Quick Reference Guide to Public Calendar Schedule

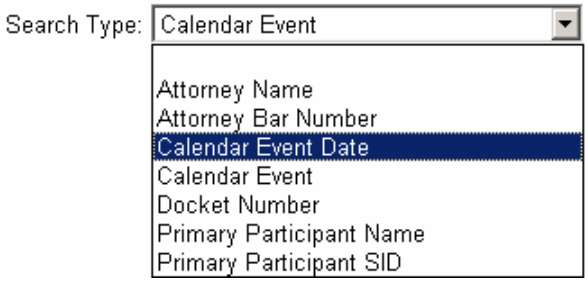
What is the Public Calendar Schedule?

The Public Calendar Schedule option provides access to search, view and print calendar events scheduled in the Common Pleas Criminal Court Case Management System (CPCMS). This feature is useful to find when and where a calendar event will be heard without having to call or visit the courthouse.

How do I use the Public Calendar Schedule?

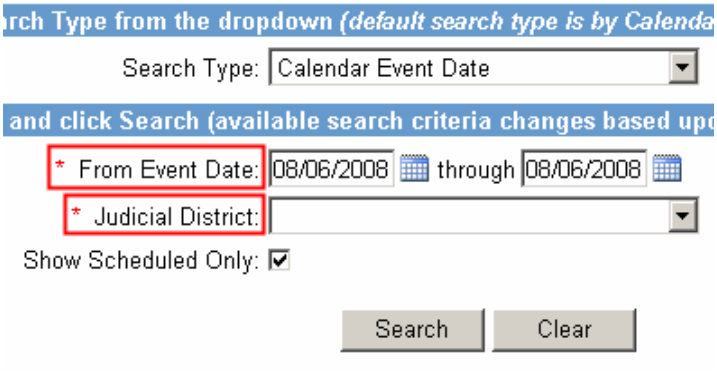
To access the Public Calendar Schedule, roll your mouse over the E-Services link, then click on Public Calendar Schedule. The Calendar Schedule Search page opens.

Calendar events can be searched by attorney or participant information, docket number, calendar event date and calendar event type. Select your preferred Search Type in the dropdown list.



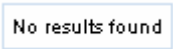
The screen will refresh with the criteria that can be entered depending on the Search Type selected. A minimum amount of information is required for each Search Type, and all Search Types except Docket Number require a calendar event date range. This range can be a single day but cannot be prior to the current date. Required fields are indicated with a red asterisk next to the required field. If the Show Selected Only checkbox is marked, only calendar events that are currently scheduled will display in the results. To view calendar events that have been moved, continued or cancelled, uncheck Show Scheduled Only.

After entering the criteria, click SEARCH.



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

If no cases match the criteria entered, the No Results Found message will display below the criteria fields. Change the Search Type or criteria to try the search again.



If calendar events are found, a grid will populate with the results below the criteria fields. The grid displays all event information including the Event Type, Date, Start Time, County and Location.

Docket Number	Case Caption	Event Type	Status	Date	Start Time	Calendar Entry Type	County	Location
CP-21-MD-0000913-2007	Commonwealth of Pennsylvania V. $1,853.00 U.S. Currency	Hearing	Scheduled	08/06/2008	08:45 AM	Criminal Miscellaneous	Cumberland	Courtroom 2
CP-21-CR-0002615-2002	Comm. v. Arrigo, Carolyn	Picked Up on Bench Warrant	Scheduled	08/06/2008	09:00 AM	Criminal Miscellaneous	Cumberland	Courtroom 1

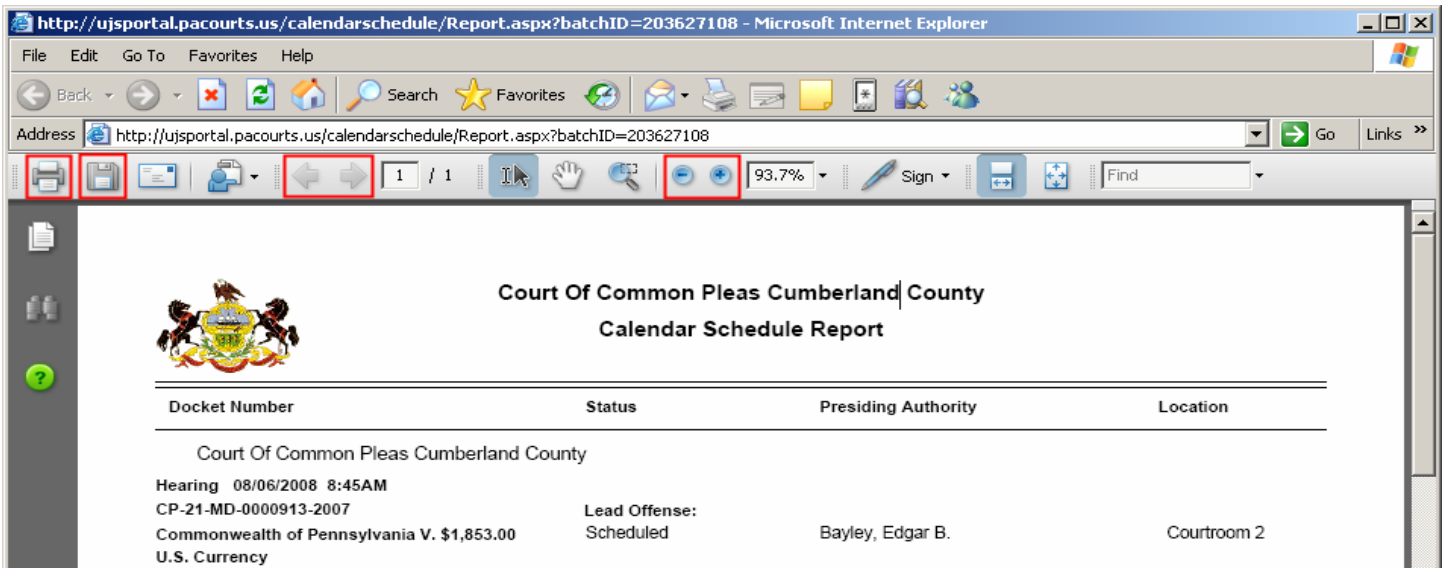
If more than ten records are found, links will be available below the grid to jump to a different page or navigate to the first, previous, next or last pages.

First Previous 1 2 3 4 5 Next Last

How do I print the Calendar Schedule?

The results of the search can be viewed as a report and printed by clicking PRINT above the search results.

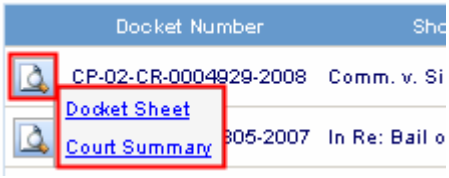
The selected report opens in a new browser window and will appear similar to the image below. The icons in the toolbar can be used to print, save and navigate through the report.



How do I view/print a Public Web Docket Sheet or Court Summary Report?

In addition to the scheduling information, each record in the search results grid has a Print Preview icon which provides access to two types of reports, the Docket Sheet and Court Summary report. Docket Sheets contain a detailed statement of actions and filings for an individual case. A Court Summary report displays information about all cases for a particular defendant. For more information refer to the Quick Reference Guide to Public Web Docket Sheets.

Roll your mouse over the Print Preview icon to display a menu and click DOCKET SHEET or COURT SUMMARY.



Just as the Calendar Schedule Report above, the selected report opens in a new browser window with icons in the toolbar that can be used to print, save and navigate through the report.