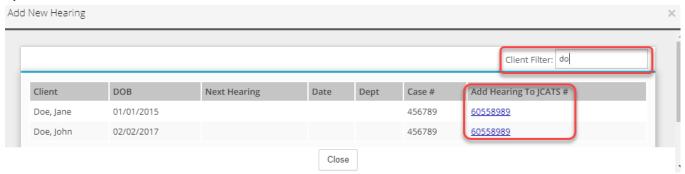## Add Hearings

Hearings can be added to a case from the following three locations:

- **Main Page:** "Add Hearing" button in the hearing section's header

- **Quick Calendar:** "Add New Hearing" button, which displays popup below, which is the attorney's entire open caseload, allowing the user to filter by client name and then click the "Add Hearing to JCATS #" hyperlink. This displays another popup, so they can add the hearing. The newly added hearing is immediately included on the Quick Calendar.

- **Appearance Sheet:** "Save/Next Hearing" button, which displays the popup below so the user can enter as many next hearings for the case as needed. If the hearing that led to this new hearing had "Order Back" checked, then the "Note" will be defaulted with the name of the previous hearing's judge, hearing type, and the fact they were ordered back. Likewise, the "Ordered to Appear" checkbox(es) will be automatically checked.