

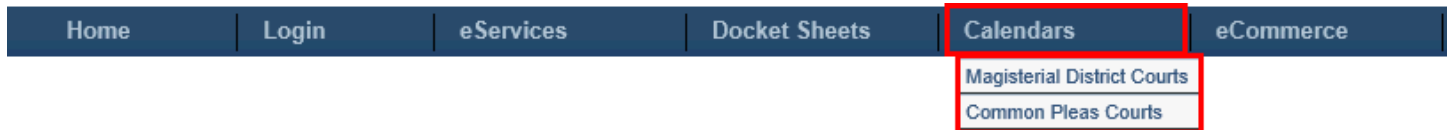
Quick Reference Guide to Public Calendar Schedule

What is the Public Calendar Schedule?

The Public Calendar Schedule option provides access to search, view and print calendar events scheduled in the Magisterial District Courts System (MDJS) and 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, click on Court Calendars on the main page, or roll over Calendars on the navigation menu at the top of the page. Select either Magisterial District Courts or Common Pleas Courts. The Calendar Schedule search page for the selected court opens. The functions available for the calendar schedule are identical for both courts but the available search criteria may vary.



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

The image shows a dropdown menu for 'Search Type' with 'Calendar Event' selected. The dropdown list is open, showing the following options: Attorney, Calendar Event (highlighted in blue), Docket Number, Primary Participant Name, and Primary Participant SID.

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 an 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.

The image shows a search criteria form for 'Calendar Event'. The 'Search Type' is set to 'Calendar Event'. The 'From Event Date' field is highlighted with a red box and contains '05/13/2013' through '05/17/2013'. The 'Judicial District' field is also highlighted with a red box and has an asterisk next to it, indicating it is required. Other fields include 'Court Office', 'Calendar Event Type', and 'Room'. A 'Show Scheduled Only' checkbox is checked. 'Search' and 'Clear' buttons are at the bottom.

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.

No Records Found

The image shows the same search criteria form as above, but with error messages. The 'From Event Date' field now shows '05/06/2013' through '05/09/2013'. The 'Judicial District' field is empty and has a red exclamation mark icon next to it. Below the form, there are two error messages: 'Begin Date must be greater than or equal to today' and 'Judicial District is required'. 'Search' and 'Clear' buttons are at the bottom.

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, Status, Date, Start Time, Calendar Entry Type, County and Location.

Docket Number	Case Caption	Event Type	Status	Date	Start Time	Judicial District	District Court
MJ-21305-CR-0000538-2015	Comm. v. Palumbo, Alan Jeffrey	Preliminary Hearing	Scheduled	3/24/2016	1:00 PM	21	MDJ-21-3-05
MJ-21305-TR-0003073-2015	Comm. v. Evanoski, James A.	Summary Trial	Scheduled	3/22/2016	9:00 AM	21	MDJ-21-3-05

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.

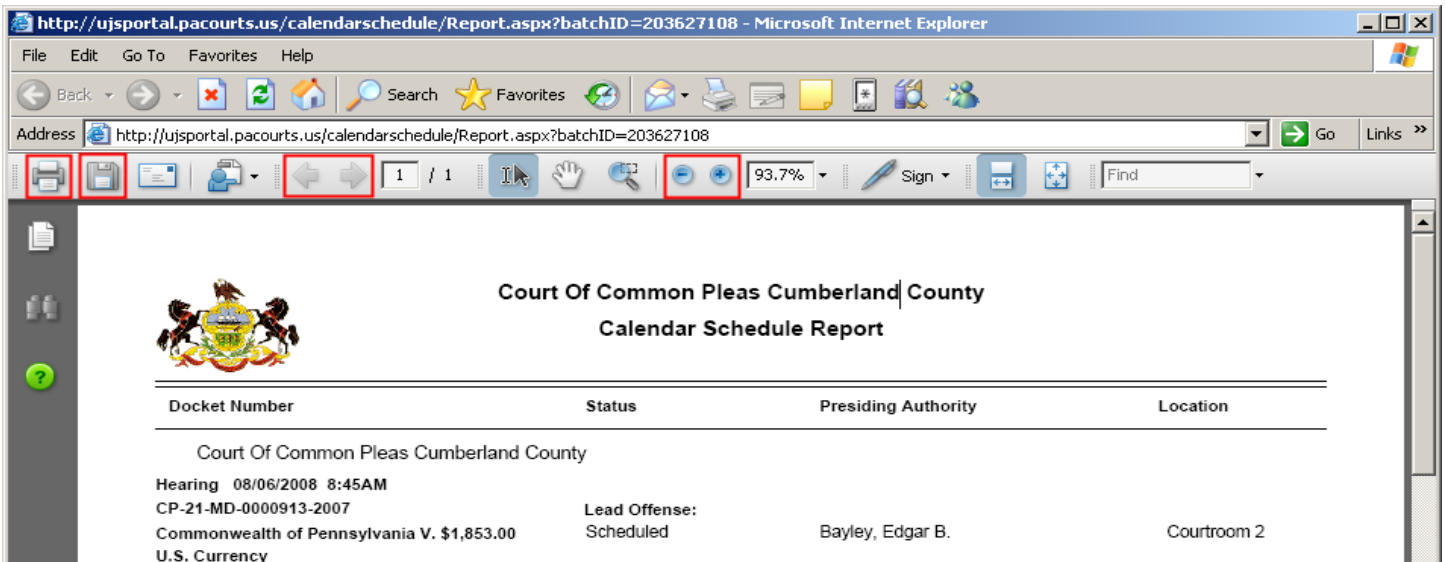
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How do I print the Calendar Schedule?

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

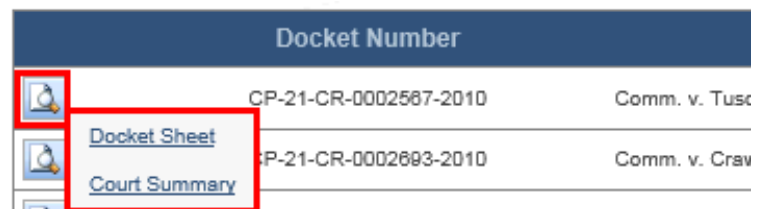


The selected report opens in a new window and will appear similar to the image below. The icons in the toolbar can be used to print, save and navigate through the report.



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.



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 window with icons in the toolbar that can be used to print, save and navigate through the report.