# HOW TO USE THE BENCHMARK CALENDAR SYSTEM

Please review the judge's scheduling rules before reserving time!

1. Go to this website. You can use Chrome, Firefox, Safari or Internet Explorer 11 (no Compatibility Mode) to login to Benchmark. Type in your username and password on the top left of the page and hit the Login button.
   *(If you do not have a username and password, go to please review the **Benchmark FAQ** page. You will find links to each county's registration instructions).*

2. <u>To find available hearing time</u>, select the **Report** menu:
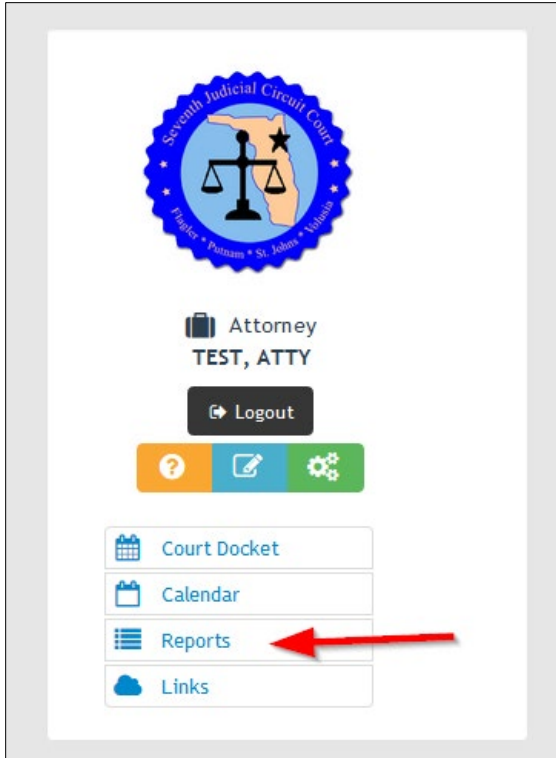
3. Select the **Available Hearing Times** report.
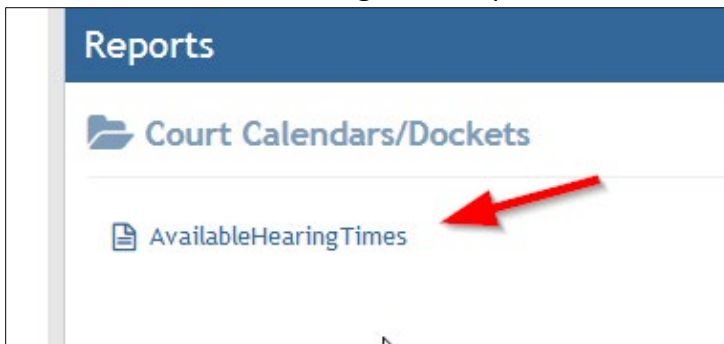
4. In the **Report Options** window, choose a beginning and end date, the appropriate Judge, then click **Submit.**

5. A PDF report will display on-screen showing all available court dates. **ONLY HEARING DATES** with available spots should be selected

VOLUSIA - 7th Judicial Circuit
AVAILABLE HEARING TIMES
JUDGE: CASE, LEAH R.
**EVENT TYPE: All Event Types**

Printed: 04/03/2019

Event Date	Event Time	Event Type	Scheduled	Available
4/24/19	1:45 pm	Docket Sounding	10	15
4/25/19	8:30 am	Hearing	1	4
4/26/19	8:30 am	Hearing	0	5
4/26/19	2:00 pm	Hearing	1	1
4/29/19	9:00 am	F/C Non-Jury Trial	2	18
4/29/19	1:30 pm	F/C MFSJ	7	13

6. Discuss available dates with all parties and decide on a mutually acceptable date and time before scheduling the hearing.

7. To schedule the selected hearing time, select **Calendar** from the Navigation Bar on the left.


8. The **Calendar** will be displayed on the right of the screen. Click the **Select Judge** drop down menu and choose the appropriate judge.
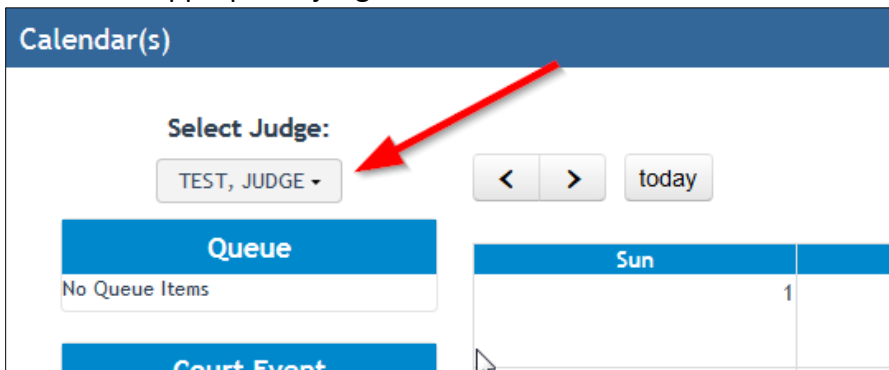

9. Go to the date found on the Available Hearing Time report that was agreeable to all parties.

10. When you have found an open block, click to select and the Court Event box will appear on the left. Click the **Schedule Case** button to schedule your hearing. If the **Schedule Case** button does not appear, *__it is not available for online scheduling and you must contact the judicial assistant__*.
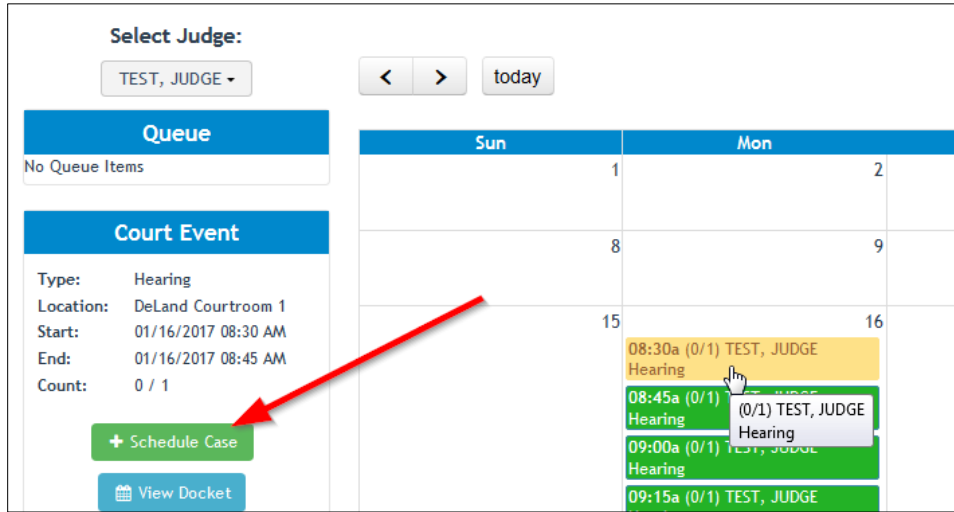
11. The **Add Case to Court Event** pop-up window appears. Search for your case either by entering a case number or a party name and hit the **Find** button.
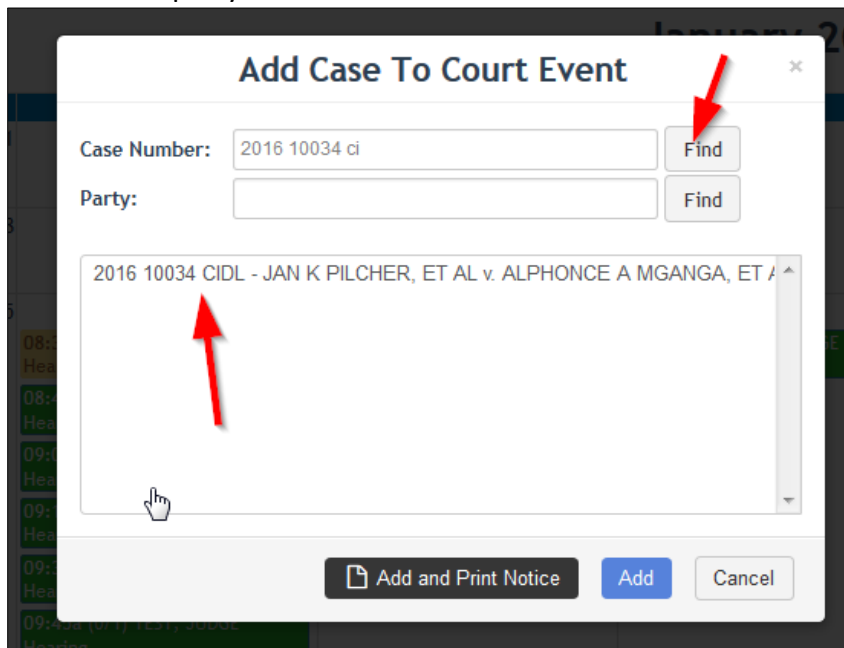
12. Click the case to select. *__You are required to enter an Appearance Reason.__* You may also enter the time needed in the **Appearance Duration** field and any other information under **Event Notes**.

13. When complete, click the **Add** to add to the docket.
    NOTE: The **Add and Print Notice** option is not available to attorneys.

14. If more time is needed than provided in the block, the case will need to be scheduled for multiple blocks consecutively (two 15 minute blocks for 30 minutes, etc.) Schedule hearings sequentially with no gaps between hearings.

15. When a hearing is successfully scheduled, you will see a green prompt at the bottom of the screen.

16. To verify the hearing is scheduled, click the event again. The case will be listed under the **Court Event** section. The case will also appear on the **Court Docket** screen.

17. If you receive the yellow prompt, you have tried to schedule on a closed block. Your case will be rejected.
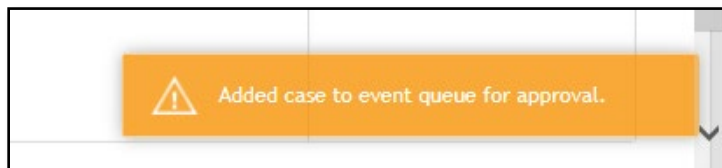
For more information, review the judge's web page and the Benchmark FAQ page.