

## **Weekly Calendar Tasks**

**Clear Old Dates** - You MUST clear bad/old dates off the calendar and make sure the new dates or updated with appropriate time and location, including old or updated scheduling order dates.

**Mandatory Thursday Look Ahead** - On Thursday, assistants must look at the calendar for the next upcoming week and look for conflicts such as double bookings, or events that need advance notice to the assigned attorney such as deadlines, depositions, or court appearances, and to help prep for anything that is going forward. Also, to add any appointment to the ALP calendar that an attorney may have added to their calendar during the week (the calendar entry can stay the way it is on the atty's private calendar but follow the guidelines above when you add it to the ALP calendar)

**Judicial Website** - Check the judicial website ([www.jud.ct.gov](http://www.jud.ct.gov)) for all cases versus our calendars for Trials, TMC's, PTC's, Hearings, and calendar events that can be taken off the calendar NO LATER THAN FRIDAY MORNING.

**Location Overlaps** - look for overlaps on locations to see if one attorney can attend all court dates in that one location.