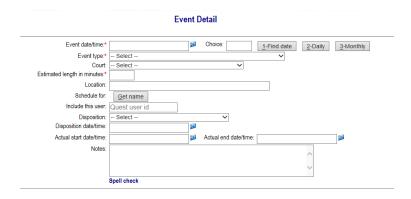
## ADD EVENT:

This area allows you to add an event for a court. This is a perfect place to add what is called a **RED BOOK NOTE**. Red book notes are used when you want information to appear on the calendar, such as a particular court will not be scheduled a specific day due to vacation or seminars.

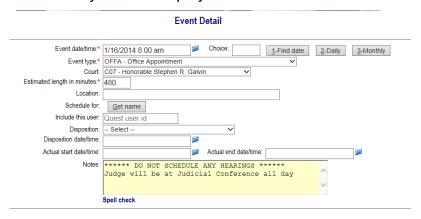
You could schedule an event for a case or person here but it is easier to add those from the case. If you want to add an event for a person or case, see **EVENTS**.

## FROM THE MENU: Court, Add Event:



## To add a red book note:

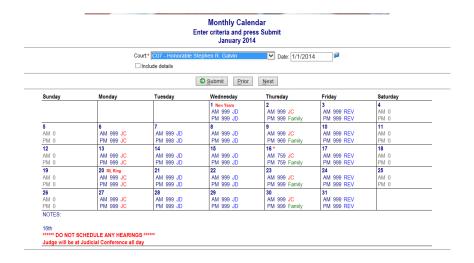
- Event date/time: Enter the date and time of the event.
- Event Type: The type of event that is being scheduled.
- Court: Which judicial officer or court is this being scheduled in?
- Estimated length in minutes: How long is this appointment expected to last?
- Notes: Enter the note you wish displayed in RED on the calendar.



Click on the UPDATE button or press ALT+U to save your changes.

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The monthly calendar will display the Red book note.



The Daily calendar will display the red book note:



If you FIND a date, the red book note will be displayed:



If you simply add an event for this date, the red book note is not displayed.

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