

Quick Calendar: accessed via “Tasks” – “Quick Calendar” menu item

- **Search section:** each time any of the three search criteria are changed, a search is automatically processed.
 - **Hearing Date:** defaults to today’s date.
 - **Pending Hearings Only:** defaults as checked. If checked then it only returns the hearings where a result has not yet been entered (**Result Needed**). This means if you have just resulted a hearing and return to this calendar then the hearing you just resulted will be hidden until you uncheck the Pending Hearings Only checkbox.
 - **Calendar For:** defaults to the current user if they happen to be an attorney.
- **Search Result section:**
 - **CAL #** column: if your court uses a calendar numbering system then you can populate this field and use the Save/Return button to sort the search results by CAL #
 - The **Jcats #** hyperlink will route to the Main page for the selected hearing/case.
 - In The **hearing type** column, the hyperlink (i.e. [J/D](#)) routes into the Appearance Sheet, which will be the first tab within the Quick Calendar tab strip. Also, if the hearing has been resulted, then the result will display instead of displaying “**Result Needed**”.
 - In the **hearing time and dept column**, the “Calendar For” name will display. If they are filling in for another attorney, then it displays as “TheirName filling in for OtherName”. If another is filling in for them, then it displays as “OtherName filling in for TheirName”.
 - In the **last column**, the “**Action**” dropdown contains the names of all the tabs within the tab strip, so you can route directly to the desired tab when needed. The hyperlinks display how many documents are currently attached to the hearing (i.e. [1 Doc](#)). When this hyperlink is clicked it displays a popup allowing users to attach any case files, that is on the case, to the hearing. If a file is already attached to the hearing, then it displays another hyperlink with the attached files category (i.e. [DCFS Reports](#)). When this is clicked, the attached file is presented to the user in a new session tab.
 - The “**Add New Case**” button routes to the Quick Add Case page.
 - The “**Add New Hearing**” button displays a popup, so the user can quickly select one of the cases from their active caseload and add a hearing to that case.
 - The “**Case # Quick Search**” button routes to the Search for Case page.

Data Entry Inquiry Administration Tasks Jcats Admin 1						
Case Name	Case #	Appt. Date	Status	Attorney	JCATS #	Quick Calendar
Tester, John	TESTER01	05/27/2020	Open	Attorney	60549011	

Search

Hearing Date:
 Pending Hearings Only: ☒
 Calendar For:

CAL #	Case Name: John Tester	Jcats # 60549011	J/D	8:30 Dept 404	Action
03	Mom Tester	TESTER01 - 05/27/2020 - John Tester TESTER03 - 05/27/2020 - Charlie Tester	Result Needed	FJI Demo Attorney	1 Doc DCFS Reports

Add New Case
 Add New Hearing [1]
 Case # Quick Search [2]
 Save/Return [4]

- See next page for details about the Appearance Sheet, and a brief comment about the other tabs included on the Quick Calendar tab strip.

Appearance Sheet: Can also be accessed via the Main Page's hearing section [Go To] button.

- **Header section:** displays the case name, JCATS#, hearing type, date, and department. This JCATS # routes to the Main Page in a new tab, so you can update other information about the case without leaving the Appearance Sheet on the current tab.
- **Current DCC section:** only use the [Add New DCC](#) hyperlink when you cannot find the DCC's name in the dropdown. It displays a popup where you can enter a first and last name.
- **Client Section:** the [date](#) hyperlink displays a popup with the client's status history. If a Petition Result is entered, then the user must either update the Current Status or check the "No Change to Status" checkbox. The client's status is reflected on the Main and My Caseload pages.
- **Others and Counsel section:** only use the [Add New Counsel](#) hyperlink when you cannot find the Counsel's name in the dropdown. It displays a popup where you can enter a first and last name.
- **Hearing Preparation Note:** is for prep notes and recording time spend preparing/reviewing the prep notes.
- **Notes section:** "This Hearing Note" is editable. "Previous Hearing Notes" is view only of past six month's hearings.

Data Entry		Inquiry		Administration		Tasks		Jcats Admin 1	
Case Name Tester, John	Case # TESTER01	Appt. Date 05/27/2020	Status Open	Attorney Attorney	JCATS # 80549011	Appearance Sheet			
<div> <div>1 Sheet</div> <div>2 Notes</div> <div>3 Activity</div> <div>4 AR</div> <div>5 Files</div> <div>6 Adv</div> <div>7 To Do</div> </div>									
John Tester		80549011		J/D		Fri, Aug 21, 2020 8:30		Dept 404, CAL# 03	
Hearing									
Hearing Officer Smiley, Charles	Notice Proper	Reasonable Effort	Media Present	Appearing Attorney					
Hours (use tenths for partial hrs)	Hours Type	Phase							
DCC and CSW									
Current DCC	Role Call DCC	Add New DCC		Role Call Fill-in DCC	Present Y/N				
CSW:					<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No				
Clients									
Clients	Ordered Back	Present Y/N	App Waived	Incarceration Facility	Non-Offending				
Tester, Mom (MO)	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>						
Current Address									
Street 4567 Test Way	City Anywhere	State California	Zip 88888	Home Phone #	Mobile Phone #				
Work Phone #	Email Address	Contact Preference	Contact Preference Comment						
Others Parties									
Others Parties		Placement and Start Date	ICWA	Allegations	Allegation Finding	Counsel	Add New Counsel	Fill-in Counsel	
Tester, Charlie (CHILD)		<input type="checkbox"/> 08/21/20	<input type="checkbox"/>	300(a)					
Placement Note:									
Tester, John (CHILD)		<input type="checkbox"/> 08/21/20	<input type="checkbox"/>	300(a)					
Placement Note:									
Hearing Preparation Note (Total Preparation Hours: 0.40)									
Add Prep Note Hours: <input type="text"/>									
<div> <div>test hearing preparation note.</div> </div>									
Notes									
This Hearing Note					Previous Hearing Notes:				
<div> <div></div> </div>									
Petitions in Case									
On	Type	File Date	Case #	Client	Continuance Requested By:	Result			
<input checked="" type="checkbox"/>	300 Original	5/27/2020	TESTER01	Tester John					
<input checked="" type="checkbox"/>	300 Original	5/27/2020	TESTER03	Tester Charlie					

Save/Next Hearing

Save & Return to Calendar [1]

Save & Return [2]

The **Notes tab** displays all hearing notes on the case and includes a "Print Appearance Sheet" for each hearing. The **Activity tab** displays all record time on the case and provides the ability to add new time. The **AR tab** displays all action requests on the case and provides the ability to view the printable version of the AR. The **Files tab** displays all attached files on the case and provides the ability to view and upload any file on the case. The **Adv tab** is used to track all advisements given to the client. The **To Do** tab displays all To Do items on the case and allows To Do items to be added to the case.