

Viewing a Court Calendar

1. Open the Calendar screen

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

Search

* Docket/Tracking Number:

[Case Search](#)
[Case Participant Search](#)
[Calendar Event Search](#)
[Calendar](#)

3. Choose the authority

Click on the **Primary Person** dropdown and choose a presiding authority. This displays the calendar events associated to that individual.

Tip Calendar items are grouped and displayed by events type (ex. Delinquency Hearings)

2. Choose a Calendar

Click on the **Calendar** dropdown and choose the type of court calendar that you want to view.

Tip The calendar types that are available to choose in this dropdown are based on those you have been granted access to by the court. To request the right to view a calendar, refer to the *How to Request Access to a Court Calendar* reference guide.

Calendar: Allegheny - 05 - Unified Family Court
Primary Person: Woodruff, Dwayne - Judge

Month of November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
	8:30 A Delinquency Hearings Scheduled Events: 5	8:30 A Delinquency Hearings Scheduled Events: 5	8:30 A Dependency Hearings Scheduled Events: 0	8:30 A Complex Cases Scheduled Events: 0	8:30 A Chambers Scheduled Events: 0	
	6	7	8	9		
	Delinquency Hearings Scheduled Events: 5	8:30 A Dual Cases Scheduled Events: 0	8:30 A Dependency Hearings Scheduled Events: 7	8:30 A Chambers Scheduled Events: 0		
	13	14	15	16		
	FA Scheduled Events: 0	8:30 A Delinquency Hearings Scheduled Events: 3	8:30 A Dependency Hearings Scheduled Events: 8	11:00 A Crossover Scheduled Events: 0	8:30 A Scheduled Events: 0	
	19	20	21	22	23	
	8:30 A Delinquency Hearings Scheduled Events: 2	8:30 A Delinquency Hearings Scheduled Events: 0	8:30 A Dependency Hearings Scheduled Events: 0			
	26	27	28	29	30	1
	8:30 A Delinquency Hearings Scheduled Events: 2	8:30 A Delinquency Hearings Scheduled Events: 1	8:30 A Dependency Hearings Scheduled Events: 2	8:30 A Complex Cases Scheduled Events: 0	8:30 A Chambers Scheduled Events: 0	2

Change the orientation of the calendar using the Monthly View or Weekly View icons. When selected, the calendar defaults to the current month or week.

Navigate forward or backward, at the rate of the selected time interval (month or week), using the arrows on the top left of the calendar. Use the Today icon to jump your view back to include the current day.

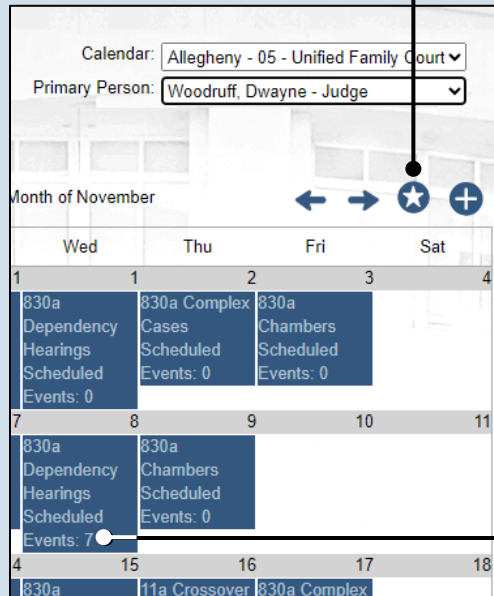
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6. (Optional) Set a favorite

The selected **Calendar** and **Primary Person** will always display by default when accessing the calendar.

Tip The star turns yellow when a favorite has been set.

Tip To change your favorite, make new selections in the **Calendar** or **Primary Person** dropdown fields and click the Mark Favorite icon again.

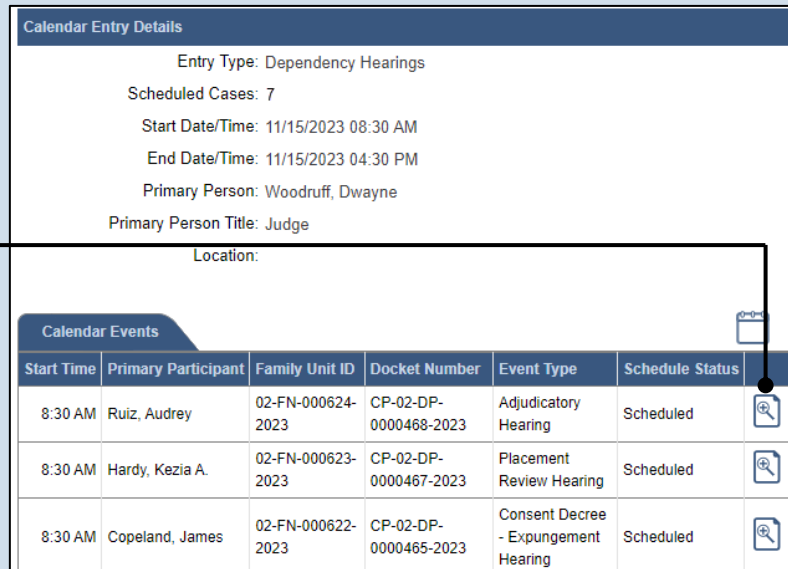


8. (Optional) View case details

In the Calendar Entry Details screen, if you have access to view the details of a case, click on the View Case Details icon to view this information.

Tip If you do not have access to a case, the primary participant's name may be redacted and you will not be able to view the case details.

Tip You can generate a Calendar Entry Report by clicking the View Report icon above the grid.



7. (Optional) View Scheduled Events

Click on any calendar entry to see more information about the cases scheduled to that entry.