

FELONY DIVISION

GENERAL MOTION SCHEDULING:

Criminal Motions will be set through the JACS calendaring (automation) for hearings that require **20 minutes or less**. Criminal Motions requiring **25 minutes or more** shall be coordinated with opposing counsel as to both length of time needed and date and set by email with the Judicial Assistant manalichhearings@ca.cjis20.org. *****Notice of Hearing MUST identify the amount of time*****

JACS (AUTOMATION CALENDARING SYSTEM) REQUIREMENTS:

All hearings, 20 minutes or less in length (**PER CASE ON ONE GIVEN JACS CALENDAR DATE**) must be scheduled through the “JACS” system. You may not schedule back-to-back hearings to acquire a longer block of hearing time (e.g. scheduling two 20-minute hearing times to acquire 40 minutes). If you schedule a hearing improperly, the hearing may be cancelled by the Judicial Assistant, and you may be blocked from the “JACS” system for future use. Once a motion is scheduled through “JACS” subsequent motions may not be “piggybacked” using the time reserved for the first motion absent prior approval of the Court. *****Notice of Hearing MUST identify the amount of time*****

Except for cancellations, there can be no changes, additions, swapping, or other alternations of the motion calendar. Attempts to accommodate such request in the past have resulted in unnecessary confusion and inadequate notice to opposing counsel. **Motions MUST be filed with the Clerk before scheduling a hearing on JACS.**

THE JACS CALENDARING SYSTEM CAN BE FOUND ON THE 20TH JUDICIAL CIRCUIT WEBSITE: <http://www.ca.cjis20.org/jacsattCollier/AvailableSlotFrame.asp>

HEARINGS 25 MINUTES OR LONGER:

All hearing requests of 25 minutes or longer may be made through email to the Judicial Assistant, Melissa at manalichhearings@Ca.CJIS20.Org. All hearing time is divided equally between the parties. All motions must be scheduled **PRIOR TO THE CALENDAR CALL DATE**, if the case is set for trial. The amount of time needed for the hearing as well as the hearing date must be coordinated between counsel. **Motions must be filed with the Clerk before requesting a hearing date.** *****Notice of Hearing MUST identify the amount of time*****

When requesting a special set hearing, the following information is required from your office:

- 1) Case Number
- 2) Case Name
- 3) The Motion(s) to be heard
- 4) The amount of time required for both sides to present evidence, if any, and to argue the motion (*please ask your attorney as this may vary greatly from one case to another). The Judge’s copy of the motion calendar will reflect the amount of time

you have requested. If your hearing exceeds the time requested, the judge may order that your motion be reset to another motion docket.

- 5) Your Notice of Hearing must include the amount of time you estimated for **both** sides to present evidence and to argue the motion.

HEARING CONFIRMATION NUMBER:

On all Motions, either JACS or the Judicial Assistant will give you a hearing confirmation number that must be put in your Notice of Hearing.

POST CONVICTION RELIEF MOTIONS:

Copies of all post conviction motions (including 3.800 and 3.850 motions) must be sent to the court for review to determine if an evidentiary hearing will be scheduled. All post conviction motions are scheduled and coordinated by the Judicial Assistant.