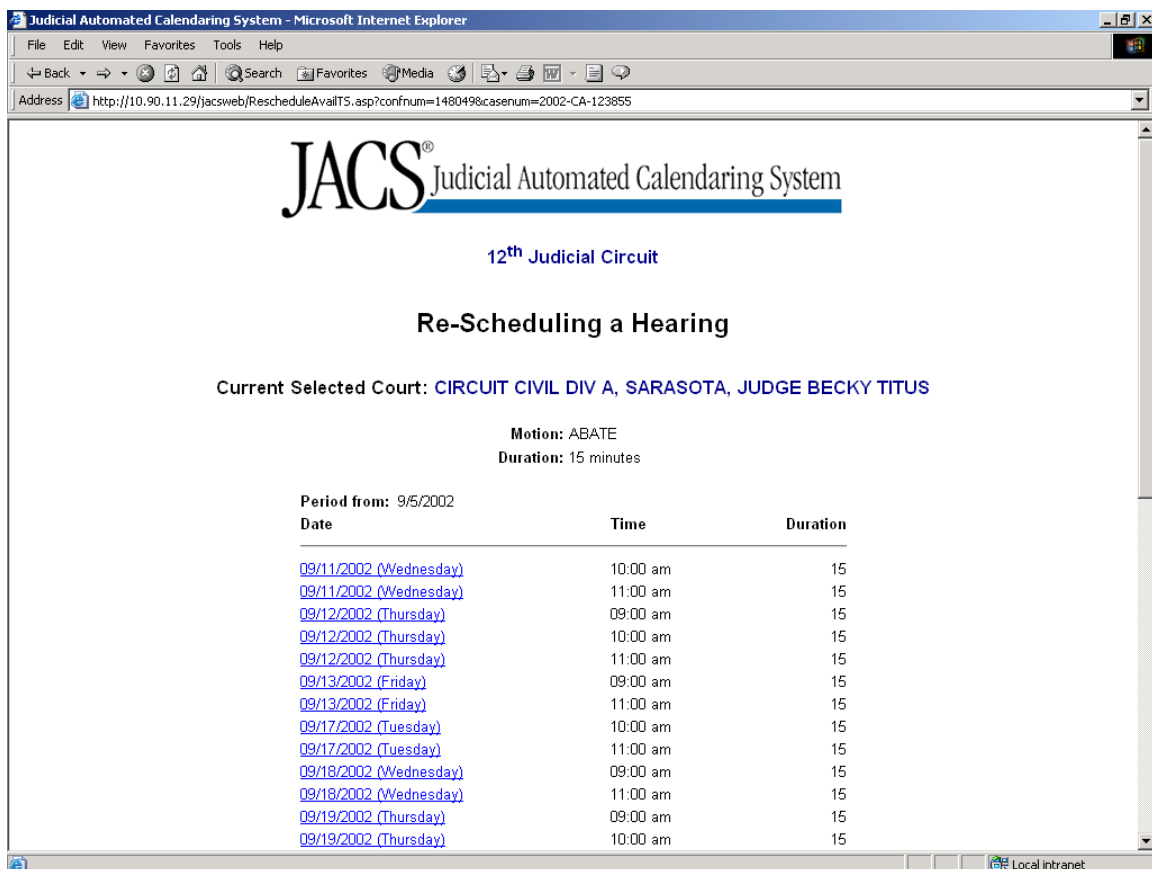
RE-SCHEDULE A HEARING

In order to re-schedule a hearing, you must enter the confirmation number. Enter the confirmation number in the space provided and click the **SUBMIT** button.

All hearing information, associated with the confirmation number, will be displayed.

Click the **RE-SCHEDULE** button. JACS will display all dates with the same time as the original hearing. For example, if the original hearing was 15 minutes, re-scheduling a hearing will be for 15 minutes only. (See diagram below)

If more or less time is needed, you will have to cancel the hearing and schedule a new hearing.



JACS[®] Judicial Automated Calendaring System

12th Judicial Circuit

Re-Scheduling a Hearing

Current Selected Court: **CIRCUIT CIVIL DIV A, SARASOTA, JUDGE BECKY TITUS**

Motion: ABATE
Duration: 15 minutes

Period from: 9/5/2002

Date	Time	Duration
09/11/2002 (Wednesday)	10:00 am	15
09/11/2002 (Wednesday)	11:00 am	15
09/12/2002 (Thursday)	09:00 am	15
09/12/2002 (Thursday)	10:00 am	15
09/12/2002 (Thursday)	11:00 am	15
09/13/2002 (Friday)	09:00 am	15
09/13/2002 (Friday)	11:00 am	15
09/17/2002 (Tuesday)	10:00 am	15
09/17/2002 (Tuesday)	11:00 am	15
09/18/2002 (Wednesday)	09:00 am	15
09/18/2002 (Wednesday)	11:00 am	15
09/19/2002 (Thursday)	09:00 am	15
09/19/2002 (Thursday)	10:00 am	15

After a new date is selected, a new confirmation number will be displayed. Print this page by clicking the **Print** button.

FOR A LIST OF HEARINGS PREVIOUSLY SCHEDULED

Click this main menu option to preview all hearings scheduled for this court by this attorney.

The information displayed is:

1. Date of Hearing
2. Time of Hearing
3. Duration
4. Case Number
5. Motion
6. Plaintiff
7. Opposing attorney
8. Defendant
9. TA (Telephone Appearance)
10. Confirmation number

Click the **Print** button to print this page.

DISPLAY A LIST OF AVAILABLE HEARING DATES

Certain information must be entered to obtain a list of available hearing dates, for this court

1. **From Date:** Enter date search should start from, JACS will always search to the end of the calendar.
2. **Minimum Duration, in minutes**
3. **Maximum Duration, in minutes**

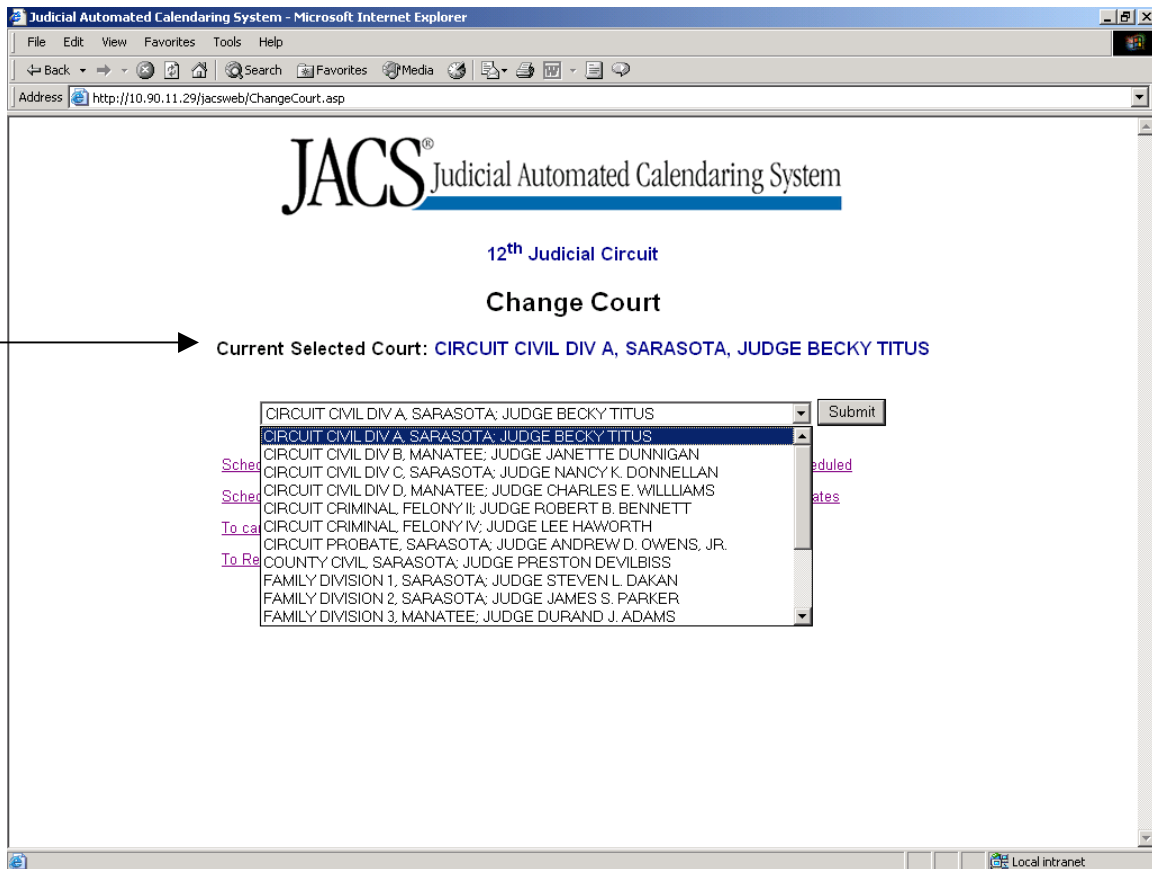
Enter the minimum and maximum hearing times needed. If you need 15 minutes, enter 15 in the minimum duration and 15 minutes in the maximum duration. JACS will display all the available 15 minute hearing times from the date specified in **From date** to the end of the calendar.

If no entries are made in minimum and maximum durations, all available hearing times will be displayed.

Click the **PRINT** button to print this page.

TO CHANGE COURTS

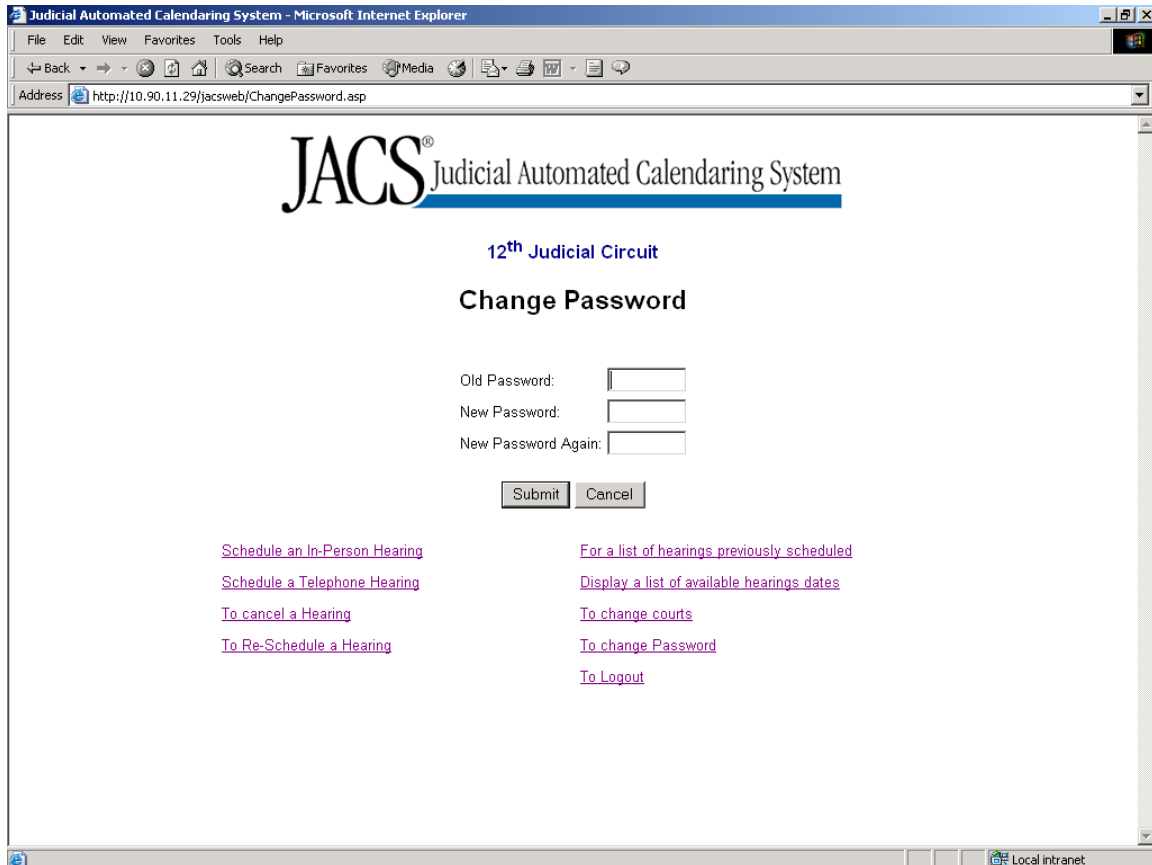
Click the down arrow and the following list will appear:



Move the mouse up and down the list and select the desired division and judge. When the new division and judge are selected, click the **Submit** button. Verify that the new judge and division are displayed in the Current Selected Court.

TO CHANGE PASSWORD

The following window will appear:



Please enter your **Old Password**, followed by the <TAB> key

Enter **New Password** followed by the <TAB> key
Enter **New Password Again** to verify.

Click **Submit**.

When JACS changes your password, you will see the following message

Your Password has been accepted

RULES FOR ENTERING A PASSWORD:

Passwords can only be numbers 0 thru 9.
You can use between 1 and 8 numbers for your password.

A date can be used as a password. For example 021055

LOGOUT

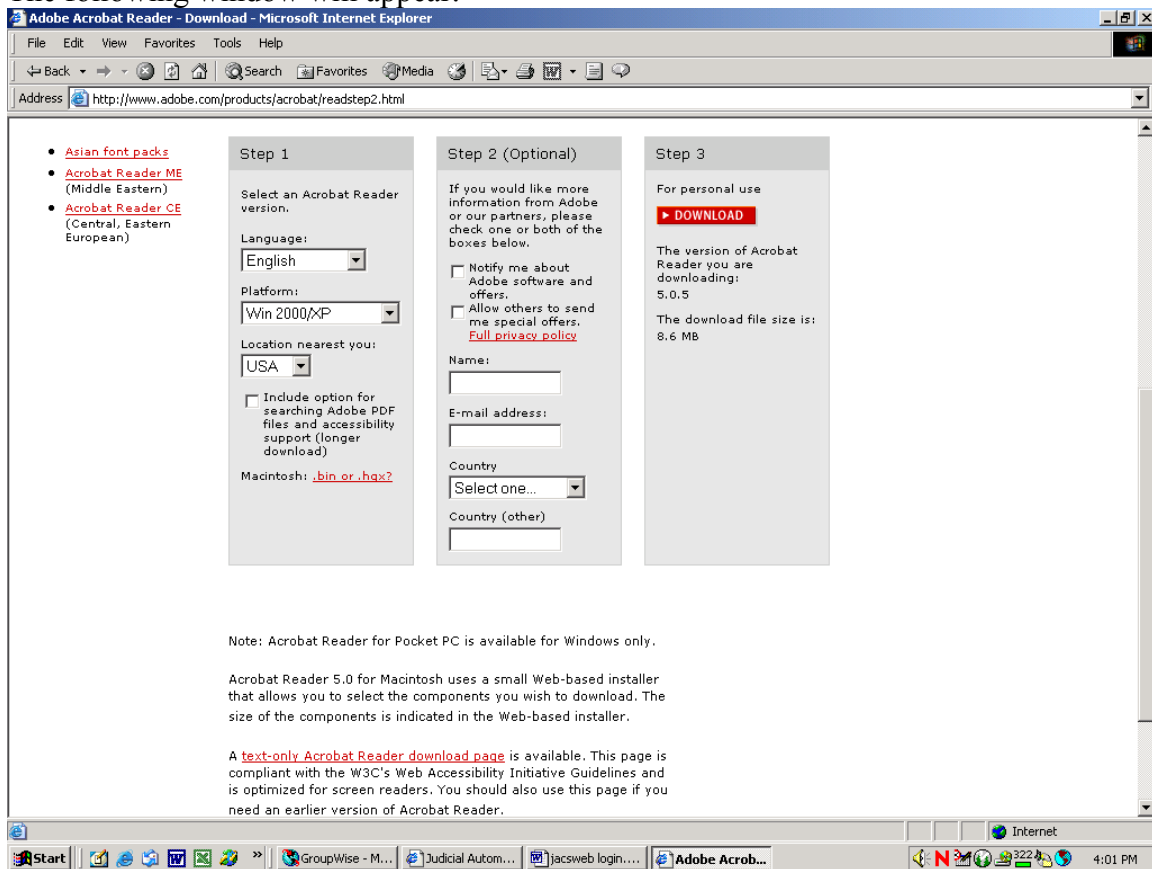
Upon completion of using JACS, you **MUST LOGOUT** of the system. To LOGOUT, simply click on the option to LOGOUT. This will free up access to our website, so others can schedule.

DOWNLOAD ADOBE ACROBAT READER

The Adobe Acrobat Reader is needed to read JACS web instructions.

Proceed to this website <http://www.adobe.com/products/acrobat/readstep2.html>

The following window will appear:



Fill in all necessary information in Steps 1 and 2. Click DOWNLOAD in Step 3

A window will appear asking to Open, Save, Cancel and More Info

Click Save (Check the 'SAVE IN' window and verify where adobe acrobat reader is being saved.

This will 'SAVE' the installer program for Adobe Acrobat Reader

Upon completion of the download, go where the Adobe Acrobat Reader Installer program was saved and double click. This will install the Adobe Acrobat Reader.