e-Hearing Locator

Before submitting a *Proposed Entry Setting Hearing* or a *Proposed Entry Continuing Hearing*, you will need to choose your hearing date.

You will be able to view available dates and times through the <u>e-Hearing Locator</u> which is available on the Court's website.

Registration is required.

Click on 'Log-in or Register' then click on 'Register as a New User'.







Fill in the required (*) information. Click 'Next'.

Fill in the remaining information as seen on the screen below, and click 'Register'.



You will now be able to login using your email address and password. Please remember to keep your password.



Enter the date and time range you would like to schedule your hearing.

Click the 'Find' button.



You will be shown all the dates and times in the range you selected that are available for hearings. Scroll through the dates and times and 'Select' the date and time you prefer.

********ATTENTION*******

'M', 'MAG' or 'MAGISTRATE' indicator in the right column is to be chosen for Civil Hearing requests.

'A' or 'ADOPTION' indicator in the right column is to be chosen for Adoption Hearing requests.



You will be asked to Confirm the date and time.



Once you click on 'Confirm' you will see the below confirmation of your hearing. You will also be sent an e-mail confirming your hearing date and time.



If you have another hearing to schedule, select 'Back to Find'.

If you are finished, simply Log out.

After you've submitted your *Proposed Entry Setting Hearing* or *Proposed Entry Continuing Hearing* through eFlex, the Court will review the date and time of the hearing.

A representative of the Court may contact you to suggest another date and/or time if a conflict occurs.

Please contact the Court <u>immediately</u> if a conflict occurs after you've submitted your requested hearing date and time.