

## Daily Calendar

The Daily Calendar Report provides a list of meeting locations by day. This module demonstrates the steps to follow to print a Daily Calendar Report.

**STEP 1** Click the [Reports](#) hypertext link on the CM/ECF main menu.

**STEP 2** The **Reports** screen displays.

— Click the [Calendar - Daily](#) hypertext link.

**STEP 3** The **Daily Calendar Report Selection Options** screen displays. (See Figure 1)

The screenshot shows the 'Daily Calendar' selection screen. At the top is a blue navigation bar with the CM/ECF logo and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below this, the page title is 'Daily Calendar'. The form includes the following elements:

- Case number:** A text input field.
- Judge:** A dropdown menu with 'BAYNES, THOMAS' and 'BRISKMAN, ARTHUR' listed.
- Date:** A text input field containing '5/16/2003'.
- Class:** A dropdown menu.
- Location:** A dropdown menu.
- Sort by:** A dropdown menu with 'Judge' selected.
- Buttons:** 'Run Report' and 'Clear' buttons at the bottom left.

Figure 1

- Type the complete case number (office code-yy-bk-nnnnn). Although the Report can be produced on a case-by-case basis, this is not a required field. Leaving the case number blank will produce a report of all cases for the criteria selected.
- The **Judge** category defaults to 'blank' which means 'all' Judges will be

included in the report. To limit the report to a specific Judge, click the down arrow – and select the Judge.

- Enter the **Date** of the event
- The **Class** category defaults to “blank” which means “all” types of scheduled events (ie hearings, 341 meetings). To limit the report to a specific scheduled event, click the down arrow – and select the event.
- The **Location** category defaults to “blank” which means “all” meeting/hearing locations. To limit the report to a specific location, click the down arrow – and select the location.
- The **Sort** field allows the report to be sorted by Judge or Location.
- When all report selection options are correct, click **[Run Report]**

**Step 4** The **Daily Calendar Report** displays. (See **Figure 2**)

**Daily Calendar Report of 05/09/2003**

**U.S. Bankruptcy Court - - Middle District of Florida**

**Tampa, FL - Room 100-B, Timberlake Annex, 501 E. Polk Street**

**Judge: GLENN, PAUL**

10:00 AM	<a href="#">8:03-bk-04201-PMG John Howard</a> <a href="#">8:03-bk-04211-PMG John Howard</a> <a href="#">8:03-bk-04212-PMG John Howard</a> <a href="#">8:03-bk-04213-PMG John Howard</a> <a href="#">8:03-bk-04214-PMG John Howard</a> <a href="#">8:03-bk-04215-PMG John Howard</a> <a href="#">8:03-bk-04217-PMG John Howard</a>	<a href="#">2</a> 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset <a href="#">2</a> 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset <a href="#">2</a> 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset <a href="#">2</a> 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset <a href="#">2</a> 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset <a href="#">2</a> 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset <a href="#">2</a> 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
----------	---	--

**Tampa, FL - Room 100-C, Timberlake Annex, 501 E. Polk Street**

**Judge: BAYNES, THOMAS**

11:00 AM	<a href="#">8:03-bk-04301-TEB Richard Lucky</a> <a href="#">8:03-bk-04311-TEB Richard Lucky</a> <a href="#">8:03-bk-04312-TEB Richard Lucky</a> <a href="#">8:03-bk-04313-TEB Richard Lucky</a>	<a href="#">2</a> 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset <a href="#">2</a> 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset <a href="#">2</a> 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset <a href="#">2</a> 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
----------	--	--

**Figure 2**

