## HOW TO USE THE BENCHMARK CALENDAR SYSTEM

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

- Go to Website <u>https://judviewvolusia.circuit7.org/BenchmarkWebLive</u>. 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 <u>Benchmark FAQ</u> page. You will find links to each county's registration instructions).*
- 2. To find available hearing time, select the Report menu:

Attorney   TEST, ATTY     2
🛗 Court Docket
🛗 Calendar
Reports
Links

3. Select the Available Hearing Times report.

Reports
Court Calendars/Dockets
AvailableHearingTimes
Ν

4. In the **Report Options** window, choose a beginning and end date, the appropriate Judge and the Event Type (if needed - see the judge's web page for specific guidelines), then click **Submit**.

Report Options			×
Select the options and click submit			
Begin Date:       6/13/2017         End Date:       08/31/2017         Judge:       TEST, JUDGE1 1         ▼       Event Type:         *ALL*	¥	$\searrow$	
		Submit Can	cel

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

🕘 Rur	RunReport - Mozilla Firefox					
1	🗇 🖍 https://10.64.20.130/BenchmarkWebTest/Reports.aspx/RunReport					
	🛧 🔖 Page:	1 of 1	− + Automatic Zoom ÷		2 🔒 B	, ≫
						A
			VOLUSIA - 7th Judicial Circuit	Printed:	12/22/2016	
			AVAILABLE HEARING TIMES			
			JUDGE: TEST, JUDGE			
			EVENT TYPE: All Event Types			
	Event Date	Event Time	Event Type	Scheduled	Available	
	Liter Date	0.20	Useden	Scheduled	Available	
	1/16/17	8:30 am	Hearing	0	1	
	1/16/17	9:00 am	Hearing	0	1	
	1/16/17	9:15 am	Hearing	õ	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	
1.7	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 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.

Calendar(s)			
Select Judge: TEST, JUDGE •	< > today		
Queue	Sun		
No Queue Items	1		
Court Event			

- 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 Select Judge: and the Court Event box TEST, JUDGE today < > will appear on the left. Queue Click the Schedule Case No Queue Items 2 button to schedule your hearing. If the **Schedule** Court Event 9 8 Case button does not Hearing Type: appear, <u>it is not available</u> Location: DeLand Courtroom 1 15 16 Start: 01/16/2017 08:30 AM for online scheduling and 08:30a (0/1) TEST, JUDGE 01/16/2017 08:45 AM End: Hearing you must contact the 0/1 Count: 08:45a (0/1) (0/1) TEST, JUDGE judicial assistant. Hearing Hearing 09:00a (0/1) 🛗 View Docket 09:15a (0/1) TEST, JUDGE

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.

	Add Case To Court Event	1	×
Case Number:	2016 10034 ci	Find	
Party:		Find	
<b>1</b>			
- dm			Ŧ

12. Click the case to select. <u>You are required to enter an Appearance Reason</u>. You may also enter the time needed in the **Appearance Duration** field and any other information under **Event Notes**.

Add Case To Court Event ×		
Case Number: Party:	2016 10034 ci	Find Find
2016 10034 CIDL - JA	N K PILCHER, ET AL v. ALPHONCE A MGANG	A, ET
Event Note:	Other info here	-
Appearance Reason:	ORDER TO SHOW CAUSE	•
Appearance Duration:	15 min	
	Add and Print Notice	-

- 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, your case was added to a queue for approval.



18. Your queued cases will appear on the top left of the **Calendar** screen in your **Queue**.

yudicial Circo	Calendar(s)	
	Select Judge: TEST, JUDGE -	<
	Queue	
TEST, ATTY	<ul> <li>1/17/2017 - TEST, JUDGE</li> <li>Expedited Hearing</li> </ul>	
🕞 Logout		
<ul><li><b>⊘ ⊘ ∞</b><sup>2</sup></li></ul>		

19. When your queued cases are accepted or rejected, they will also appear in the **Queue**. Accepted cases will have a green check. Rejected will have a red X. Rejected cases may include a reject reason.

Calendar(s)	Calendar(s)
Calendar(s) Select Judge: TEST, JUDGE •	Select Judge:       TEST, JUDGE -         Queue       Introductor of the second construction of the second

20. If there are questions about the status of a queued hearing request, please contact the judicial assistant.

For more information, review the judge's web page and the **Benchmark FAQ** page.