

Calendar

The calendar has many functions that a court may utilize.

- Display details for a jurist or courtroom schedule
- Generate printed calendars
- Notice parties
- Reschedule hearings
- Jurist reassignment

```

MICHELE   UCKUPVK           UCSGEN - TEST           HDJ
                                Month @ a Glance           5/29/14
Next: ___ Case: _____ Court: P 13 13  Crt: Y Adm: Y Rev: Y Per: Y
Professional: J 92138 Judge           ANTOSKIEWICZ, CHRIS

      March 2014
      S      M      T      W      T      F      S
-----
|           |           |           |           |           |           | |
|  2        |  3        |  4        |  5        |  6        |  7        |  8        |
|  9        | 10        | 11        | 12        | 13        | 14        | 15        |
| 16        | 17        | 18        | 19 1      | 20        | 21        | 22        |
| 23        | 24 2      | 25        | 26        | 27        | 28        | 29        |
| 30        | 31        |           |           |           |           |           |
-----
F3=Exit  F4=Dtl  F6=Create  F14=Prev  F15=Nxt  F16=Calc  F19=Rpt  F20=Gbl Reas
  
```

Enter "CAL" at the next action line to access the calendar.

Enter Professional type and number. Press

Number of events/hearings scheduled for each date will be displayed.

Functions keys assist in accessing details, scheduling/creating a hearing, generating calendar reports and global reassignments.

May restrict calendar to only display/print specific activities, such as Court, Administrative, Review and or Personal.

Calendar Detail

To view the details for a specific day on the calendar, position the cursor on the date and press **F4**.

```

MICHELE      UCXDFK      UCSGEN - TEST      HOJ
                Display Daily Events      3/19/14

                Crt: Y Rev: Y Admin: Y Per: Y
Professional: J 92138 Judge      CHRIS ANTOSKIEWICZ
Date: 3/19/2014 March      19 , 2014 Wednesday
Court: P 13 13

Type options, press Enter.
Z=Change 5=Display A=Reassign C=Charges E=Events M=Remove N=Notice
P=Parties R=ROA S=Reschedule

Time      Action      Case      Case Entitlement
_ 9:00 A PRH PRELIM HRG 2014 1400254203 DL PENNY PRINCESS
                Pty: JUV 1 Attorneys:

F3=Exit F6=Crt F14=Prv F15=Nxt F17=Vw2 F18=Sum F19=CRP F20=CsVw F21=Prt

```

Options available for working with calendar detail are:

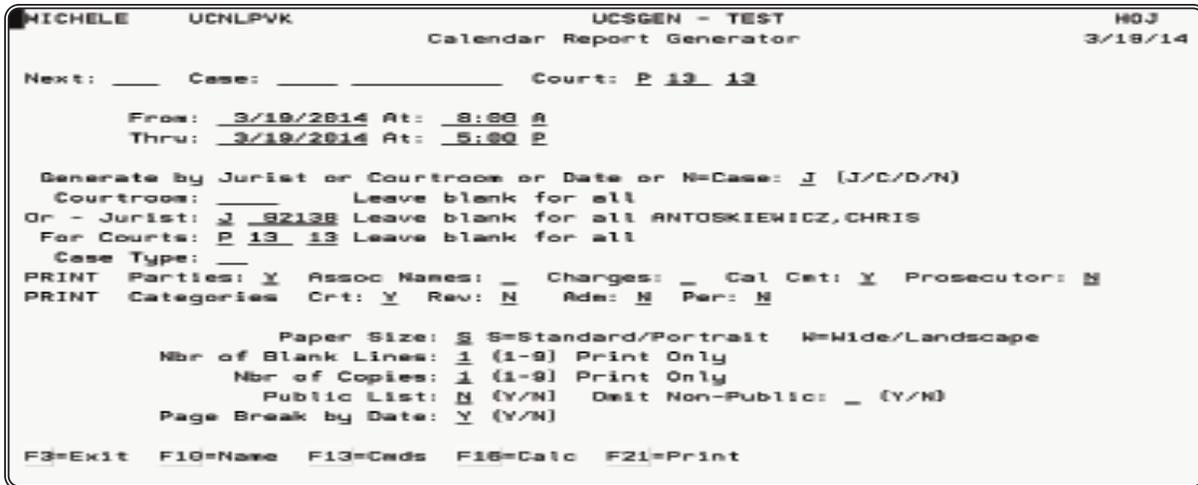
2 Change	Change courtroom assignment, hearing type or add comments
5 Display	Display case event information
A Reassign	Reassign a scheduled hearing for a case to another jurist
C Charge	Display charges on the case
E Event	Displays the Edit Event screen to make changes
M Remove	Remove (delete) the scheduled event from the calendar
N Notice	Create a notice from the calendar screen
P Parties	Display parties on a case
R ROA	Displays the Register of Actions
S Reschedule	Reschedule hearing date or time.

Note: A modification of any calendar detail will automatically modify the previous event and create a new event in the Register of Actions.

Example: SET NEXT DATE: HRG 07/15/2003 09:00 AM SUPINA COURTROOM: 1
RESCHED TO 07/15/2003 @ 1200A

Calendar Report

The Calendar Report gives a court flexibility for creating calendars that may need to be utilized by a variety of users.



From and To Dates: Enter a specific date or enter date range

Generate by: Jurist, courtroom, or date (required field)

Courtroom: Select by specific courtroom or leave blank for all

Jurist: Select by specific jurist or leave blank for all

For Courts: Can specify a specific Court (i.e. Probate = P 13 13, Circuit = C 37, 13) or leave blank for all

OPTIONS for Print: Parties, Assoc Names, Charges, Cal Cmts, Prosecutor - Y will include parties names, assoc names, criminal charges, or next action comments on the calendar

Categories

- Crt Include scheduled next actions of all court hearings
- Rev Include scheduled next actions of File Review "FRV"
- Adm Include scheduled next actions of Calendar Administrative "ADMC"
- Per Include scheduled next actions of Calendar Personal "PERC"

OTHER OPTIONS:

Paper Size: S S=Standard/Portrait W=Wide/Landscape (Defaults to S)
Nbr of Blank Lines: 1 (1-9) Print Only (Defaults to 1)
Nbr of Copies: 1 (1-9) Print Only (Defaults to 1)
Public List: N (Y/N) (Defaults to N) Omit Non-Public: __ (Y/N)
Page Break by Date: Y (Y/N?) (Defaults to Y)

Press  to display the calendar

or

Press  +  [F21] to print calendar

Global Reassignment

Global reassignment is accessed through the calendar [F20].

```

MICHELE UCINPVK UCSGEN - TEST H0J
Reassign Calendar Professional 5/05/14
Court: C 37 13
Case File Date or Calendar Start Date: _____ thru _____
Change Case(Hdr) Jurist: N Y/N or Change Court Calendar: N Y/N
Prompt on Block Conflicts: N Y/N
Submit Job to Batch: N Y/N
Event Comment:
_____  

_____  

From:
Professional: J _____
To:
Professional: J _____
F3-Exit F10-Name F13-Cnds F16-Calc

```

There are two options for a court to use when performing a global reassignment.

Option 1. Change Case Header Jurist

- Start and thru dates represent filed dates.
- Only cases with open or adjudicated status will be reassigned to the new jurist.
- Closed cases must be reassigned on an individual case basis.
- Recommend running case list "CSL" by jurist prior to and after global reassignment for jurist header.

and/or

```

MICHELE UCINPVK UCSGEN - TEST H0J
Reassign Professional by Location 3/19/14
Court: P 13 13
Case File Date or Calendar Start Date: 3/19/2014 thru 12/31/2014
Change Case(Hdr) Jurist: N Y/N or Change Court Calendar: Y Y/N
Prompt on Block Conflicts: N Y/N
Submit Job to Batch: N Y/N
Event Comment:
If a comment is added here, it will be displayed on the ROA
_____  

From:
Professional: J 9213B ANTOSKIENICZ, CHRIS
To:
Professional: B 19081 RACH, ARNOLD K.,
F3-Exit F10-Name F13-Cnds F16-Calc

```

Option 2. Change Jurist Calendar Events

- Start and thru dates represent calendar dates.
- Any calendar events that fall within the inclusive date range will be reassigned to a new jurist. This includes past calendar events.
- Recommend running calendar report "CRP" prior to and after global reassignment calendar.

```

STARR37    UC0YDFK                UCSGEN Environment          TEST
                                REGISTER OF ACTIONS                1/04/05
                                Ascending
                                OPEN Pub
Crt: C 37  13 Jur: UPDATE,JUDGE Ref:                Auth:
Case: 2004 0800002689 FH      STATE OF MI V ANTHONY CROSSMAN
Atty: ERICKSON - PRO PER      Worker:                CVA
File: 11/04/2004 Dispose:                Reopen:                Close:

-----
3  01/04/2005
   Reassign Case from CONNOLLY to UPDATE,JUDGE Beg: 12/31/2002-12/31/2004
   Exchange Jurist for Family Division
4  01/04/2005 CONNOLLY          D 001                SAM
   SET CASE ON CALENDAR
   SET NEXT DATE: HRG 01/06/2005  9:00 AM CONNOLLY COURTROOM: CCC
5  01/04/2005
   Reassign Calendar CONNOLLY to UPDATE,JUDGE Beg: 12/31/2002-12/31/2004
   Global reassignment of calendar dates.
                                **** END OF SUMMARY ****

F3-Exit  F13-Cads  F15-AltVw  F16-Calc  F17-Top  F18-Bot  F19-Acct
F20-NextActn  F21-Prt

```

An event will be written to the case register of actions for each process of reassign case header or calendar and will include user comments that may be added when completing the Global Reassignment screen.

Example:

- ```

3 01/04/2005
 Reassign case from Connolly to Update Beg: 12/31/2002-12/31/2004
 Exchange Jurist for Family Division.

5 01/04/2005
 Reassign Calendar Connolly to Update, Judge, Beg: 12/31/2002 - 12/31/2004
 Global reassignment for calendar dates.

```

(The first line is system generated, second and third lines are user comments.)

**Note:** If cases are being exchanged from one jurist to another, a third party jurist (Update Jurist) should be created for use.

Example:

Need to transfer cases and calendar from Jurist Connolly to Zim and then Jurist Zim to Connolly

1. Transfer files (start/thru dates are case filed dates) from Jurist Connolly to Jurist Update  
Transfer calendar (Start/thru dates are calendar dates) from Jurist Connolly to Jurist Update
2. Transfer files (start/thru dates are case filed dates) from Jurist Zim to Jurist Connolly.  
Transfer calendar (start/thru dates are calendar dates) from Jurist Zim to Jurist Connolly
3. Transfer files (start/thru dates are case filed dates) from Jurist Update to Jurist Connolly  
Transfer calendar (start/thru dates are calendar dates) from Jurist Update to Jurist Connolly.