

Cases Closure

- Close a petition by using one of the many “CLSD” values in the “Result” dropdown on the Hearing Add/Edit page or Quick Calendar - Appearance Sheet page (see screenshots below):
 - Route to the Hearing Add/Edit** page the following three ways:
 - MyJcats Attorney: click on the “QHE” button for the desired hearing (routes to Appearance Sheet for those that use the Appearance Sheet).
 - My Calendar: click on the “QHE” button for the desired hearing.
 - Main Page: click on the Hearing Date’s hyperlink, or if the hearing has not yet been entered into JCATS then use the “Add Hearing” button in the hearing section’s header. **Remember to use the “Show All Hearings” button if you want to view hearings that have been resulted, because resulted hearings are, by default, hidden. At times you may need to go back into a hearing to update it.**
 - Route to the Appearance Sheet** page the following three ways:
 - MyJcats Attorney: click on the “QHE” button for the desired hearing.
 - “Tasks” menu item, then “Quick Calendar”: in the list of hearings for the day, click on the Hearing Type hyperlink.
 - Main page: click the Hearing section’s “Go To” button, and then click the “Quick Cal Sheet” option in the popup.
- Main Page - Hearings section:

Incomplete Hearings In Case

Add Hearing Show All Hearings

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

(No Result) , Jane Doe , Janet Doe , John Doe , Jonathan Doe

- Hearing Add/Edit & Appearance Sheet - Petitions in Case section: use values beginning with “CLSD”. Use “Global Result” when there are multiple petitions with the same result, which will populate all Result fields left blank.

Petitions in Case

On	Type	File Date	Case #	Result	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"/>

Global Result: Continuation Requested By:

- Quick Calendar: use the hearing type hyperlink to get to Appearance Sheet. **Remember to uncheck “Pending Hearings Only”, so the Search Results will also return hearings that already have a result.**

Search

Hearing Date: 08/21/2020 Pending Hearings Only: ☒ Calendar For: Attorney, FJI Demo (FJI Demo)

Search Result

CAL #	Case Name: Child A Test	Jcats # 60468169	6 MR	8:30 Dept 404	Action
01	Child A Test	2222222	Result Needed	FJI Demo Attorney	1 Doc DCF5 Reports