



KYED Court Calendar

[Public User Guide]

United States District Court
Eastern District of Kentucky

Updated: October 23, 2014

Introduction

The KYED Court Calendar application is replacing the existing Court Diary. The Court Calendar program is designed to communicate directly with CM/ECF to pull data from the system in real-time. The real-time data ensures that the distributed information is updated with the latest changes.

Similar to the Court Diary, search parameters can be defined when querying the schedule. The output of the search, referred to in this document as a **report**, is returned in PDF format. This format allows for the schedule to be easily emailed or printed out as needed.

This guide provides an overview of the Calendar interface. It also describes the search parameters that are available as well as provides sample reports, allowing you to preview the different layouts.

Access the Calendar

The Calendar can be reached by navigating to the [KYED public website](http://kyed-public-website) and selecting **Court Schedule** from the left-hand menu.

It can also be accessed by clicking the following hyperlink: <https://ecf.kyed.uscourts.gov/calview/>

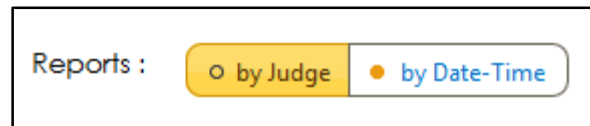
The screenshot shows a web browser window with the address bar displaying <http://kyed-calview.kyed.circ...>. The browser's title bar reads "United States District Court ...". The page content is titled "UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF KENTUCKY" and "Electronic Court Calendar (calView)". Below the title is a section labeled "Report Query Parameters". This section contains several input fields and buttons: "Reports:" with radio buttons for "by Judge" and "by Date-Time"; "From:" and "To:" date pickers both set to "10/21/2014"; "Locations:" and "Judges:" dropdown menus both set to "-All-"; and a "Submit" button. At the bottom of the form, a notice states: "NOTICE: CERTAIN COURTROOM EVENTS AND LAST MINUTE SCHEDULE CHANGES DO NOT APPEAR ON THIS SCHEDULE. COUNSEL MUST BE GUIDED BY THE FINAL NOTICE, EITHER ORAL OR IN WRITING, RECEIVED FROM THE JUDGES' COURTROOM DEPUTY CLERKS".

Interface Overview

Similar to the Court Diary, a date range can be specified, along with location(s), and judge(s). These parameters are used in determining what is included in the resulting output. This section of the User Guide will explain some of the added features and buttons included in the new application.

Report Types

There are two **Report Types** to choose from: **by Judge** or **by Date-Time**. These formats are described below. Examples can be found in the [Report Output](#) section of this document.



by Judge

When the **by Judge** report type is selected, the output will display the court schedule, as defined by the search criteria, organized by judge. That is, each judge's schedule will be displayed on individual pages, sorted alphabetically by judge's first name.

by Date-Time

The **by Date-Time** format will display a running list of events organized by date and time, regardless of the presiding judge or location, unless otherwise specified in the search criteria.

Date Range

Both a “From” date and a “To” date can be specified for the range in which to search for events. When the user clicks inside either one of the date boxes, a popup calendar will appear for easy selection, as shown in the figure below.

From : 09/22/2014 t w

To : Sep 2014

Locations :

Judges :

EVENTS AND LAST MINUTE SCHEDULE CHANGES DO NOT APPEAR ON THIS SC

Note: Some dates appear greyed out and are not available for selection. This is simply because the “From” date cannot be greater than the “To” date. Adjust the “To” date first to broaden the range.

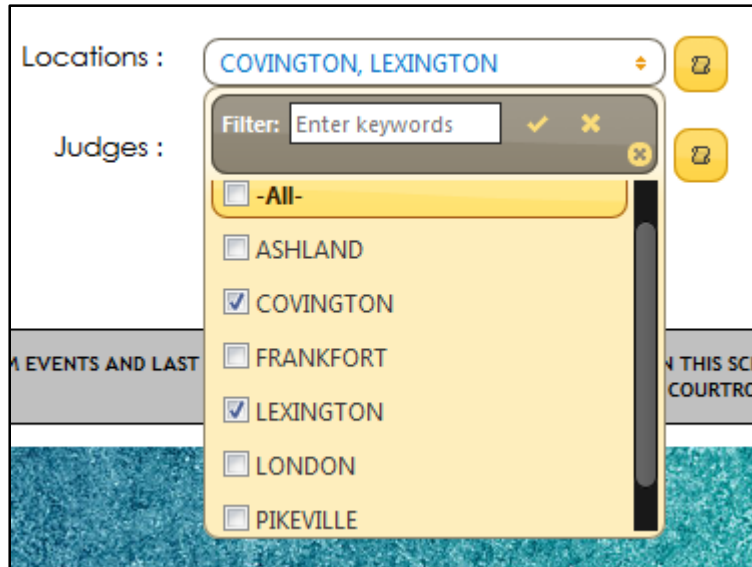
Alternatively, the buttons to the right of the “From” date can be used for quick selection. When clicked, the “t” button will populate both boxes with today’s date. The “w” button will populate both boxes with the dates of the current calendar week.

From : 09/22/2014 t w

To : 09/22/2014

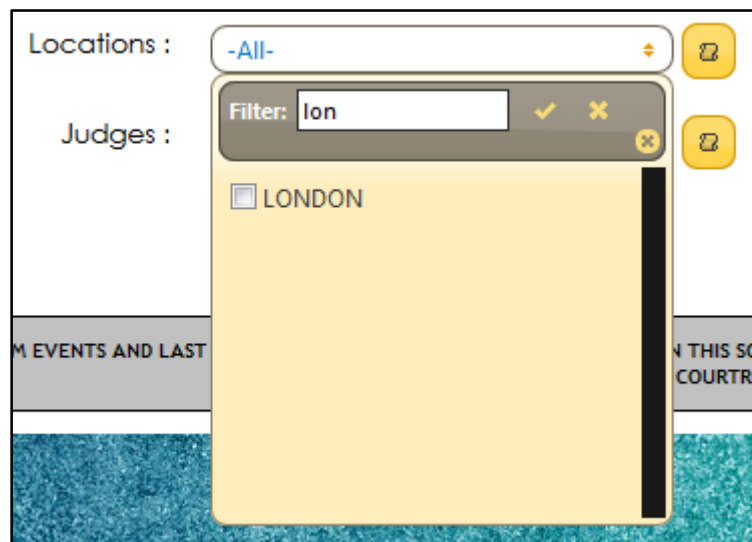
Locations

One or more locations (divisional offices) can be selected for the query. When the **Locations** field is selected, a dropdown list of all available offices will appear. Use the checkboxes next to each location to select which offices should be included in the output.



The screenshot shows a web interface with a 'Locations :' label and a dropdown menu. The dropdown menu is open, displaying a list of locations with checkboxes. The 'Filter:' text is visible above the list. The locations listed are: -All-, ASHLAND, COVINGTON, FRANKFORT, LEXINGTON, LONDON, and PIKEVILLE. The 'COVINGTON, LEXINGTON' text is visible in the dropdown menu's header area. To the right of the dropdown menu, there are two yellow buttons with a trash icon.

This field is also filterable. Begin typing in the **Filter** textbox to narrow down the available options.

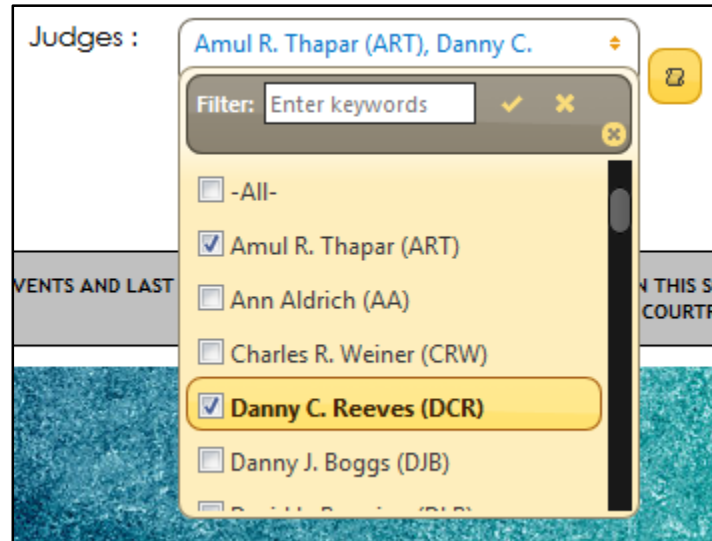


The screenshot shows the same web interface as the previous one, but the 'Filter:' text is now 'lon'. The dropdown menu is open, and only the 'LONDON' location is visible with its checkbox. The 'Locations :' label and the dropdown menu are still present. To the right of the dropdown menu, there are two yellow buttons with a trash icon.

The “defaults” button  can be clicked to reset the value of **Locations** back to “All” locations.

Judges

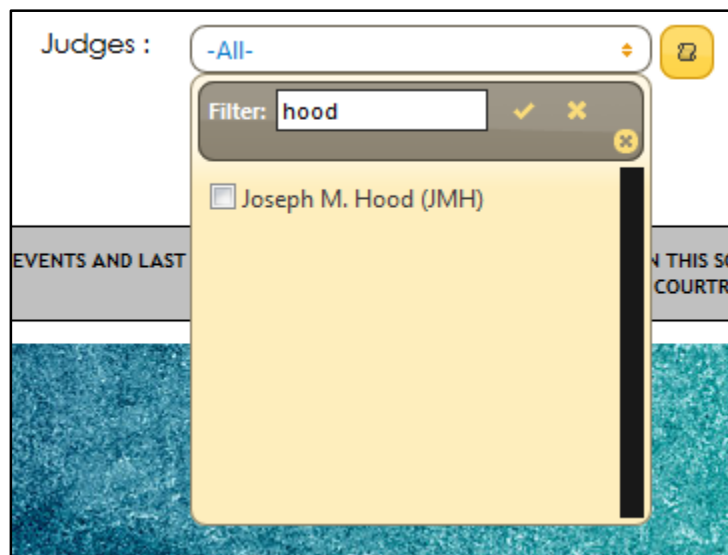
One or more judges can be selected for the query. When the **Judges** field is selected, a dropdown list of all available judges will appear. Use the checkboxes next to each judge to select who should be included in the output.



The screenshot shows the 'Judges' field in a form. The dropdown menu is open, displaying a list of judges with checkboxes. The selected judges are 'Amul R. Thapar (ART)' and 'Danny C. Reeves (DCR)'. The filter text 'Enter keywords' is visible in the search bar.


Judge Name	Selected
-All-	<input type="checkbox"/>
Amul R. Thapar (ART)	<input checked="" type="checkbox"/>
Ann Aldrich (AA)	<input type="checkbox"/>
Charles R. Weiner (CRW)	<input type="checkbox"/>
Danny C. Reeves (DCR)	<input checked="" type="checkbox"/>
Danny J. Boggs (DJB)	<input type="checkbox"/>


This field is also filterable. Begin typing in the **Filter** textbox to narrow down the available options.



The screenshot shows the 'Judges' field with the filter 'hood' applied. The dropdown menu is open, displaying a list of judges with checkboxes. Only 'Joseph M. Hood (JMH)' is visible, and it is not selected.

Judge Name	Selected
-All-	<input type="checkbox"/>
Joseph M. Hood (JMH)	<input type="checkbox"/>

The “defaults” button  can be clicked to reset the value of **Judges** to include only the currently active judges.

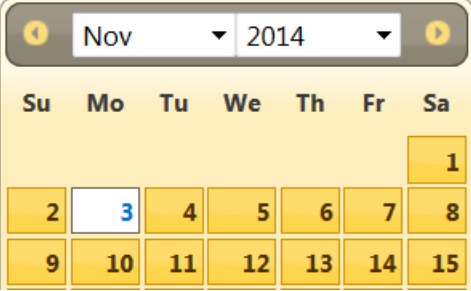
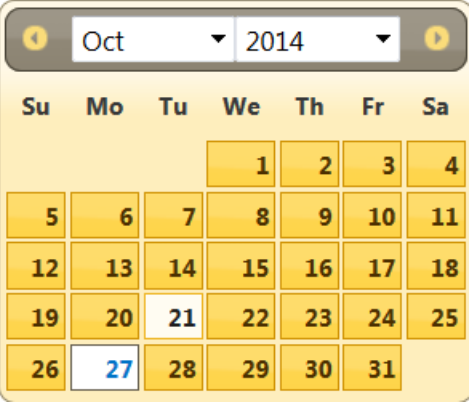

When the parameters have been defined, click  to generate the report.

Quick Reference

To display a report showing all hearings scheduled in Lexington for a date range (Example 10/27/14 to 11/3/14) take the following steps:

Step	Screen
Select Reports by “by Date-Time” field	Reports : <div><input checked="" type="radio"/> by Judge <input type="radio"/> by Date-Time</div>
Select the date in the “To:” field	From : <div><input type="text"/> <div>t w</div></div> To : <div><input type="text" value="11/03/2014"/></div> Locations : <div><div><div><div><div>◀</div><div>Nov</div><div>▶</div></div><div><div>2014</div><div>▶</div></div></div></div><div><div>Su</div><div>Mo</div><div>Tu</div><div>We</div><div>Th</div><div>Fr</div><div>Sa</div></div><div><div></div><div></div><div></div><div></div><div></div><div></div><div>1</div></div><div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div></div></div> Judges :
Select the date in the “From:” field	From : <div><input type="text" value="10/27/2014"/> <div>t w</div></div> To : <div><div><div><div>◀</div><div>Oct</div><div>▶</div></div><div><div>2014</div><div>▶</div></div></div></div> <div><div>Su</div><div>Mo</div><div>Tu</div><div>We</div><div>Th</div><div>Fr</div><div>Sa</div></div> <div><div></div><div></div><div></div><div>1</div><div>2</div><div>3</div><div>4</div></div> <div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div></div> <div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div></div> <div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div></div> <div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div><div></div></div> Locations :
Select Lexington in the Location field	From : <div><input type="text" value="10/27/2014"/> <div>t w</div></div> To : <div><input type="text" value="11/03/2014"/></div> Locations : <div><div>LEXINGTON</div><div>⌵</div><div>🔍</div></div>
Select the currently active Judges by clicking the default button	Judges : <div><div>16 selected</div><div>⌵</div><div>🔍</div></div>
Click Submit when ready. <i>This will open the schedule in a new window in PDF format.</i>	<div>Submit</div>

To display a report showing all hearings scheduled for a particular Judge for a date range (Example 10/27/14 to 11/3/14) take the following steps:

Step	Screen
Select Reports "by Judge" field	Reports : <input checked="" type="radio"/> by Judge <input type="radio"/> by Date-Time
Select the date in the "To:" field	From : <input type="text"/> t w To : <input type="text"/> 11/03/2014 Locations : <input type="text"/> Nov 2014 Judges : 
Select the date in the "From:" field	From : <input type="text"/> 10/27/2014 t w To : <input type="text"/> Locations : 
Select ALL locations in the Location field by clicking on the default button	Locations : <input type="text"/> -All- 
Select the specific Judge, begin typing in the Filter textbox to narrow the options and use the check box to make your selection.	Judges : <input type="text"/> Karen K. Caldwell (KKC) Filter: <input type="text"/> Cald <input checked="" type="checkbox"/> Karen K. Caldwell (KKC)
Click Submit when ready. <i>This will open the schedule in a new window in PDF format.</i>	<input type="button"/> Submit

Report Output (Samples)

by Judge

Tuesday, October 21, 2014
9:39:27AM

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF KENTUCKY Electronic Court Calendar

Judge Danny C. Reeves (DCR)

Friday, October 24, 2014

10:00 am	6:13-CV-00037-DCR-HAI	Final Pretrial Conference	LONDON
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Bledsoe v. CSX Transportation

Courtroom : B

Deputy : Bundy

Reporter : Sandy Wilder

Interpreter :

PARTIES

ATTORNEYS

ALL

10:30 am	6:12-CR-00068-DCR-HAI	Sentencing	LONDON
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USA v. McCracken

Courtroom : B

Deputy : Bundy

Reporter : Sandy Wilder

Interpreter :

PARTIES

ATTORNEYS

Plaintiffs

USA

David Y. Olinger

William Samuel Dotson

Defendants

1 Karen Walker

Eric S. Edwards

Tuesday, October 21, 2014
10:14:32AM

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF KENTUCKY
Electronic Court Calendar

Friday, October 24, 2014

11:00 am Karen K. Caldwell (KKC)

5:13-CV-00376-KKC Telephone Conference

LEXINGTON

Board of Education of Fayette County, Kentucky v. Z.B. et al

PARTIES

ATTORNEYS

ALL

11:00 am Hanly A. Ingram (HAI)

6:13-CV-00028-DLB-HAI Status Conference

LONDON

Middleton et al v. Caterpillar, Inc.

Courtroom : Chambers

Deputy : Douglas

Reporter : NEED

Interpreter :

PARTIES

ATTORNEYS

ALL