ACAP Conference-District Court Scheduling

Mass Rescheduling

The CSAMASS (Mass Rescheduling) form allows changes to events in mass or bulk. CSAMASS should be used on the rare occasion when an entire day's of events might need to be changed to another Judge, another date or another time.

To mass **reschedule an entire date** for the **same Judge**:

1. Go to **CSAMASS.**

2. Enter the **Judge ID**.

3. Enter the **Date** the events are scheduled.

4. Press **Ctrl** and **PgDn** to display existing events.

5. Enter the new **Date** for the first event.

HINT: The date must be a future date.

6. Click in the Date field for the next event.

7. Press **F3** to duplicate the new date.

8. Repeat steps 6-7 until all events are changed to the new date.

9. Press **F10** to save.

10. **Exit** CSAMASS.

HINT: The time can be changed using the same steps listed above.

Change Events in Mass (CSAMASS)

To mass reschedule to another Judge:

1. Go to **CSAMASS**.

2. Enter the **Judge ID** for the original Judge scheduled.

3. Enter the **Date** for the events that need to be rescheduled.

4. Press **Ctrl** and **PgDn** to display existing events.

5. Click on the **Change Judge** option in the Navigation Frame.

6. Click the Select checkbox beside each event that needs to be changed to a different Judge.

HINT: Click on the Select All option in the Navigation Frame, if you want to change the Judge for all events listed.

7. Press **Ctrl** and **PgDn** to go to the next block.

8. Enter the **New Judge ID**, and press the **Tab** key.

9. Click the **Change Judge to hear selected events** button.

10. Enter the **Docket Code** and docket text, if desired.

11. Press **F10** to save.

HINT: When changing the Judge ID in CSAMASS, the Event Judge is changing on the case and not the Case Judge. In order to view the cases that the new Judge is hearing, the TCA will need to run **CZRSCH** by court/location to view cases that are now scheduled for the Event Judge to hear on that date.