

Event Maintenance

I. Scheduling an Event in CSAEVNT

1. Go to **CSAEVNT**.
2. Enter the **Case ID**.
3. Click the **Event** LOV button, and select the event from the list.

HINT: The **Judge ID** and **Description** will fill in for you. The Judge ID may be updated to a different judge, if needed.

HINT: If the case you are scheduling has a related case there will be a check mark in the box beside **Rel** (Related).

4. Enter the **Schedule** date for the hearing.
5. Enter the **Time** of the hearing.
6. Enter the number of **Days**, **Hr**, and/or **Min** to specify length of trial.
(The Event default time is 1 Min)
7. Click the **Room** LOV button, and select the room from the list.
8. Enter a '**C**' in the **Confirm** field to override scheduling conflicts.

HINT: If scheduling a multi-day event, leave Confirm field blank.

9. Enter **Event Text**, if needed.
10. Press **Ctrl** and **PgDn** to go to the next block. Current parties will display.

HINT: You may add or deselect a party attendee for the event, if needed.

HINT: Only complete steps 11-13 if you want to schedule a **related case**.

11. Click **Schedule Related/Consol** in the Navigation Frame.
12. Click the **Checkbox** next to the related case that is to be scheduled.
13. Click the **X** on the Schedule Related/Consolidated Window.
14. Press **F10** to save.

HINT: When events are scheduled they must also have a closing action of Held, Continued or Cancelled. See section VII, page 7.

HINT: When scheduling a multi-day event, a Schedule Conflict Validation window will display. Click the **Verify Schedule** LOV button and choose to **verify**, **override** or **reject** schedule.

II. Generating an Event Notice

1. From the scheduling form, click on **Letter (CLALMRG)** in the Navigation Frame.
2. Click the **Letter Code** LOV button, and select the document type from the list.
3. Press **Ctrl** and **PgDn** to go to the next block, and the Case ID will populate.
4. Click **Merge Now** on the Navigation Frame.

HINT: If Microsoft Word does not pop up on your screen, check the toolbar at the bottom of your screen as it may be open and hiding behind other windows.

5. Microsoft Word will open and document will appear; check document for accuracy. You can now edit this Word document and print or save it to your computer.
6. Close Microsoft Word to return to Contexte.
7. Click on **Yes – Exit Letter Merge**, and this will take you to the scheduling form.

III. Creating Multiple Notices for a Specific Event Date

1. Go to **CDAEVNT**.
2. Enter the **Judge ID** and **Date** in the top block.
3. Press **Ctrl** and **PgDn** to display existing case events.
4. Click on the **Select All** option on the Navigation Frame to create notices for all cases scheduled on the specified date. Otherwise, click on the **Checkbox** next to each individual case you would like to generate a notice.
5. Click on **Letter (CLALMRG)** in the Navigation Frame.
6. Click the **Letter Code** LOV button, and select the document type from the list.
7. Press **Ctrl** and **PgDn** to go to the next block, and selected Case IDs will populate.
8. Click on **Merge Now** in the Navigation Frame.

HINT: If Microsoft Word does not pop up on your screen, check the toolbar at the bottom of your screen as it may be open and hiding behind other windows.

9. Microsoft Word will open and document will appear; check document for accuracy. You can now edit this Word document and print or save to your computer.
10. Close Microsoft Word to return to Contexte.
11. Click on **Yes – Exit Letter Merge** and this will take you to CDAEVNT.

IV. Creating a Court Schedule

1. Go to **CZRSCH**.
2. Press **Ctrl** and **PgDn**, and a new Internet Explorer Window will appear

HINT: The Internet Explorer window may be behind the Contexte window, in a new tab in Internet Explorer or on the task bar depending on your computer's settings.

HINT: A combination of the parameters Court Code & Location Code OR Circuit # and Division # may be entered to generate the report. All parameters are not required.

3. Enter your **Court Code**.
4. Enter your **Location Code**.
5. Enter your **Circuit #**.
6. Enter the **Division #**.
7. Enter the **Judge ID**.

HINT: Judge ID is not required if using the Division # parameter.

8. Enter the **Schedule Date** range.

HINT: Dates should be in MM/DD/YY format.

9. Enter the **Schedule Time** range. (Optional)
10. Enter the **Room**. (Optional)
11. Select the **Event Code** from the dropdown list provided. (Optional)
12. Enter any specific **Case Type** or **Case Type Predecessors** to return results. A comma-separated list may be entered for each. (Optional)

13. Select Y/N from the dropdown for each of the yes/no display options provided.

- | | |
|-----------------------------------|----------------------------------|
| a. Display Event Parties | g. Print Event Text |
| b. Print Party ID | h. Print Closed Events |
| c. Print Juvenile Names | i. Print Day/Hour/Minutes |
| d. Print Party Status | j. Print Notes Lines |
| e. Print Service Documents | k. Print Sealed Cases |
| f. Print Case Description | |

14. On **Print Violations**, select Yes-Show Counts, Yes-Show All Charges, or No.

15. Click **Submit Query** to generate the report.

V. Creating a Court Schedule

1. Go to **CZRSCH2**.
2. Press **Ctrl** and **PgDn**, and a new Internet Explorer Window will appear

HINT: The Internet Explorer window may be behind the Contexte window, in a new tab in Internet Explorer or on the task bar depending on your computer's settings.

HINT: The asterisks signify the required fields. The report can be obtained in an Adobe or Word format, if minor updates need to be performed prior to printing.

3. Enter your **Court** code.
4. Enter your **Location** Code.
5. Enter your **Circuit**. (optional)
6. Enter the **Start Date** range.

HINT: Dates should be in MM/DD/YY format. (calendar available)

7. Enter the **End Date** range.
8. Enter the **Judge ID**. (C##D##)

HINT: Date range is a maximum of 7-calendar days.

9. Enter the **Party ID**.
10. Enter the **Case ID**.
11. Enter the **Room ID**.
12. Select the **Sort By** option from the dropdown list provided. (Optional)

13. Select the **Show** option from the dropdown list provided. (Optional)
14. Select the **Show Parties** option from the dropdown list provided. (Optional)
15. Select the **Show Charges** option from the dropdown list provided. (Optional)
16. Select the **Event Code** option from the dropdown list provided. (Optional)
17. Select the **Case Type** option from the dropdown list provided. (Optional)
18. Click either **Create Pdf** or **Create Word** to generate the report.

VI. Creating an Alphabetical Court Schedule

1. Go to **CXRPE SCH**.
2. Press **Ctrl** and **PgDn**, and a new Internet Explorer Window will appear.

HINT: The Internet Explorer window may be behind the Contexte window, in a new tab in Internet Explorer or on the task bar depending on your computers settings.

3. Enter the **Scheduled Event Date From** and **Scheduled Event Date To**.

HINT: Dates should be in MM/DD/YYYY format. (calendar available)

4. Enter **Event Start Time**. (Optional)
5. Enter your **Court Code**.
6. Enter your **Location Code**.
7. Select Y or N to **Exclude Case ID**.
8. Select Y or N to **Exclude Event Description**.
9. Select Y or N to **Exclude Juvenile Cases**.
10. Enter the **Judge ID**. (Optional)
11. Enter a **Party ID**. (Optional)
12. Select the **Event Type** from the dropdown list. (Optional)
13. Select the **Party Type** from the dropdown list. (Optional)
14. Select the **Case Type** from the dropdown list. (Optional)

15. Click either **Create Pdf** or **Create Word** to generate the report.

VII. Closing an Event in CDAEVNT

- This form is used to display open scheduled events.
- You can close events one at a time, for a specific court day, by either entering a hearing held, hearing cancelled or hearing continued docket code.

1. Go to **CDAEVNT**.
2. Enter the **Judge ID** and **Date** in the top block.
3. Press **Ctrl** and **PgDn** to display existing case events.
4. Click the **Docket** code LOV button, and select the closing code from the list show that the event was held, cancelled, or continued.

HINT: Continuing an event means that you are going to reschedule the event for a different date and time.

HINT: To continue events in CDAEVNT simply add a Continuance docket code rather than a Cancellation docket code.

HINT: The **Docket Description**, **Date** and **Time** will fill in for you.

5. Press **F10** to save.

HINT: If you are continuing an event, you can click CSAEVNT in the Navigation Frame to quickly reschedule the event for the continued date.

VIII. Closing Multiple Events in CSAEOUT

- This form is used to update either open or closed events.
- This form lets you enter a single closing docket code for multiple events; also allows you to add or delete event parties.

1. Go to **CSAEOUT**.
2. Click on **Settings** in the Navigation Frame, and click on the **Future Events** checkbox to display future events.

HINT: Click the **Closed Events** button to display closed events instead of limiting to only open events, if desired.

3. Click the little **x** to close the Settings option box.
4. In the second block, enter the **Case ID**.
5. Press **F8** to display open events.
6. Click the **Checkbox** next to each event that is to be closed.
 - a. Select all cases with the same event code and same event outcomes.
7. Click on **Event Outcomes** in the Navigation Frame.
8. Press **F6** to insert a new record.
9. Enter the **Row No** of the event for which you want to enter an outcome OR Leave the field **blank** to enter an outcome for **all** events.
10. Click the **Docket** LOV button, and select the closing code from the list showing the event was held, cancelled, or continued.
 - a. Once you've entered your continuance docket, Save.
 - b. Select Scheduling (CSAEVNT) in the navigation frame and schedule the continuance.
 - c. Save and Exit to return to the Event Outcomes window.
11. Press **F10** to save.

IX. Event Scheduled in Error

1. Go to **CSAEOUT**.
2. Click on **Settings** in the Navigation Frame, and click on the **Future Events** checkbox to display future events.

HINT: Click the **Closed Events** button to display closed events instead of limiting to only open events, if desired.

3. Click the little **x** to close the Settings option box.
4. In the second block, enter the **Case ID**.
5. Press **F8** to display case events.
6. Select the event you wish to delete by clicking the **Checkbox** before the event.
7. Click on **Event Outcomes** in the Navigation Frame.

8. Press **F6** to insert a blank record.
9. In the **Docket** field enter **HE30** (Event Closed – Sched in Error).

HINT: The **Docket Description**, **Filing Date**, and **Time** will fill in for you.

10. Click the **Party** LOV button, and select the party from the list, if needed.
11. Press **F10** to save.

X. Changes to Scheduling (CSARSCH)

HINT: Changes to scheduling can be made to Open Events, such as Date, Time, Room, and Judge.

A. CHANGING THE EVENT DATE

1. Go to **CSARSCH**.
2. Enter the **Case ID**.
3. Press **F8** to display existing events.

HINT: If there are multiple events for the case, the scroll bar will be active.

4. Scroll to the event you wish to change.
5. Change the **Scheduled** date.
6. Press **F10** to save.

HINT: For multiple-day events, use the down arrow key to go to the next day of the event and make desired changes.

B. Changing the Event Time

1. Go to **CSARSCH**.
2. Enter the **Case ID**.
3. Press **F8** to display existing events.

HINT: If there are multiple events for the case, the scroll bar will be active.

4. Scroll to the event you wish to change.
5. Change the **Start** time if needed, or change the **Days**, **Hr**, and/or **Min** fields as needed.
6. Press **F10** to save.

C. Changing the Event Room

1. Go to **CSARSCH**.
2. Enter the **Case ID**.
3. Press **F8** to display existing events.

HINT: If there are multiple events for the case, the scroll bar will be active.

4. Scroll to the event you wish to change.
5. Change the **Room**.
6. Press **F10** to save.

D. Changing the Event Judge

1. Go to **CSARSCH**.
2. Enter the **Case ID**.
3. Press **F8** to display existing events.

HINT: If there are multiple events for the case, the scroll bar will be active.

4. Scroll to the event you wish to change.
5. Change the **Judge ID**.
6. Press **F10** to save.

E. Deleting a Party from an Event

1. Go to **CSARSCH**.
2. Enter the **Case ID**.
3. Press **F8** to display existing events.

HINT: If there are multiple events for the case, the scroll bar will be active.

4. Scroll to the event you wish to change.
5. Place cursor on event party to remove.
6. Choose **Record > Remove** from the Menu bar to remove the event party record.
7. Press **F10** to save.

F. Deleting an Event

1. Go to **CSARSCH**.
2. Enter the **Case ID**.
3. Press **F8** to display existing events.

HINT: If there are multiple events for the case, the scroll bar will be active.

4. Scroll to the event you wish to change.
5. Place cursor on the event to be deleted.
6. Choose **Record > Remove** from the Menu bar to remove the event record.
7. Select "**Yes**" when prompted (Are you sure you want to delete the event?).