

File & Serve *Xpress*<sup>™</sup>

# Calendar

User Guide



# Calendar

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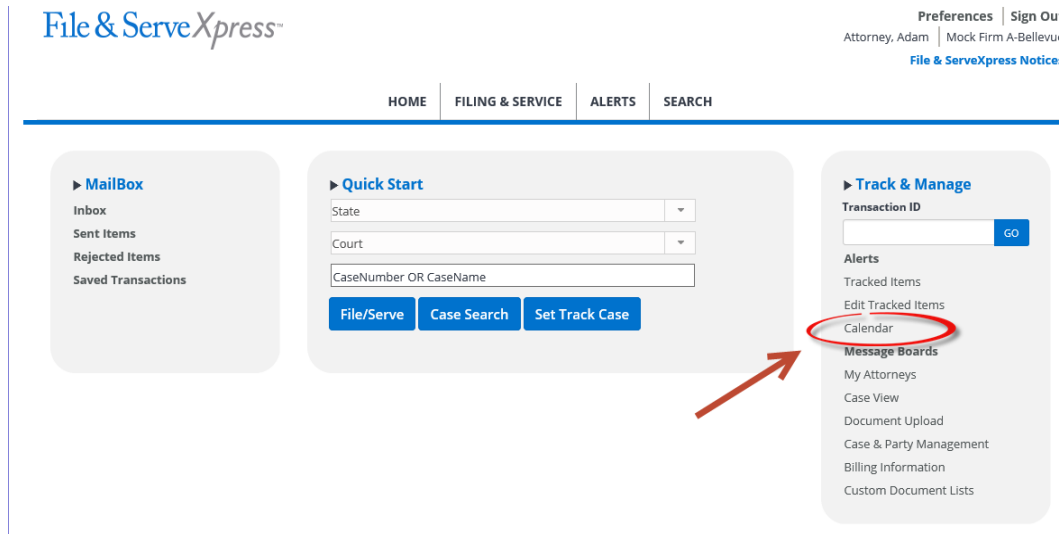
## File & ServeXpress has many resources available to you in order to address your questions and concerns.

- » **File & ServeXpress 24/7 Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 1-888-529-7587.
- » **File & ServeXpress Resource Center** is available within File & ServeXpress by clicking on the Resource Center link at the bottom of your screen. The Resource Center contains our training registration information, jurisdiction specific rule & procedures, user guides, best practices, pricing and much more!
- » **File & ServeXpress Login Page** is where you can find password help, what's new and any important information like scheduled maintenance or system changes. Click [here](#) to access the login page.
- » **File & ServeXpress Notices** is an information page that is available on the top, right-hand side of the File & ServeXpress Home tab, once you sign into File & ServeXpress. This page will provide you with any critical information, such as system maintenance or downtime, changes in fees, legal notices, litigation launches and much more.

# File & ServeXpress Resources

# Calendar Overview

Use the Calendar function to create a calendar event or view a list of calendared events in cases on File & ServeXpress. The Calendar can be found in the Track & Manage section of the File & ServeXpress homepage:



## Calendar Tips:

- ✓ **Note:** Not all jurisdictions use the Calendar feature in File & ServeXpress.
- ✓ **Note:** The following Calendar options will be outlined in this guide:
  1. Search for Events
  2. Add an Event

Once the Calendar hyperlink is clicked, the user will be given the following choices:

The screenshot shows a blue header bar at the top. Below it is the heading 'Calendar Events' with a horizontal line underneath. There are three radio button options:

- Search for events in a specific court and case class.
- Add an event in a specific court and case class.
- Resume event creation.

At the bottom of the form is a blue 'Go' button.

# Searching for Calendar Events

1. Click the Calendar under Track & Manage to display the Calendar screen.
2. Click the radio button next to “Search for events in a specific court and case class.”
3. Click the Go button to display the Select a court & court properties screen.

Calendar Home

Search for Calendar Events.

Select a court & court properties

\* Jurisdiction: Colorado

\* Court: CO Mock County District Court

\* Case Class: Civil

Case Type: Personal Injury

Division: -- Select --

Continue >>

4. Select a jurisdiction from the Jurisdiction drop-down menu.
5. Select a court from the Court drop-down menu.
6. Select a case class from the Case Class drop-down menu.
7. Click the Continue button to view the Input Criteria screen.

## Calendar Tips:

- ✓ **Note:** Only the drop-down menus with asterisks are mandatory selections. However, users may use the “Case Type” and “Division” drop-down menus to narrow their search.

Search for Calendar Events.

**Input criteria.**

**Jurisdiction:** Colorado  
**Court:** CO Mock County District Court  
**Case Class:** Civil  
**Case Type:** Personal Injury  
**Division:** none selected

**Transaction ID:**  When using transaction id, the rest of the fields will be ignored.

**Case Name:**  ⓘ

**Case Number:**  ⓘ

**Case Group:**

**Judge:** First:  Middle:  Last:

**Event Type:** -- Select -- ▾

**\* From:**  (mm/dd/yyyy)

**\* To:**  (mm/dd/yyyy)

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

List View  
 Calendar View

## Calendar Tips:

- ✓ **Note:** When you enter search criteria, enter only the information necessary to narrow your search results. You do not need to add items to each field.

8. Enter your case name, case number, or type of event in the Case Name, Case Number, or Event Type open-type fields or drop-down menu.
9. Enter dates in the From and To fields to limit your results to a particular date range.
10. Choose the radio button next to My Firm's Cases or All Cases.

11. Choose the radio button next to List View or Calendar View.
12. Click Go to display the Calendar.

## List View

**Search Results**

**Jurisdiction:** Colorado

**Court:** CO Mock County District Court

**Case Class:** Civil

**Case Type:** Personal Injury

**Division:** none selected

Transaction ID	Case Name	Case Number	Begin Date/Time (MST)	End Date/Time (MST)	Location	Event Type	Event Name	Note	Event Status	Created By	Authorized By	Last Modified By
<a href="#">46372865</a>	Vincent, Michelle vs BBB Airlines	<a href="#">2012CV6711</a>	12/14/2012 8:00:00 AM	12/14/2012 9:00:00 AM	1 - Division 1	Review	Internal Review		Confirmed	Reviewer, Mock	Reviewer, Mock	Reviewer, Mock

## Calendar View

October 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
					2012CV6711: Review	
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# Adding Calendar Events

## Calendar Tips:

- ✓ **Note:** Only the drop-down menus with asterisks are mandatory selections. However, users may use the “Case Type” and “Division” drop-down menus to narrow their search.

### Calendar Events

- Search for events in a specific court and case class.
- Add an event in a specific court and case class.
- Resume event creation.

Go

1. Click Calendar under Track & Manage to display the Calendar screen.
2. Click the radio button next to “Add an event in a specific court and case class.”
3. Click the Go button to display the Select a court & court properties screen.

Calendar Home

### Add a Calendar Event

Select a court & court properties

\* Jurisdiction: Washington ▾

\* Court: QA Court ▾

\* Case Class: Civil ▾

Case Type: -- Select -- ▾

Division: -- Select -- ▾

Continue >>

4. Select a jurisdiction from the Jurisdiction drop-down menu.



5. Select a court from the Court drop-down menu.
6. Select a case class from the Case Class drop-down menu.
7. Click the Continue button to view the Input Criteria screen.
8. Enter your case name, case number, or case group name into the Case Name, Case Number, or Case Group field.

Calendar Home > Court Select

Add a Calendar Event

Search for a case.

Jurisdiction: Washington

Court: QA Court

Case Class: Civil

Case Type: none selected

Division: none selected

Case Name:  ⓘ

Case Number:  ⓘ

Case Group:

Judge: First:  Middle:  Last:

Go Clear

- ✓ **Note:** When you enter search criteria, enter only the information necessary to narrow your search results. You do not need to add items to each field.

9. Click Go to display a list of matching cases.

Calendar Home > Court Select > Case Search

Please select a case and click continue to add your event. [Continue >>](#)

<input type="checkbox"/>	Court	Case Name	Case Number
<input checked="" type="checkbox"/>	QA Court	Other-6580223-QA	05-6580223-QA
<input type="checkbox"/>	QA Court	QA DI Test Case R9	10-006329bQA
<input type="checkbox"/>	QA Court	QA DI Test Case R10	11-006629bQA
<input type="checkbox"/>	QA Court	Case112233	121212
<input type="checkbox"/>	QA Court	Admin Case added data	2003CVCaseAdded111

10. Select the appropriate case by selecting the check box and click Continue.

Calendar Home

Court: QA Court  
 Case Class: Civil  
 Case Number: 05-6580223-QA  
 Case Name: Other-6580223-QA

Event Type:  ▼

Event Name:

Location:  ▼

Begin Date:  (mm/dd/yyyy) Time:  PST (hh:mm AM/PM)

End Date:  (mm/dd/yyyy) Time:  PST (hh:mm AM/PM)

Note:

Maximum length of text is 200 characters

Event Status:  ▼

Authorizer:  ▼

Send online/fax notifications  
 Send online/fax and force email for online notifications  
 Do not send any notifications

[Continue >>](#)

11. Select an event type from the Event Type drop-down.
12. Enter the event name in the Event Name field.
13. Enter the location of the event in the Location field.
14. Enter your beginning date/time in the Begin Date/Time fields.
15. Enter your end date/time in the End Date/Time fields.

16. Choose the event status from the Event Status drop-down.
17. Choose the authorizing attorney for the event from the Authorizer drop-down.
18. Select the radio button to choose your notification options.
19. Click Continue to choose parties for notification.

< Prev 1 through 3 of 3 Next > [Show Parties](#) [Continue >>](#)

<input type="checkbox"/>	Attorney	Firm
<input checked="" type="checkbox"/>	Attorney, Adam (representing 1 party) (This person is the event creator)	Mock Firm A-Bellevue
<input type="checkbox"/>	Brown, Judge (representing 0 parties)	Mock Court-Filing & Serving
<input type="checkbox"/>	Lawyer, Lucy (representing 1 party)	Mock Firm B

< Prev 1 through 3 of 3 Next > [Show Parties](#)

Please select persons to notify and click continue to submit your event. [Continue >>](#)

20. Click the checkboxes next to the attorneys who you would like notified.
21. Click Continue to move to the Review Information screen.

**Transaction ID:** 54691173  
**Court:** Mock Court-Filing & Serving  
**Case Number:** 15CV12345  
**Case Name:** Smith, James vs A B C Auto Inc

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**Event Creator:** Attorney, Adam  
**Event Authorizer:** Associate, Andrew

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**Event Type:** am 10:45 hearing  
**Event Name:** Hearing on Motion for Summary Judgment  
**Location:**  
**Begin Date:** Jan 29, 2015 10:45 AM CST  
**End Date:** Jan 29, 2015 11:45 AM CST  
**Note:**  
**Event Status:** Confirmed

**Notifications (2)** [Show Selected](#)

Review the information and click Submit Event. [Submit Event](#)

22. Once you have reviewed the information for the event click on Submit Event to add this item to the Calendar.
23. The screen will display that your event was created successfully and you can then click on Calendar Home to add/search for another Calendar Event.

**Transaction ID:** 54691173  
**Court:** Mock Court-Filing & Serving  
**Case Number:** 15CV12345  
**Case Name:** Smith, James vs A B C Auto Inc

---

**Event Creator:** Attorney, Adam  
**Event Authorizer:** Associate, Andrew

---

**Event Type:** am 10:45 hearing  
**Event Name:** Hearing on Motion for Summary Judgment  
**Location:**  
**Begin Date:** Jan 29, 2015 10:45 AM CST  
**End Date:** Jan 29, 2015 11:45 AM CST  
**Note:**  
**Event Status:** Confirmed

**Notifications (2)** [Show Selected](#)

Event created successfully. [Calendar Home](#)