

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

Incomplete Hearings In Case

[Add Hearing](#) [Show All Hearings](#)

Date	Type	Officer	Appearing Attorney	Dept		
8/21/2020 8:30 AM	Detention	Smiley, Charles	Attorney, FJI Demo	404 (Alameda)	Print	Go To

(No Result) , [Jane Doe](#) , Janet Doe , [John Doe](#) , Jonathan Doe

- **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.

Add New Hearing

Client Filter:

Client	DOB	Next Hearing	Date	Dept	Case #	Add Hearing to JCATS #
Doe, Jane	01/01/2015				456789	60558989
Doe, John	02/02/2017				456789	60558989

[Close](#)

- **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.

Next Hearing

Add Hearing

Hearing Type: Hearing Date: Hearing Time: 8 : 30 AM Hearing Officer: Smiley, Charles Department: 404 (Alameda)

Note:

Petitions on Hearing

<input type="checkbox"/>	Type	File Date	Case #	Child	Ordered To Appear
<input checked="" type="checkbox"/>	300 Original	8/18/2020	456789	Doe Jane	<input type="checkbox"/>
<input checked="" type="checkbox"/>	300 Original	8/18/2020	456790	Doe John	<input type="checkbox"/>

[Save](#) [Save and Add More](#) [Cancel](#)