

# Search for and View Secure Calendar Events and Schedules



## ➤ What are Calendar Events and Schedules?

A calendar event represents a hearing, trial, arraignment, or conference that is scheduled to be held on a case in the **Common Pleas, Magisterial District, or Philadelphia Municipal court**. Each event includes an Event Type, Status, Date, and Location. A calendar schedule is a printable report that you can generate based on the calendar events appearing in your search results.

**Caution:** Secure calendar schedules may contain information that is not appropriate for public viewing.

## ➤ Before You Start



### Internet Browser:

Feel free to use the browser of your choice, but Google Chrome offers the best experience.



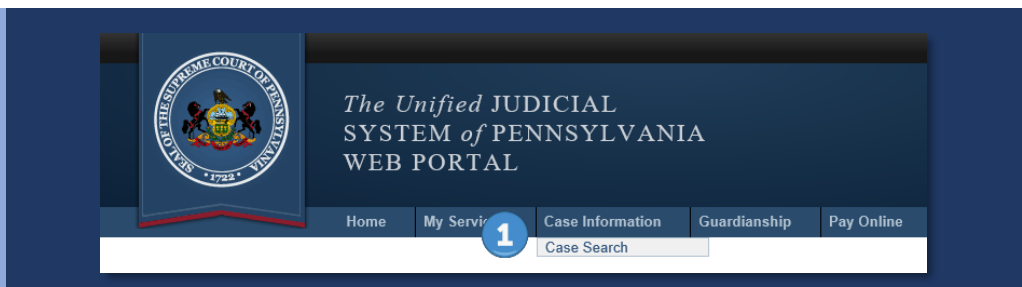
### Login Required:

Click LOGIN in the upper right corner of your browser window. Enter the Username and Password exactly as it was provided to you.

**Tip:** For assistance logging in, click on [Forgot my password](#) or [Forgot my username](#).

## ➤ Finding the Case Search Screen

Hover your mouse pointer over the Case Information menu and click Case Search.



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## ► Tips for Case Searches

### Search by Participant Name

Searching by the name of a person participating on a court case is recommended, particularly if you don't know the docket number for the case.

### Less is More

Use the minimum search criteria. For example, with a participant name search, enter a first name, last name, and county\* only.

*\*Select the Pennsylvania county where the case is filed. If unknown, this information is typically specified on documents sent by the court.*

### Advanced Search

Consider selecting the *Advanced Search* checkbox followed by the *Scheduled Events Only* checkbox.

This limits results to court cases with upcoming calendar events.

### Case Search

1 Search By: Participant Name

Advanced Search:

Date Filed Start Date: mm/dd/yyyy

Date Filed End Date: mm/dd/yyyy

2 \* County: Allegheny

\* Participant Last Name: o'brien

3 Participant First Name: michael

Date of Birth: mm/dd/yyyy

Docket Type:

Case Status:

4 Search Reset

Perform a search in a few easy steps.

## ► View Calendar Events

- Click the Calendar Events tab
- Find Your Case / Event in the Results

Case Information		Calendar Events			
Docket Number	Court Type	Case Caption	Event Type	Event Status	Event Date
CP-09-CR-0005392-2016	Common Pleas	Comm. v. O'Brien, Michael Joseph			
CP-09-MD-0000479-2009	Common Pleas	Comm. v. O'Brien, Michael Joseph	Preliminary Hearing	Scheduled	1/20/2021 9:00:00 AM
MC-51-CR-1316913-2006	Common Pleas	Comm. v. O'Brien, Michael			
MJ-07205-CR-0000176-2014	Magisterial District	Comm. v. O'Brien, Michael Joseph			
MJ-07208-CR-0000557-2016	Magisterial District	Comm. v. O'Brien, Michael Joseph			

### Too Many Results?

After completing a search, you can sort or reduce your results further using the Filter function.



Narrow results by County, Case Status, or Court.



If cases show without an **Event Type**, **Event Status**, and **Event Date**, it means there are no upcoming events before the court. Additionally, no calendar event information is ever displayed for juvenile cases or civil cases in the Courts of Common Pleas.

# Search for and View Secure Calendar Events and Schedules



## ➤ Generate a Calendar Schedule

Click the Three Lines menu button   Select a Calendar to Generate

Case Information		Calendar Events					
Docket Number	Court Type	Case Caption	County	Event Type	Event Status	Event Date	
MJ-15402-CR-0000371-2020	Magisterial District	Comm. v. O'Brien, Michael Joseph	Chester	Preliminary Hearing	Scheduled	1/20/2021 9:00:00 AM	
CP-23-SA-0000710-2017	Common Pleas	Comm. v. O'Brien, Michael	Delaware				
MJ-32128-MD-0000001-2014	Magisterial District	Obrien, Arlene v. O'Brien, Michael	Delaware				
MJ-32238-MD-0000004-2018	Magisterial District	In Re: Marriage	Delaware				
MJ-32135-MD-0000064-2016	Magisterial District	In Re: Marriage	Delaware				
MJ-32128-TR-0000747-2014	Magisterial District	Comm. v. O'Brien, Michelle Marie	Delaware				
MJ-32128-TR-0000507-2015	Magisterial District	Comm. v. O'Brien, Michelle Marie	Delaware				
MJ-32128-TR-0002782-2013	Magisterial District	Comm. v. O'Brien, Michelle M & Thomas S	Delaware				

## Select a Calendar Report to Generate

You have the option to view all calendar events in your results from the Common Pleas and Philadelphia Municipal courts (CPCMS) or Magisterial District courts (MDJS).



To help with this selection, review your results and refer to the Court Type column. The secure versions contain information that must not be viewed by the public.