

Court Management System User Manual – How to Cancel Existing Future Hearing

17th Judicial Circuit Court of Florida



BY

JUDICIAL SYSTEM INFORMATION (JIS)

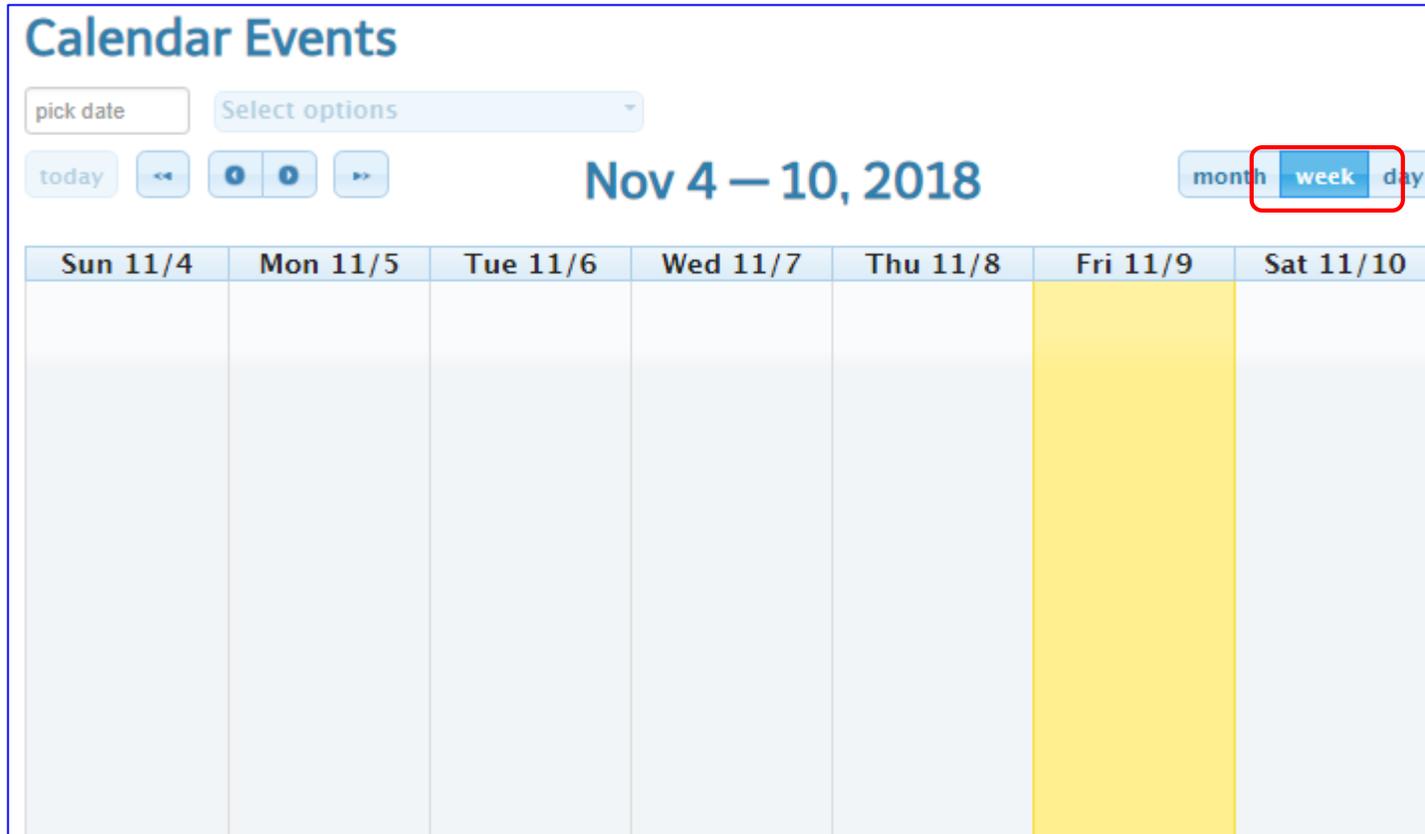
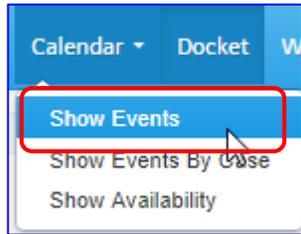
How to Cancel Existing Hearing

This section will cover how to cancel hearing on an existing hearing for future dates.

Please be advised:

- Users are allowed to cancel only certain types of hearing that too only if Judge/Division allows. Please refer to Judge's procedures: <http://www.17th.flcourts.org/judiciary-list-and-category/>
- User are not allowed to cancel Calendar Call types of hearing
- Users are not allowed to cancel Pre-Trial Conference types of hearing
- This section will cover how to cancel Motion Calendar (MC) hearing as an example. The process is same for other types of hearings like (SS) Special Sets.

How to Cancel Already Scheduled Hearing



Go to the Calendar Tab and select “Show Events” from the drop down.

- The event calendar will default to Week view.
- It is recommended that you change the calendar view to “Month” view.

How to Cancel Already Scheduled Hearing

Calendar Events

pick date Select options

today << ● ● >>

November 2018 **month** week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

8:45a - 9:30a -
CACE17020682 -
Charmaine Orr
Plaintiff vs. Citizens
Property Insurance
Corporation
Defendant

Once you change the calendar view to “Month” view. Locate the case number that you want to cancel the hearing for.

- Click on the case that has blue background. (if you see grey background, that means the hearing is already cancelled)

The hearing details will open up on the right of the screen, as shown on the next page.

How to Cancel Already Scheduled Hearing

The screenshot displays a legal calendar interface. On the left is a 'Calendar Events' view for November 2018. A calendar grid shows dates from 28 to 8. A blue event box is visible on Friday, November 9th, with a tooltip that reads: '8:45a - 9:30a - CACE17020682 - Charmaine Orr Plaintiff vs. Citizens Property Insurance Corporation Defendant'. On the right is the 'Event' details form. The form includes fields for 'Category Type: Motion Calendar', 'Division: Bidwill, Martin J. (05)', 'Calendar Plan: Motion Calendar (01/02/18 8:45am to 12/20/18 9:30am)', 'Date: 11/15/2018 to 11/15/2018', 'Time: 8:45AM to 9:30AM', 'Event For: Ensor, Jacob', 'Case Number: CACE17020682', and 'Style (Title): Charmaine Orr Plaintiff vs. Citizens Property Insurance Corporation Defendant'. Below these are fields for 'Creator: Jacob Ensor' and 'Create Date: 10/30/2018 2:51PM'. The 'Status Type' field is currently set to 'Ready' and is highlighted with a red box. Below it are 'Motion 1' and 'Motion 2' text areas. At the bottom are 'Add Attachment', 'Cancel', and 'Save' buttons.

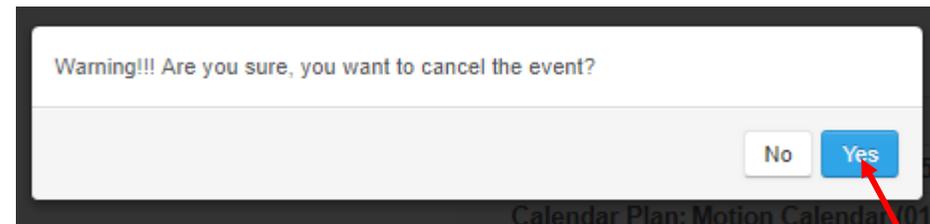
- Now Click on the drop down menu of the “Status Type:” field.
- Select Cancelled

This is a close-up of the 'Status Type' dropdown menu. The menu is open, showing a search filter 'Filter: Enter keywords' and a list of options: 'Cancelled' and 'Ready'. A red box highlights the 'Cancelled' option, and a mouse cursor is pointing at it. A red arrow points from the 'Ready' field in the event form to the dropdown menu.

How to Cancel Already Scheduled Hearing

Event	
Category Type:	Motion Calendar
Division:	Bidwill, Martin J. (05)
Calendar Plan:	Motion Calendar (01/02/18 8:45am to 12/20/18 9:30am)
Date:	11/15/2018 to 11/15/2018
Time:	8:45AM to 9:30AM
Event For:	Ensor, Jacob
Case Number:	CACE17020682
Style (Title):	Charmaine Orr Plaintiff vs. Citizens Property Insurance Corporation Defendant
Creator:	Jacob Ensor
Create Date:	10/30/2018 2:51PM
Status Type:	Cancelled
Motion 1:	Testing Motion 123
Motion 2:	
<input type="button" value="Add Attachment"/>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

- Now Click on the drop down menu of the “Status Type:” field.
- Select Cancelled.
- Click on the Save button.
- System will display warning pop-up message, click on the “Yes’ button, if you are absolutely sure.



How to Cancel Already Scheduled Hearing

Please provide the reason for cancellation

Cancel OK

Please provide the reason for cancellation

Unable to attend, will reschedule for another day!

Cancel OK

- Enter the reason of cancellation in this window.
- Click on the “OK” button.
- The status of the hearing is changed to the “Cancelled”.
- Let’s double check from the Docket Tab next.

Event
Category Type: Motion Calendar
Division: Bidwill, Martin J. (05)
Calendar Plan: Motion Calendar (01/02/18 8:45am to 12/20/18 9:30am)
Date: 11/15/2018 to 11/15/2018
Time: 8:45AM to 9:30AM
Event For: Ensor, Jacob
Case Number: CACE17020682
Style (Title): Charmaine Orr Plaintiff vs. Citizens Property Insurance Corporation Defendant
Status Type: Cancelled
Motion (Description): Testing Motion 123
Creator: Jacob Ensor
Create Date: 10/30/2018 2:51PM
Cancelled By: Jacob Ensor
Cancelled Date: 11/09/2018 1:48PM

How to Cancel Already Scheduled Hearing

The screenshot displays the 'Docket' tab in the CMS v2.0.0-180913 interface. The top navigation bar includes 'Calendar', 'Docket', 'Workbench', 'Admin', and 'Help'. The user is logged in as 'Welcome Jacob Ensor : Sign out'. The main area shows a search filter for '11/15/2018' from '8:00am' to '10:00pm'. Below the filter, there are buttons for 'Sort by' and 'Filter by Party Two'. A 'Docket Summary' button is also visible. The main content area displays a hearing entry for '8:45 AM - 9:30 AM - 2 CACE17020682 MC Ensor, Jacob' with a status of 'Cancelled' highlighted in a red box. The case name is 'Charmaine Orr Plaintiff vs. Citizens Property Insurance Corporation Defendant' and the hearing is for 'Testing Motion 123'.

- Go to the Docket tab and navigate to the date of hearing is scheduled.
- Please notice, the status if the hearing is “Cancelled”