

# Quick Reference:

## How to in New JACS

(This is an interactive Table of Contents, you can hold the ctrl and click on the line you want to jump to the section)

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There are more than one way to most of the tasks, but the instructions listed are a starting point.

If you find an easier way and it works for you, you can continue using that method.

# Court Calendar

To get to the Judge Calendar:

1. Click Courts from the Dashboard (black circle)
2. Click Calendar to the right (next to Edit) (blue circle)

FLCourt18

Admin / Courts / List

Courts Showing 1 to 2 of 2 entries . Reset

Note  
This section is the culmination of every other section.  
From here a user can manipulate the court and it's calendar.

Search...

Description	Judge	County	Actions
Cnty Div S	Carsandra Buie	Brevard	<a href="#">Edit</a> <a href="#">Calendar</a>
Cty Criminal 9	Aaron J. Peacock	Brevard	<a href="#">Edit</a> <a href="#">Calendar</a>

Description Judge County Actions

All entries per page < 1 >

This will bring them to the main court calendar view. They can toggle the view by using the links in the upper right hand corner of the window.

Cnty Div S

[Edit](#) [User Defined Fields](#) [Truncate](#) [iCal export](#) [PDF export](#) [Extend](#)

Note  
Click and drag the mouse over period of time or just click on the day to create a timeslot.

< > Apr 17 - 21, 2023 month week day list

	Mon 4/17	Tue 4/18	Wed 4/19	Thu 4/20	Fri 4/21
all-day					
8am					
8:15am					
8:30am					
8:45am					
9am	9:00 - 9:30 2020-CC-2487		9:00 - 12:00 Cover Judge Herr's Arraignments	8:30 - 10:30 2023-CC-595 2023-SC-1589 2025-CC-3832	9:00 - 12:00 Cover Judge Herr's Arraignments
9:15am					
9:30am					

## Creating Template

1. Click on Templates
2. Click "Add Template"
3. Select the judge (if you have more than 1 judge)
4. Click "Save and Back"
5. Click "Configure"
6. Set up the time slots Mon – Fri

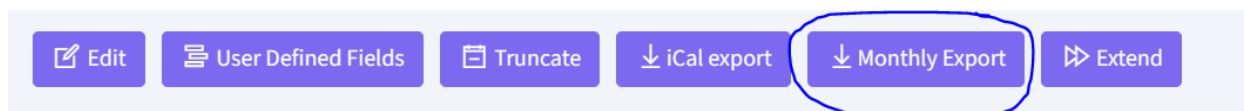
## To Use Templates

1. Click Courts
2. Click Edit
3. Click Templates to assign the template
4. If your calendar is set to automatic extension
  - a. Enter the sequences of the templates (what template follows what template)
5. If your calendar is set to manual extension
  - a. Enter what templates should be assigned to what weeks

## Monthly Print – New Feature

This option will allow the JA to save a file with the judge's schedule for the month. This lists by template name so it can NOT be used if all time slots are manually entered.

1. Bring up the month you want to save as a file
2. Click Monthly Export to get a monthly schedule for the judge.



The blue circle is the template name. The maroon circle shows how many free time slots for that week at the time of the file creation.

### Monthly Calender for April 2023 - Cir Crim Div E

Week 1 (04/01/2023 - 04/02/2023)
0 Free Timeslots Trial Week 1
Week 2 (04/10/2023 - 04/16/2023)
0 Free Timeslots Trial Week 2
Week 3 (04/17/2023 - 04/23/2023)
2 Free Timeslots Hearing Week 1
Week 4 (04/24/2023 - 04/30/2023)
0 Free Timeslots Hearing Week 2
Week 5 (05/01/2023 - 05/07/2023)
0 Free Timeslots Trial Week 1

## Creating Timeslot

To create a time slot – Click on the date and time you want to create the time slot.

\*\* Once the time slot is created, this new version will allow you to click and drag it around on the calendar if needed.\*\*

To create concurrent (where the start time is the same) timeslot:

1. After creating the first time slot
2. Click on the calendar anywhere there is NOT a time slot yet
3. Create the time slot as usual
4. Click and drag the time slot to where you want it to start

### Cir Civil Div D-Judge Dugan

< >		Oct 17 – 21, 2022				month week day list			
	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21				
all-day									
9am			9:00 - 10:00						
9:15am									
9:30am									
9:45am									
10am									
10:15am									
10:30am									
10:45am									
11am									
11:15am									

Below is what comes up to complete the creation of the time slots

Wed Oct 3, 9:00 am - 9:00 am

Timeslot(s)

Cattle Call?  
☒ Yes (Concurrent)  
☐ No (Consecutive)

Start Time

End Time

Duration

Quantity

9:00 AM

10:00 AM

-

Description

Category

-

Restricted Motions

Save changes

All these fields can be changed.

Cattle Call?

☒ Yes (Concurrent)  
☐ No (Consecutive)

Start Time

End Time

Duration

Quantity

9:00 AM

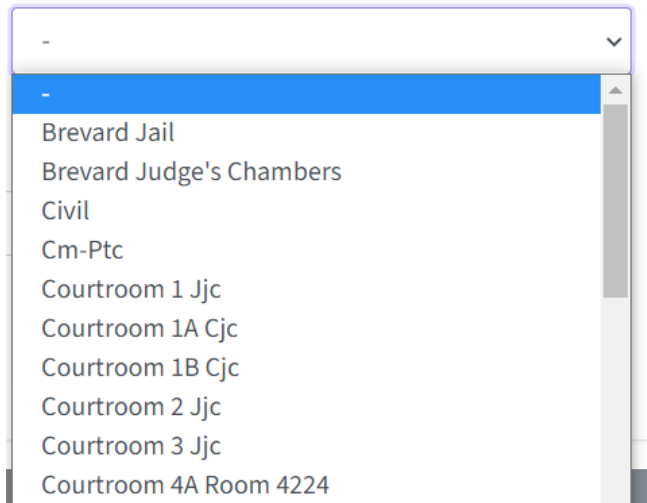
10:00 AM

20 mins

3

Please let IT know if there is a category you would like the system to have.

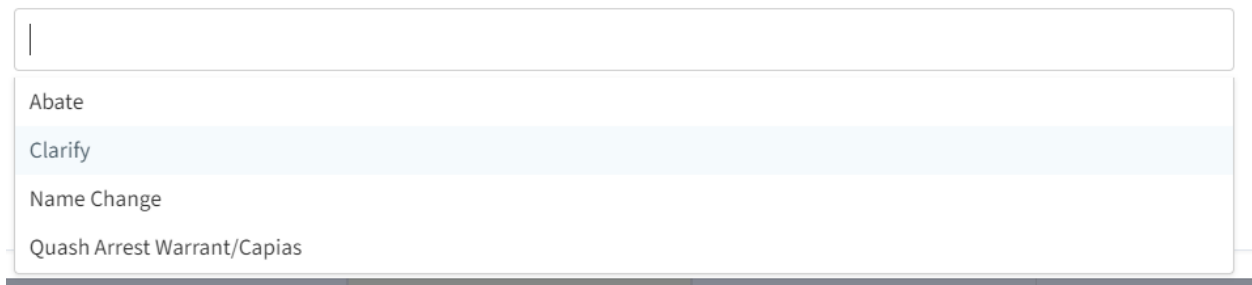
Category



- 
- Brevard Jail
- Brevard Judge's Chambers
- Civil
- Cm-Ptc
- Courtroom 1 Jjc
- Courtroom 1A Cjc
- Courtroom 1B Cjc
- Courtroom 2 Jjc
- Courtroom 3 Jjc
- Courtroom 4A Room 4224

JAs may use the Restricted Motions to only allow specific hearing motions to be schedule for all of the timeslots within this time frame. Clicking on the input box will show all motions available (JA, selects these) to the court.

Restricted Motions



- |
- Abate
- Clarify
- Name Change
- Quash Arrest Warrant/Capias

Once the JA clicks save the timeslot will appear on the calendar. If the timeslot is overbooked it will appear red.

Wed 10/19	Wed 10/19
9:00 - 10:00 4 Available	9:00 - 10:00 4 Available 1 Overbooked

Timeslots show up slightly differently. If the timeslots were creating using the above method, all the timeslots show up like the image above.

If the timeslots were created one at a time, they will look like the picture below. It's a personal preference.

Tue 2/21
8:30 - 8:35 8:30 - 8:35 8:30 - 8:35



## Creating a Hearing/Event

The JA can create an event by clicking on a corresponding timeslot. This will allow the JA to update the timeslot or create a new event/hearing.

Wed Oct 19, 9:00 am - 10:00 am

×

Timeslot(s)

Create Event

Event(s)

Start Time

End Time

Duration

Quantity

9:00 AM

10:00 AM

15 mins

5

Description

Category

-

Restricted Motions

Abate

×

Delete

Save changes

From this menu the JA can fill out the specifics for the hearing/event.

Timeslot(s)

Create Event

Event(s)

☐ Addon

Case Number

XXXX

CA

XXXXXXX

Motion \*

Type \*

Abate

In Person

Attorney

Opposing Attorney

Type Attorney name or Bar Number

Type Attorney name or Bar Number

Plaintiff

Defendant

Notes

Save changes

To view existing events, a JA can click on the corresponding timeslot to view all events associated with the timeslot.

Wed Oct 19, 9:00 am - 10:00 am



Timeslot(s)

Create Event

Event(s)

Case #	Motion	Attorney	Plaintiff	Opposing Attorney	Defendant	Actions
XXXX-CA-XXXXXX	Abate	Attorney	Kunle	Defendant Attorney	Jessica	

If they click on the link under the actions column, this will allow them to edit the hearing/event. Additionally, JA can click on the Events link in the main menu to show all events.

Dashboard

Courts

Court Permissions

Docket Print

Events

Templates

Timeslots

Cir Civil Div D-Judge Dugan

< >

Oct 17 – 21, 2022

	Mon 10/17	Tue 10/18	Wed 10/19
all-day			
9am			9:00 - 10:00 3 Available 1 Overbooked
9:15am			

From this menu the JA can edit, filter, or search for past events/hearings. By clicking the delete button, the JA will cancel the scheduled hearing. A corresponding email will be sent to the attorney.

**Events** Showing 1 to 2 of 2 entries. [Reset](#)

Search...

▼ Court ▼ Status ▼

Case Number	Motion	Timeslot	Court	Status	Attorney	Actions
: 2022-CA-1234567	Abate	10/19/2022 @ 9:00 am	Cir Civil Div D-Judge Dugan	Scheduled	Attorney	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Revisions</a>
: 2022-CA-	Abate	10/19/2022 @ 9:00 am	Cir Civil Div D-Judge Dugan	Cancelled	Attorney	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Revisions</a>

10 entries per page

< 1 >

\*\*\*\*\* Florida 18th Judicial Circuit \*\*\*\*\*  
 BREVARD FORECLOSURE HRGS  
 BREVARD FORECLOSURE JUDGE  
 \*\*\*\*\*

Hearing Cancellation on 10/18/2022 at 11:21:08 AM for 10 minutes

Case # : 2022-CA-

Motion : Abate

Attorney :

Plaintiff : Kunle

Opposing Attorney :

Defendant : Jessica

Confirmation # : 1

Cancelling Reason : plaintiff received discovery responses

\*\*\* Please do not reply to this email \*\*\*

# Edit Calendar (Templates and Rules)

To get to the Judge Calendar:

1. Click Courts from the Dashboard (black circle)
2. Click Edit to the right (next to Calendar) (blue circle)

The screenshot shows the FLCourt18 dashboard. On the left is a sidebar with navigation links: Dashboard, Attorneys, Courts (highlighted), Active Calendar, Docket Print, Events, Templates, Timeslots, and Support. The main content area shows a blue banner with text about updating the court and its calendar. Below this is a table with columns: Judge, County, and Actions. The first row lists Carsandra Buie in Seminole County, with an 'Edit' button circled in blue and a 'Calendar' button next to it. A search bar is located above the table. At the bottom right, there is a pagination control showing page 1 of 1.

Judge	County	Actions
Carsandra Buie	Seminole	<a href="#">Edit</a> <a href="#">Calendar</a>

This is where you go for the following settings:

1. Turn on/off email confirmations
2. Number of weeks on the calendar
3. Extension of the calendar (manual or automatic)
4. Web Scheduling
5. Available timeslots
6. Show Docket on the internet
7. Required fields for web scheduling
8. Judge's calendar motions
9. Attorney scheduling available hearing types – **NEW feature**
10. Web scheduling Header
11. Email Template – Allows you to customize the hearing confirmations – **NEW feature**
12. Template assignments

## Calendar Options

1. Click Courts from the Dashboard (black circle)
2. Click Calendar to the right (next to Edit) (blue circle)

Dashboard

Attorneys

Courts

Active Calendar

Docket Print

Events

Templates

Timeslots

Support

FLCourt18

a

of 1 entries . Reset

ation of every other section.

ulate the court and it's calendar.

Search...

Judge	County	Actions
Carsandra Buie	Seminole	<div>EditCalendar</div>
Judge	County	Actions

< 1 >

### Cnty Div S

Edit
User Defined Fields
Truncate
iCal export
Extend

#### Note

Click and drag the mouse over period of time or just click on the day to create a timeslot.

<
>

Mar 6 – 10, 2023

month
week
day
list

	Mon 3/6	Tue 3/7	Wed 3/8	Thu 3/9	Fri 3/10
all-day					
8am					
8:15am					
8:30am					
8:45am					
9am	9:00 - 9:30 0 Available 1 Overbooked			9:00 - 9:30 0 Available 1 Overbooked	9:00 - 5:00 Blocked
9:15am					
9:30am		9:30 - 11:30 Blocked	9:30 - 9:45 2022-CC-000193		

## Edit – From Calendar

Allows the user to make the same changes as the Edit option from the courts menu

## User Defined Fields

Black Circle

To create and manage User Defined Fields:

1. Click “User Defined Fields” (black circle)
2. Field Name
3. Field type
4. Alignment (where on the docket it should show)
5. Default Value (if needed)
6. The fields only show up on what is selected (Display on docket, display on Schedule or use in attorney scheduling)
7. Plus sign allows for more user defined fields
8. Hit save at the bottom to save all the new selections

## Truncate

Fuschia Circle

Truncate strips all the templates or timeslots on the calendar.

1. Date range can be selected
2. Other options are
  - a. Strip everything on the calendar in the date range
  - b. Strip everything but scheduled hearings
  - c. Strip everything but timeslots added manually to the calendar (non template)
  - d. Strip only template timeslots and leave all hearings and manually added timeslots
3. Truncate takes out the timeslots in the date range selected

# Email Confirmations

To enable or disable

1. Click Courts
2. Click Edit
3. Click Scheduling
4. Enable or Disable the Email Confirmations
5. Scroll all the way to the bottom of the screen and click save

Courts

Edit court. < Back to all courts

Note

This section is the culmination of every other section.  
From here a user can manipulate the court and it's calendar.

MainSchedulingEmailTemplates

Email Confirmations

Weeks on Calendar \*

26

Extending Calendar \*

Automatic

Manual

Public Settings

Allow Web Scheduling

Public Available Timeslots

Show Docket on Internet

Lagtime for Search of Available Timeslots

21

Required Fields

Plaintiff required

Plaintiff attorney required

Defendant required

Defendant attorney required

# iCal Export – New Feature

## Gray Circle

This option allows you to export the calendar to Outlook

1. Click the button
2. The calendar will download and when you click open
3. You will get the option to Open as new, import or cancel
  - a. Open as new will create a new calendar – Most will want to use this option
  - b. Import will add all the hearings to your Outlook calendar
  - c. Cancel Cancels this option

Today < > March 2023	Month					
Sunday Feb 26	Monday 27	Tuesday 28	Wednesday Mar 1	Thursday 2	Friday 3	Saturday 4
5	6	7 1:30pm Hearing of 2022-SC-001664 2:00pm Hearing of 2021-SC-003266 2:30pm Hearing of 2021-SC-001401 3:00pm Hearing of 2021-SC-004014 3:30pm Hearing of 2018-CC-003232	8 9:30am Hearing of 2022-CC-000193 10:00am Hearing of 2022-CC-001838 10:30am Hearing of 2022-CC-003337 10:45am Hearing of 2022-CC-003665 11:00am Hearing of 2021-CC-002301	9	10	11
+9						

When the hearing is double clicked, you can see the information:

Case Number: 2022-SC-001664  
Motion: Enforce  
Hearing Type: In Person  
Attorney: Bukowski, Glenn  
Opposing Attorney: Ferry, Katelyn Mae  
Plaintiff: Truviewmold Llc  
Defendant: United Property & Casualty Insurance Company Plaintiff Email:  
Defendant Email:  
P Phone #: 888-570-5677  
Scheduler: Daniel Ramirez  
D Phone #: 813-848- 0600  
Notes: Motion to Enforce Settlement  
Scheduler's Email: [adr@bolin-law.com](mailto:adr@bolin-law.com)  
ADDL Motions:  
P Virtual:  
Coordinated with: Coralys Rivera  
D Virtual:  
P Telephonic:  
Date Set: 11/28/2022  
ADDL Cases:  
Notes:  
In Shared Folder Cnty Div S

Each time you export it out of JACS, it will create a new calendar, just select replace Calendar to make sure it stays as 1 not create an infinite number of calendars.



## Tech Support

If you run into issues or would like to see a specific function, please put in a ticket request through the new IT ticketing system (<https://fl18.org/servicedesk>).