How to Request Access to a Court Calendar

PACFile®

1. Open the Calendar screen
Click on the *Calendar* link appearing in the Search section of your dashboard.

Search

* Docket/Tracking Number:

[Search]

Case Search
Case Participant Search
Calendar Event Search
Calendar

2. Click the View/Request Calendar Access icon
The Manage Calendar Access screen opens.

PACFile® - Calendar

To view a calendar, choose from the available options in the Calen... be granted by the court responsible for its maintenance. Requests for access can be initiate...

Calendar:
Primary Person:

➕

Title	Start Date Time	End Date Time	Presiding Authority

3. Select a Court Type
Verify the **Court Type** defaults to 'Court of Common Pleas' or select it from the dropdown.

4. Select a Judicial District
Click on the **Judicial District** dropdown and select the county court district that maintains the calendar you want to view.

5. Select a Calendar
Click on the **Calendar** dropdown and select one of the available calendars for the selected judicial district.

6. Click SUBMIT
A request is sent to the court offices of the selected judicial district. Your request must be approved before you can view the contents of the calendar.

Tip You will receive a 'Calendar Access Request' notification when the court responds to your request.

Manage Calendar Access

Choose a calendar from the available selection criteria and then click the Submit button to submit a request for access.

Calendars Visible To You

Calendar Name
No results found

Calendar Access Requests Pending Approval

Calendar Name
No results found

Request Access to another calendar

* Court Type: Court of Common Pleas
* Judicial District: York
* Calendar: Juvenile Court Calendar

[Submit]

END