

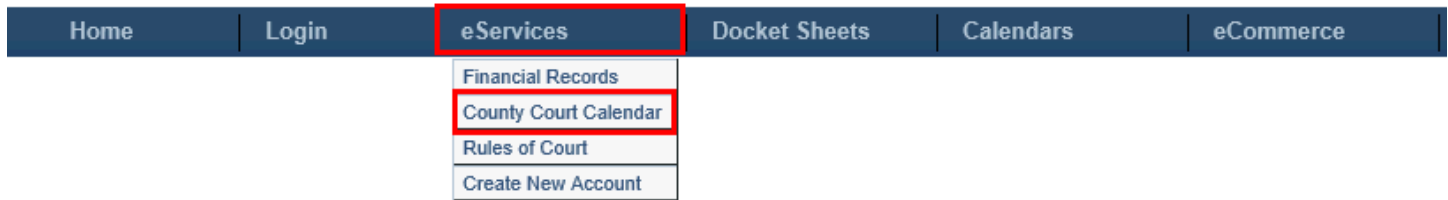
Quick Reference Guide to the County Court Calendar

What is the County Court Calendar function?

The County Court Calendar function provides access to calendar reports prepared and submitted by participating counties. For counties that choose to provide it, information may be available on several levels of the court.

How do I find a County Court Calendar report?

To access County Court Calendar reports, click on the Court Calendars icon on the main page, or roll your mouse over the eServices link to see the menu. Click on County Court Calendar. The County Calendar Listing page opens.



Select the country to search in from the Select County dropdown. For the Select Listing dropdown, select the type of report to search: Daily, Weekly, Monthly or All. As indicated by the asterisk, both of these fields are required. If searching for a calendar report with a specific date, enter it in the Calendar Date field. After entering the criteria, click SEARCH.

A screenshot of the search form. It contains the following fields: '* Select County:' with a dropdown arrow, '* Select Listing:' with a dropdown arrow, and 'Calendar Date:' with a date input field and a calendar icon. Below the fields are 'Search' and 'Clear' buttons. Asterisks are placed to the left of the 'Select County' and 'Select Listing' labels to indicate they are required.

If a required field were not completed, you will receive a message indicating the possible problems.

A screenshot of the search form showing error messages. The '* Select County:' and '* Select Listing:' fields have red exclamation mark icons and the text 'Required' next to them. The 'Calendar Date:' field is empty. The 'Search' and 'Clear' buttons are visible below.

If no calendar reports match the criteria entered, the No Results Found message will display below the criteria fields. Change the criteria to try the search again.

No Records Found

If calendar reports are found, a grid will populate with the results below the criteria fields. If more than 100 records are found, links will be available below the grid to jump to a different page or navigate to the first, previous, next or last pages.

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How do I view/print a calendar report?

Each record in the search results grid has a Select link. Click on the link for the desired report.

	File Name	List Type	Content Type	CalendarDate	File Size
Select	2013-05-27civilweekly.pdf	WEEKLY	application/pdf	05/27/2013	97kb
Select	2013-05-20civilweekly.pdf	WEEKLY	application/pdf	05/20/2013	150kb
Select	2013-05-13civilweekly.pdf	WEEKLY	application/pdf	05/13/2013	214kb
Select	2013-05-13criminaldaily.pdf	DAILY	application/pdf	05/13/2013	59kb

The selected report opens in a new window similar to the image below, but each county may have different reports than the one displayed below. The icons in the toolbar can be used to print, save and navigate through the report.

Carbon County Court of Common Pleas
Daily List By Calendar Entry Date

Selection Criteria: Calendar Entry Date From: 08/07/2008 To: 08/07/2008 Grouped By: Calendar Entry Date Sorted By: Start Time,Asc
 Event Status: Scheduled

Cnt.	Seq.	Location	Docket Number	Case Caption	Event Type / Date	Defendant Warrant
Initiation	Complaint	Trial	OTN	Lead Offense	Case Continuances	Case Warrant
Affiant			Event Track	Lead Attorney (Prosecution / Defense)	Prior Scheduling	Fnl Plea Dt
			Probation Officer			Incar.
Calendar Entry Date: 08/07/2008						
Judge David W. Addy						
Event Track: Standard Court Case						
1		Courtroom #1	CP-13-CR-0000569-2004	Comm. v. Deppner, Daniel Edward	Sentencing - 08/07/2008 9:00:00AM	None
10/06/2004	09/27/2004		K 025931-3	DUI		None
Woodside, Horace G.			Standard Court Case	Engler, Jean A.		None
				Dydyrnsky, George T.		Yes
Confinement Location: Carbon County Prison						