Calendar Events

The Calendar Events Report provides a list of all scheduled events by day. The report provides full docket text and criteria selection by dictionary event. This module will demonstrate the steps to follow to print a Calendar Events Report.

STEP 1   Click the Reports hypertext link on the CM/ECF main menu.

STEP 2   The **Reports** screen displays.

— Click the Calendar Events hypertext link.

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

Figure 1

— Enter 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 Calendar Report. To limit the report to a specific Judge, click the down arrow — and select the Judge. Select more than one Judge by holding down the **[Ctrl]** key and clicking on additional Judge names.

—   The **Office** category does not have a default. You must select the office. To select the office, click the down arrow — and select the Office. Select more than one Office by holding down the **[Ctrl]** key and clicking on additional office names.

—   The **Calendar Events** category defaults to 'All Hearings'. Other event categories may be chosen to be included in the report. Select more than one Event by holding down the **[Ctrl]** key and clicking on additional Event names.

—   The **SET** field defaults to the current date. Enter the desired date or date range. Select **Both**, **AM**, or **PM** and enter a **time** if desired. Leaving the time blank will result in a report containing all events, regardless of time, on the specific date chosen.

—   The **Sort** field allows the report to be sorted by Time, or by Office and Time.

        Note: Press **[Clear]** to start over with the system defaults and begin selecting options again.

—   When all Report Selections Options are correct, click **[Run Report]**.

09/25/2002
10:00 AM

        3:02-bk-00010-GLP Abraham Lincoln Chapter: 7

        Stephen L. Meininger representing Abraham Lincoln (Debtor)
        Mamie Davis (Trustee)

        Meeting of Creditors. 341(a) meeting to be held on 9/25/2002 at 10:00 AM at Courtroom 8B, Sam M. Gibbons U.S. Courthouse, 801 N. Florida Avenue, Tampa, Florida. Last day to oppose discharge or dischargeability is 11/25/2002. Proofs of Claims due by 12/26/2002.

09/26/2002
10:30 AM

        3-02-00009-CTC Jack Zavacky Chapter: 7

        Happy Johnson representing Jack Zavacky (Debtor)
        Stephen L. Meininger (Trustee)

        Meeting of Creditors. 341(a) meeting to be held on 9/26/2002 at 10:30 AM at Courtroom 9A, Sam M. Gibbons U.S. Courthouse, 801 N. Florida Avenue, Tampa, Florida.Last day to oppose discharge or dischargeability is 11/25/2002.

09/30/2002

Figure 2

STEP 4   The **Calendar Events Report** displays. **(See Figure 2)**

—   For each case shown on the calendar, a hypertext link appears. Clicking the link will display the docket report for the selected case.

—   Clicking on the silver ball next to each entry will display related entries, such

as responses related to the motion on for hearing. The related entry screen will provide a document number link which will display the pdf image for each document.