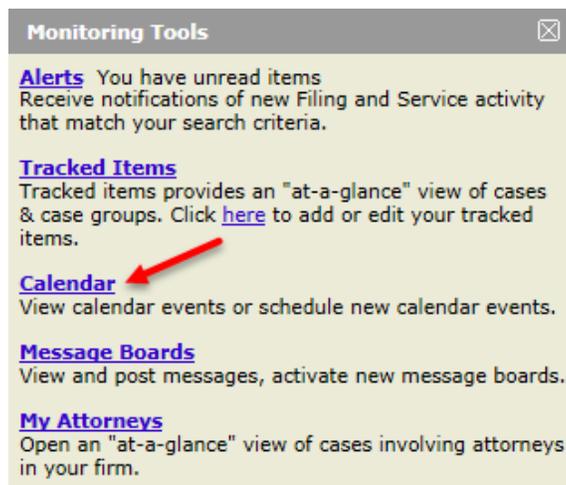# File & ServeXpress™

Livingston County Circuit Court
Special Instructions for Adding Calendar Events

You may now use the Calendar feature in File & ServeXpress to notify other parties of your availability for depositions. To add your availability information to the calendar:

1. Click **Calendar** under **Monitoring Tools** to display the **Calendar Events** screen.

2. Click the radio button next to **Add an event in a specific court and case class**.
3. Click **Go** to display the **Add a Calendar Event** screen.
4. Select **Michigan** from the **Jurisdiction** drop-down list.
5. Select **MI Livingston County 44th Circuit Court E-Service** from the **Court** drop-down list.
6. Select **Civil-Vezina** from the **Case Class** drop-down list.

7. Click **Continue** to display the **Search for a Case** screen.

8. Enter the case name, case number, or type of event in the **Case Name** or **Case Number** fields and click **Go** to display the event entry screen.

9. Choose **Deposition Availability** as the event type.

10. Enter an **Event Name** (e.g., "Available for Deposition").

11. Enter dates in the **From** and **To** fields corresponding to your availability for that day. ***You should submit a separate calendar entry for each day you are available for depositions. The entry should start and end on the same day.***

12. Choose **Confirmed** as the event status.

13. Choose an **authorizer** for the event.

14. Choose a **notification option** (Send online/fax notifications, Send online/fax and force email for online notifications, or Do not send any notifications).

15. Click **Continue** to display a summary of your event.

16. Review your entry and click **Submit Event** to complete the entry process.