

## Record Time (In-Courtroom)

Record time spent in the courtroom, for a specific hearing, is entered on either the Add/Edit Hearing page or the Quick Calendar Appearance Sheet page. The Hours, Hours Type, and Phase fields are in the top portion of these pages (see screenshots below). These pages have the following validations and processes regarding these fields:

- Hours cannot be entered on a future hearing
- Upon entering Hours:
  - Hours Type and Phase will automatically populate whenever there is a one-to-one relationship with the specific Hearing Type. i.e. a "Detention" hearing type can only have an Hours Type of "Arraignment/Detention" and a Phase of "A - Through Detention". If there is not a one-to-one relationship, then you will be required to select a value from the dropdown
  - Appearing Attorney is required
  - Hours must be between .1 and 8 (.15 and 8 hours for those using quarters of hours)

- Hours recorded in the courtroom can be viewed on the following lists and reports:
  - Add/Edit Hearing - bottom list section
  - MyJcats - My Daily Time section
  - Data Entry - Record Time List
  - Quick Calendar - Activity tab
  - Reports: Hours Worked by Case, Hours Worked by Date, Hours Worked Summary, and the printable version of the case