

Calendar Events Report

The Calendar Events report displays events scheduled for the date selected.

STEP 1 Select **Reports** from the Main Menu. The **Reports** screen displays.

STEP 2 Select the **Calendar Events** hyperlink.

Note: If you are not already logged into PACER, you will be asked to enter your PACER login and password to view case information.

STEP 3 The Calendar Events screen displays.

STEP 4 Select the report criteria from the listed fields.

- **Case Number** – If you want the events for a specific case, enter the case number otherwise, leave this field blank to search for multiple cases.
- **Judge** – The Judge category defaults to “blank” which means “all” Judges will be included in the report. You can limit the search to a specific Judge by clicking on the down arrow ▼ to select the Judge. Indicate whether the Judge on the case was the Hearing judge only, is the assigned Case judge, or the default of both

hearing and case judge.

- **Office** - The Office field can be used to limit the report to only one location. If you wish to limit the report to a specific location, click the down arrow ▼ to select the location. You may select more than one location by holding down the [Ctrl] key and clicking on the additional locations.
- **Type** – The user may limit the report to only one event or select more than one event by holding down the [Ctrl] key and clicking on the additional events. The recommended setting is the default for “All Hearings.”
- **Set** – The Set fields default to the current date. Enter the appropriate date(s). You may search for hearings set for the AM only, PM only or the default, Both.
- **Sort by** – By default, the report sorts first by hearing time and then by case number. Click the down arrow ▼ to reveal the list of other options for report sorting of Time or Office, Time.
- **Initial display of related proceedings** - Controls whether related proceedings are initially displayed ("Expanded") or hidden ("Collapsed"). On the output screen, related proceedings can be expanded or collapsed individually. If the display is expanded, clicking the minus sign icon hides related events; if the display is contracted, clicking the plus sign shows related events.
- **Display only proceedings directly related to the calendar event** - If checked, only directly related proceedings will appear on the report. If unchecked, indirectly related proceedings are also displayed (i.e., proceedings related to the directly related proceedings).

STEP 5 Once you have selected your report criteria, click **Run Report**.

STEP 6 To print a copy of the report, click the browser [Print] icon.