

# PRETRIAL SERVICES

## Frequently Asked Questions



### What is the automated check-in phone number?

The phone number is 385-468-3553 and is available between the hours of 6:00 a.m. and 10:00 p.m. 7 days a week.



### Will my hearing be in person or virtual?

**District Court cases:** All Initial Appearances will be in person; all further hearings will be virtual unless specified otherwise.

**Justice Court cases:** Most hearings will be virtual however, if you have yet to hear from the court, you **MUST** contact them and ensure they have your updated contact information.

For District Court cases, you can find a daily calendar here:  
<https://www.utcourts.gov/cal/>



### Where do I find my PIN number/Client ID for automated check-in?

Refer to your Pretrial Release Agreement then look at the **Client Information** box then Client ID.

If you cannot locate your Agreement, call the main CJS Pretrial phone line at 385-468-3500 and a team member will assist you.



### How do I attend a virtual court hearing?

Your attorney should send you a Webex invitation to appear at your scheduled hearing. Please be certain your attorney has your most current phone and email address.

The District Court also has computer stations in their building, should you need computer access to attend your hearing.



### How should I contact my case manager?

Office phone, email or text message. Please only leave one message; in most situations, your case manager will return your call within 24 to 48 hours.



### How will I know the status of my case?

Your Pretrial Case Manager will notify you if your case has filed and will send reminders of any upcoming court dates. You can also hear your court date by calling the automated check in line at 385 468-3553.



### How do I remove the Jail Release Agreement (JRA)?

The judge is the only person who can remove the Jail Release Agreement. You may ask when you appear in court or contact your attorney for more information. If you do not have an attorney, you may consider accessing a free legal clinic at the following web address:  
<https://www.utcourts.gov/howto/legalclinics/>