



# DISTRICT COURT SCHEDULING

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KUAR NEWS

#2017ACAP

## Building Bridges

**Arkansas Court Automation Program Systems Conference 2017**

**#2017ACAP**

# **SCHEDULING**

# SETTINGS

- CMAINIT- Schedule event/LTD Event tab\*
- CSAEVNT- Schedule events\*
- CSAMASS- Mass rescheduling\*

# CMAINIT

Custom Case Initiation Maintenance (CMAINIT) (COURTS)

Court Type: 60 PULASKI Security: 1 Claim Value: 4,500.00

Location: LR LITTLE ROCK Weight: 1 Filing: 03-JUL-2017 14:55:44

Case Type: CG CV-DAMAGE TO PERSONAL PROPERTY Trial: Agency: ☐ Track

Milestone:

Case ID: LRCV-17-226 DISCOVER BANK V MINNIE MOUSE ☐ Image

Party Demographic Short Docket **Ltd Event** Violation Arr/Cust Traffic Detail Bail Milestones

Event	Date	Time	Judge	Room	Locn	Priority	Calendar Type	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	9	<input type="text"/>	<input type="text"/>
Event Text: <input type="text"/>								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Event Text: <input type="text"/>								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Event Text: <input type="text"/>								

## Scheduling an Event in CMAINIT

1. Go to **CMAINIT**.
  2. Press **F7** to enter a query.
  3. Enter the **Case ID**.
  4. Press **F8** to retrieve the case.
  5. Click on the **Ltd. Event** Tab.
  6. Click the **Event** LOV button, and select the event from the list.
  7. Enter the **Date** of the hearing.
  8. Enter the **Time** of the hearing.
  9. Enter the **Judge** presiding over the hearing.
  10. Click the **Room** LOV button, and select the room from the list.
  11. Enter the **Locn** (Location), if it doesn't automatically populate.
- IINT:** Priority will default.
12. Enter **Event Text**, if needed.
  13. Press **F10** to save.

# CSAEVNT

Event Scheduling (CSAEVNT) (COURTS)

Case ID: LRCV-17-226 DISCOVER BANK V MINNIE MOUSE

Event: Priority: 9 Cont:

Judge ID:

Trial: Rel Cons Ext Calendar Type: Case Type: CG Age in Days: 0

Schedule: Time: Days: Hr: Min:

Room: Locn: Projected: Confirm:

Event Text:

Case/Event Parties

Sel	Party Type	Party ID	Name	Security	Phone	Lang
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

## II. 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.

**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.

## 1 | EVENT MAINTENANCE

## CIVIL AND SMALL CLAIMS INITIATION AND PROCESSING | D

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.

# CSAMASS

The screenshot shows the CSAMASS (Mass Rescheduling) form. At the top, the title bar reads "Mass Rescheduling (CSAMASS) (COURTS)". Below the title bar, there are several input fields: "Judge ID:" with the value "DJ60L3", "Room:" with "LR-CRI", "Date:" with "11-JUL-2017", "Time:" with "13:30:00", "Event:" (empty), "Location:" with "LR", "Conflict Checking" (unchecked checkbox), and "Cal Type:" with "CV". Below these fields, there are four identical rows of input fields for scheduling events. Each row contains: "Case ID:", "Event:", "Days:", "Date:", "Start:", "Judge ID:", "Room:", "Location:", "Calendar:", and "Event Text:". The "Event Text" field is a multi-line text area. The form has a scroll bar on the right side.

## 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.



# **FIXING**

- CSARSCH- Changes to Events

[illegible]



# CLOSING

- CSAEOUT-Closing an Event- single
- CDAEVNT- Closing an Event-multiple

# REPORTS

- CSISCHE- Scheduling Query
- CZRSCH- Court Schedule
- CZRSCH2-Court Schedule
- CWRDOCT\_SUM2
- INTERNAL COURT CONNECT- (ICC)
- CZRDOCT- Court Docket

# DEMONSTRATION

Oracle Fusion Middleware Forms Services

File Edit Options Block Field Record Query Help Window

Custom Case Initiation Maintenance (CMAINIT) (COURTS)

View Confidential Addr  
Attorney Assignment  
Master Case Party  
Alternative Name  
Party  
Violation Enhancements  
Violation  
Doc Tracking (COADTRA)  
Recuse Judge  
Transfer Judge  
Assign Judge  
Div/Judge Assoc (CTRDIV)  
Open CBAUBPS  
Minutes Query (CDIMINU)  
Letter (CLALMRG)  
Docket (CDADOCT)  
Bar Code (CCRESCCP)  
Pmt Entry (CBAPAYM)  
Person/Org Mnt (CPAIDEN)  
Party (CDAPRTY)  
Case X-Ref (CDACREF)  
Relate/Consol (CDARELC)

Court Type:  Security:  Claim/Value:   
Location:  Weight:  Filing:   
Case Type:  Trial:  Agency:  ☐ Track  
Milestone:   
Case ID: NEXT  ☐ Image

Party Demographic Short Docket Ltd Event Violation Arr/Cust Traffic Detail Bail Milestones

Party Type:  Security:   
ID:  ☐ Person ☐ Organization  
Last Name:   
First Name:  Middle Name:  Prefix:  Suffix:   
Address Type:  ☐ Confidential Address  
Address:   
City:  State/Prov:  ZIP/PC:   
County:  Phone:   
Email:   
Party Status:  Status Date:  Status Time:  ☐ Image

Enter the court code for this case, or use LIST for a LIST of valid court codes (required).  
Record: 1/1 ... List of Valu... <OSC>

# RESOURCES

HELPDESK 501-410-1900

[ACAP.HELP@ARCOURTS.GOV](mailto:ACAP.HELP@ARCOURTS.GOV)

[HTTPS://COURTS.ARKANSAS.GOV](https://courts.arkansas.gov)

ASK ABOUT WORKFRONT



**QUESTIONS?**