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 <u>Calendar Daily</u> hypertext link.
- STEP 3 The Daily Calendar Report Selection Options screen displays. (See Figure 1)

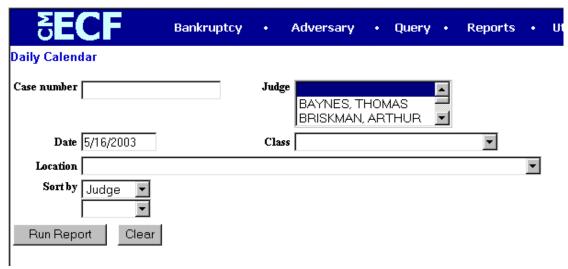


Figure 1

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

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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	8:03-bk-04201-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04211-PMG John Howard	2 341 Meeting-Indiv /Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04212-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04213-PMG John Howard	2 341 Meeting-Indiv /Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04214-PMG John Howard	2 341 Meeting-Indiv /Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04215-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04217-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	Tampa, Fl	L - Room 100-C, Timberlake Annex, 501 E. Polk Street
Judge: BAYNES, THOMAS		
11:00 AM	8:03-bk-04301-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04311-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04312-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04313-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset

Figure 2