



# Placer County Superior Court - Ready Tool User Instructions

Revised: June 23, 2021

This user guide provides instructions for electronically delivering a hearing and readiness status update in criminal cases using the online Ready Tool.

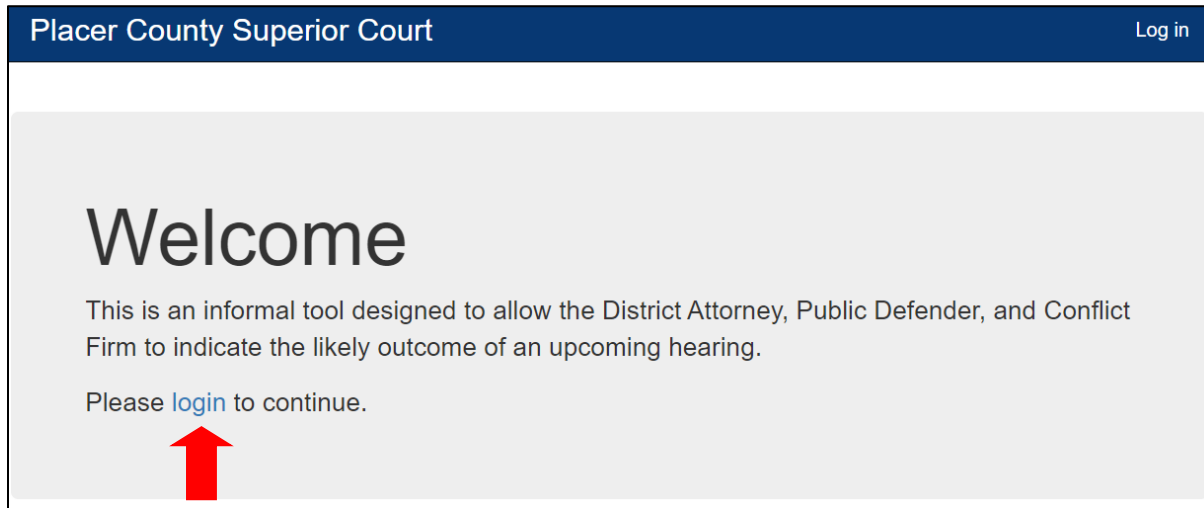
# Accessing the Ready Tool

## Locating the Web Portal

The link to the Ready Tool web portal can be found at <https://epayment.placerco.org/readytool/> To access the portal, select *Ready Tool*.

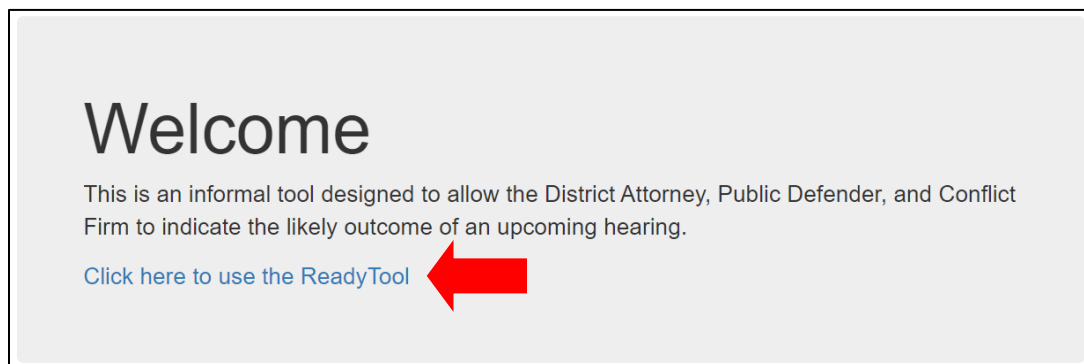
## Navigating the Home Page

When you open Ready Tool, you will be directed to the Ready Tool portal. From here, you can login to an account.



Enter the login information that was provided to you to access your account. If you have not been provided login information, please contact your management to obtain the login information.

Once Logged in you will select the Click Here to use the Ready Tool to access cases that you wish update the likely outcome of the upcoming hearing.



## Updating the Hearing Status

Once you have accessed the Ready Tool page you can select the case you wish to update via the *Select a Case* dropdown.

To update a hearing status, complete the following:

1. Select a case from the dropdown.

**Case:**  

62-152177 - People vs. Hughes, John Albert Jr

Select a Case

62-151778 - People vs. Hughes, John Albert Jr

62-152177 - People vs. Hughes, John Albert Jr

62-159014 - People vs. Berube, Jesse Alan

62-159873 - People vs. Hajihosseini, Fatemeh

62-161917 - People vs. Gabaldon, Ryan James

2. Select the date the hearing is on.

**Case:**  

62-152177 - People vs. Hughes, John Albert Jr

**Event Date:**  

☐ 6/18/2021

☐ 6/21/2021

3. Verify the time and location are correct and then select the status you wish to update the hearing to.

**Event Time/Location:**  

☒ 8:30 am (Criminal Long Cause Cases TBA)

**Choose a status:**  

Select a Status

4. Enter the Attorneys name if any. When completed select Submit Update. This will then alert the courtroom of your submitted hearing status.

**Attorney Name:**

Submit Update

Start Over

## Viewing Submissions

When logged into the Ready Portal you can view submitted hearing status updates by clicking on the *View Submissions* button in the top menu.

