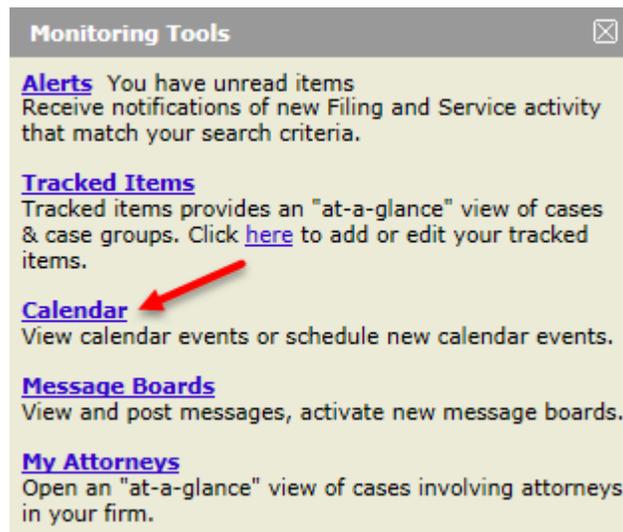


## Livingston County Circuit Court Special Instructions for Searching for Calendar Events

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

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



2. Click the radio button next to **Search for events in a specific court and case class**.
3. Click **Go** to display the **Search for Calendar Events** 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.

[Calendar Home](#)

### Search for Calendar Events.

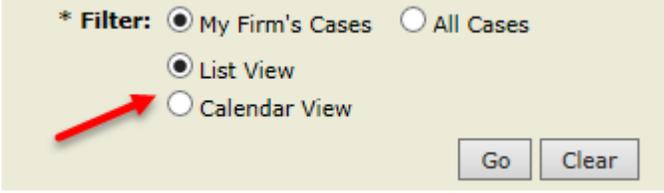
Select a court & court properties

* Jurisdiction:	Michigan
* Court:	MI Livingston County 44th Circuit Court E-Service
* Case Class:	Civil-Vezina
Case Type:	Civil
Division:	No divisions available

Continue >>

# File & Serve Xpress™

7. Click **Continue** to display the **Input Criteria** screen.
8. Enter dates in the **From** and **To** fields to limit your results to a particular date range. **Note:** you may enter your case name, case number, or type of event in the **Case Name**, **Case Number**, or **Event Type** fields, but this information is not required.
9. Click the radio button next to **My Firm's Cases** or **All Cases**.
10. Click the radio button next to **List View** or **Calendar View** to choose the format in which the event will display.



\* **Filter:**  My Firm's Cases  All Cases

List View

Calendar View

A red arrow points to the 'Calendar View' radio button.