

## **NEW ONLINE SCHEDULING PROCEDURE FOR FAMILY HEARINGS WITH MAGISTRATE KOCH**

All family matters referred to Magistrate Koch will be scheduled through the ONLINE JACS ATTORNEY SELF SCHEDULE feature (instructions are attached). The self-schedule feature in JACS has been activated to streamline setting family law matters with the Magistrate. Please use the following link to schedule hearing time with the Magistrate. NOTE: This procedure is for all attorney initiated FAMILY LAW matters only.

<https://www.ca.cjis20.org/Services/jacs.aspx>

Scheduling Procedure:

1. E-file your motion and referral order.
2. If you are unsure if the case has been referred to the Magistrate, review Judge Evans' procedure ([https://www.ca.cjis20.org/About-The-Court/jud\\_profile.aspx?judge=evans](https://www.ca.cjis20.org/About-The-Court/jud_profile.aspx?judge=evans))
3. or email [alang@ca.cjis20.org](mailto:alang@ca.cjis20.org) or [ksandrok@ca.cjis20.org](mailto:ksandrok@ca.cjis20.org).

All motions and corresponding referrals must be e-filed and viewable in the Clerk's Benchmark System. Once filed and viewable, you may schedule matters in JACS for hearing time with the Magistrate. Any dates scheduled in JACS prior to the filing of the motions and referral will be canceled.

Judge Evans often refers the following matters to Magistrate Koch: Motions for Contempt, Step-Parent Adoptions, Name Changes, and Petitions for Temporary Custody by Extended Family. Other matters may be referred as well.

The Magistrate hears all family matters on Monday afternoons, Tuesday all day and Thursday mornings. Please keep in mind that our Magistrate covers all Circuit Civil and Probate matters in addition to Family Law. If you cannot locate a hearing date in JACS that coordinates with your calendar, or if you need more hearing time than you see available, you should e-mail [MAGISTRATEJACS@ca.cjis20.org](mailto:MAGISTRATEJACS@ca.cjis20.org).

. In your email you should:

- State why the dates available conflict with your calendar
- Provide three (3) alternate dates and times that fit your needs
- Advise if you and the opposing party have agreed on a date

Judge Evans' Judicial Assistant does NOT schedule for the Magistrate so you should not call her to discuss these matters. Use the email address provided above as it is monitored by the entire family law team (but not by Judge Evans or Magistrate Koch). This email system will be the method of communication regarding any scheduling conflict for the FAMILY LAW docket and Magistrate.

Objections to the Magistrate:

If you prefer your matter be heard by Judge Evans, you must first file your motion. If the matter is referred to the Magistrate, you must file an objection. DO NOT CALL TO ORALLY OBJECT TO THE MAGISTRATE. Objections to the Magistrate must be properly documented in the court file.