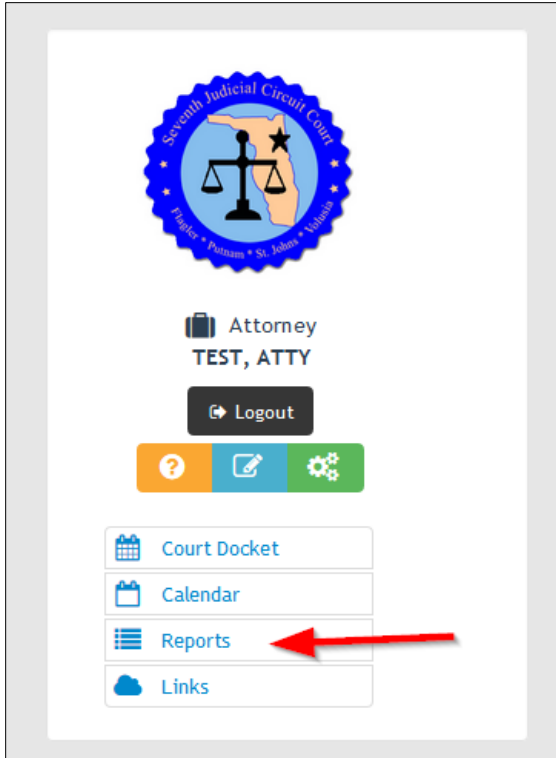


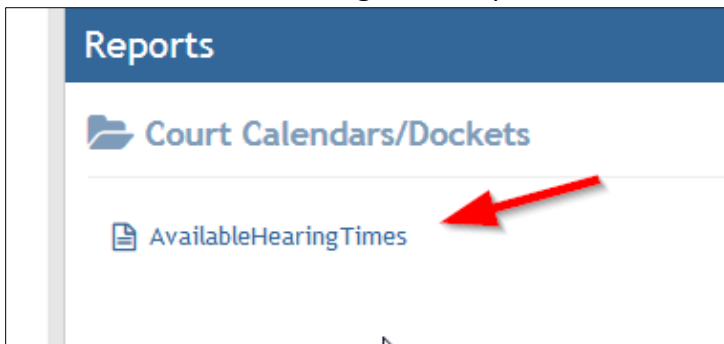
# HOW TO USE THE BENCHMARK CALENDAR SYSTEM

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

1. Go to Website – <https://judviewvolusia.circuit7.org/BenchmarkWebLive>. 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. To find available hearing time, 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. **Do Not** select and Event type leave this defaulted to 'All'. Then click **Submit**.

## Report Options

Select the options and click submit

Begin Date:

End Date:

Judge:

Event Type:

5. A PDF report will display on-screen showing all available hearing dates.

RunReport - Mozilla Firefox  
 https://10.64.20.130/BenchmarkWebTest/Reports.aspx/RunReport

VOLUSIA - 7th Judicial Circuit  
 AVAILABLE HEARING TIMES  
 JUDGE: TEST, JUDGE  
 EVENT TYPE: All Event Types

Printed: 12/22/2016

Event Date	Event Time	Event Type	Scheduled	Available
1/16/17	8:30 am	Hearing	0	1
1/16/17	8:45 am	Hearing	0	1
1/16/17	9:00 am	Hearing	0	1
1/16/17	9:15 am	Hearing	0	1
1/16/17	9:30 am	Hearing	0	1
1/16/17	9:45 am	Hearing	0	1
1/16/17	10:00 am	Hearing	0	1
1/16/17	10:15 am	Hearing	0	1
1/16/17	10:30 am	Hearing	0	1
1/16/17	10:45 am	Hearing	0	1
1/16/17	11:00 am	Hearing	0	1
1/16/17	11:15 am	Hearing	0	1
1/16/17	11:30 am	Hearing	0	1
1/16/17	11:45 am	Hearing	0	1
1/30/17	8:30 am	Hearing	0	1
1/30/17	8:45 am	Hearing	0	1
1/30/17	9:00 am	Hearing	0	1
1/30/17	9:15 am	Hearing	0	1
1/30/17	9:30 am	Hearing	0	1
1/30/17	9:45 am	Hearing	0	1
1/30/17	10:00 am	Hearing	0	1
1/30/17	10:15 am	Hearing	0	1
1/30/17	10:30 am	Hearing	0	1
1/30/17	10:45 am	Hearing	0	1
1/30/17	11:00 am	Hearing	0	1
1/30/17	11:15 am	Hearing	0	1
1/30/17	11:30 am	Hearing	0	1
1/30/17	11:45 am	Hearing	0	1

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

7. To schedule the hearing email the judicial assistant (JA) with all parties copied. Once approved the hearing will be scheduled by the JA who will then respond with confirmation, and hearing location or Zoom Meeting ID.

**For more information, review the judge's web page and the [Benchmark FAQ](#) page.**