

# EVENTS:

This area allows you to add appointments for a person and/or case.

## FROM THE MENU: Case, Events

**List Events**  
Kalib David Ray Grubb (File# 156)

Display events between:  and   Only include court events

Add

Event date/time	Event type	Scheduling agency	Length	Court	Choice	Disposition
<a href="#">Add a new event</a>						
1/8/2014 4:00 PM	Office Appointment Stancie Cartwright Kalib David Ray Grubb (156; Case: 1; 53C07-0910-JD-007746)	Monroe Circuit Court Probation Department	30			
12/30/2013 3:30 PM	Evidentiary Hearing Kalib David Ray Grubb (156; Case: 1; 53C07-0910-JD-007746)	Monroe Circuit Court Probation Department	30	Judge Galvin		Completed
12/18/2013 2:30 PM	Sanctions (APM) Meeting Kalib David Ray Grubb (156; Case: 1; 53C07-0910-JD-007746) Jeff Hartman	Monroe Circuit Court Probation Department	60			Completed
12/18/2013 2:30 PM	Office Appointment Kalib David Ray Grubb (156; Case: 1; 53C07-0910-JD-007746) Debra Wray	Monroe Circuit Court Probation Department	30			Completed
12/12/2013 2:00 PM	Detention Hearing Kalib David Ray Grubb (156; Case: 1; 53C07-0910-JD-007746)	Monroe Circuit Court Probation Department	30	Judge Galvin		Hearing Held

## FROM THE CASE DETAIL SCREEN:

Add

<a href="#">- Events</a> <a href="#">Top</a>			
Event date/time	Event type	Court	Disposition
1/8/2014 4:00 PM	Office Appointment		
12/30/2013 3:30 PM	Evidentiary Hearing	Judge Galvin	Completed
12/18/2013 2:30 PM	Sanctions (APM) Meeting		Completed
12/18/2013 2:30 PM	Office Appointment		Completed
12/12/2013 2:00 PM	Detention Hearing	Judge Galvin	Held

There are many areas in Quest that will allow you to Add an Event.

## To add a new event:

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**Event Detail**

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Event date/time:\*  Choice:

Event type:\* -- Select --

Court: -- Select --

Estimated length in minutes:\*

Location:

Schedule for: **Kalib David Ray Grubb**

Case(s):  Kalib Grubb: Case 2 - Respondent - 53C07-1306-JD-000001 (Active; Probation)  
 Kalib Grubb: Case 1 - Respondent - 53C07-0910-JD-007746 (Active; Case Received)

Include this user:

Future events for people and relatives: **Office Appointment on 1/8/2014 at 4:00 PM with Monroe Circuit Court Probation Department**  
Stancie Cartwright  
Kalib David Ray Grubb (156; Case: 1; 53C07-0910-JD-007746)

Disposition: -- Select --

Disposition date/time:

Actual start date/time:  Actual end date/time:

Notes:

[Spell check](#)

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- **Event date/time:** Enter the date and time of the hearing/appointment or click on the calendar at the end of the field and select your date/time.
- **Choice:** In the event you wanted to set first and second settings for example, you could put a 1 here for the primary hearing and a 2 for the second setting.
- **Find Date, Daily, Monthly:** These are discussed under the COURT, section of this manual. [Find Dates](#) [Daily](#) [Monthly](#). The Find dates button lets you search for available days, the daily button calendar will display a daily view of the calendar, and the monthly button displays a monthly view of the calendar. These buttons only work if there is a schedule set up for the selected court.
- **Event Type:** The type of hearing or appointment that is being scheduled.
- **Court:** Select the appropriate court/calendar. If you leave this blank, it is assumed by the system that you are scheduling a meeting and your name will be added to the event.
- **Estimated length in minutes:** The length of time for this event.
  - Each event type can have a default length set. If you are scheduling a routine hearing you can leave the default time. If you need to schedule extra time for this hearing, please put in the anticipated length in minutes.
  - If you are scheduling a meeting you can put in the anticipated length in minutes.
  - If you are scheduling something on a calendar that has a specific number of slots available, you would leave the default at one, since you will be taking one of the available slots.

- **Location:** The location of this event. This is for your information only. If the event is taking place in the normal location, you can leave blank. If it is taking place somewhere special, you could add a location.
- **Schedule for:** If you are inside a case or a person detail, the system will put in the names associated with the case for you. If you are not inside of a case, you will need to GET NAME and do a name search on at least one person involved in the meeting.
  - By adding an Event without a case name, you will be adding a **RED BOOK NOTE**. The notes on this event will be displayed on the court calendar in Red. You must have authority to add a red book note. More on [Red Book Notes](#).
- **Cases:** All of the parties' active cases will be listed. If there is more than one case going to this event, you must click on ALL cases going to the event. These cases print on the calendars and files could be missed if they are not included in the event.
  - You do not have to schedule events in cases. An event can be scheduled for the person only.
- **Include this user:** If you do not select a court, you will be automatically added to this event. If you wish to add another Quest user to the event, you can add the user by typing in their Quest ID number.
- **Future events for people and relatives:** This is a handy feature that informs you if there are future hearings already scheduled for any of the parties or any of their relatives.
- **Disposition:** When an event is done, you must dispose of it, or let the system know how the event was handled. If it was completed, if it was rescheduled, or the parties failed to appear, etc. Select the most appropriate choice. Failure to dispose of an event will result in the event appearing in red on lists.
- **Disposition date/time:** The date and time the event was disposed of.
- **Actual start date/time:** If you wanted to keep track of the actual length of the event, you could enter the actual start date/time. This could be helpful to Court Reporters if they need to go back and check the record for something or if the actual length of hearings is being tracked.
- **Actual end date/time:** The date and time the event actually ended.
- **Notes:** You can make whatever notes necessary.

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

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Once you have updated and saved the basic event information, more options become available.

## Event Detail:

### Event Attributes:

Event attributes can be customized to keep track of any statistical information your jurisdiction may need to keep.

Click on the appropriate attribute to select it.

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

**Event Detail**

Event date/time: 12/11/2013 9:30 AM Wednesday Choice: 0

Event type: DET - Detention Hearing

Scheduling agency: Marion County Juvenile Court

Court: 01 - JUVENILE COURT ROOM 01 4th Floor

Estimated length in minutes: 10

Location:

Disposition: CMP - Event Completed

Disposition date/time: 12/11/2013 10:49:33 AM

Actual start date/time: Actual end date/time:

Event attributes:  
 Detained as a result of hearing  
 Released as a result of hearing

Notes:

### Event names/cases:

This area will show all the names and cases attached to this event. It also provides links to many frequently used areas in Quest.



Event names/cases	Person detail	Contacts	Case	CCS	History	Documents	Add
Kalib David Ray Grubb (156; Case: 1; Respondent; 53C07-0910-JD-007746)							
6/2/2014 9:48:44 AM - Risk Reassessment due							

  

Event names/cases	Person detail	Case	CCS	History	Documents	Last PI	Last PDR	Add
Jaamine R Tellez (56648; Case: 2; Respondent; 64C01-1312-JD-001187)								
1/3/2014 3:02 PM - Home Detention Contact Due								
1/11/2014 10:04:49 AM - New Case Assignment								
1/11/2014 10:04:49 AM - Preliminary Inquiry Due								

- **Event names/cases:** If you need to add more people or cases to this event, you can click on the ADD at the end of the row.
- **Links:** You have links to the different areas in Quest:
  - **Person's Name:** If you click on the person's name, you are taken to the EVENT NAME DETAIL screen. You can click the NEW button once in that screen if you wish to add more cases.
  - **Eyeglasses:** The eye glasses are a link to the [Supervision Dashboard](#).
  - **Person Detail:** Takes you to the PERSON DETAIL screen.
  - **Contacts:** Takes you to the LIST CONTACTS screen.
  - **Case:** Takes you to the CASE DETAIL screen.
  - **CCS:** Takes you to the Chronological Case Summary.

- **History:** Takes you to the HISTORY screen.
- **Documents:** Takes you to the LIST DOCUMENTS screen.
- **Last PI/Last PDR/Last Review:** All can be configured to show on this screen as a quick link to those particular documents.
- **Deadlines:** Takes you to that particular deadline's CASE DEADLINE DETAIL screen so you can quickly finish that deadline if necessary or add a new deadline by clicking on the NEW button once inside the CASE DEADLINE DETAIL screen.

## Appearances:

This section was set up to allow you to see who appeared or failed to appear at the event. It can also be used to create subpoenas to the parties for this event. [How to Create batch Subpoena.](#)

Appearances	Edit
Linda Brady (Appeared)	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">Add</div>
Father Smith (Service by US Mail - Served; Did not appear)	
Mother Smith (Service by US Mail - Failed to successfully serve; Appeared)	

To show someone appeared, simply click in the appeared column beside the person who did appear. Templates can be configured to update this section based on responses to who appeared and who failed to appear selected in the template, if the template is created in the document section of the event.

Edit Appearance Requests						
Select names to subpoena/notice them of the event or to flag them as having appeared at the event						
Body Attachment on 9/12/2013 at 10:00 AM in Monroe County Circuit Court						
Subpoena/ Notice	Appeared	Name and role	Check in date	Print status	Service date	Service disposition
<input type="checkbox"/>	<input type="checkbox"/>	Bloomington Chevrolet - Victim (53D07-1308-JD-000001) WORK 2906 Buick Cadillac Blvd. Bloomington, IN 47401 USA				
<input type="checkbox"/>	<input type="checkbox"/>	Linda Brady - Probation Officer (53D07-1308-JD-000001)				
<input type="checkbox"/>	<input type="checkbox"/>	Father Smith - Father of John Smith (Non-custodial Parent) HOME 987 Eucalyptus Street Bloomington, IN USA				
<input type="checkbox"/>	<input type="checkbox"/>	John Smith - Event name HOME 1234 Oak Street Bloomington, IN USA				
<input type="checkbox"/>	<input type="checkbox"/>	Mother Smith - Mother of John Smith (Legal Custody) HOME 1234 Oak Street Bloomington, IN USA				

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

## Relatives with Outstanding Warrants

Any relative of any of the names linked to the event who has a warrant will be displayed here.

### Relatives with outstanding warrants

Father Smith

## Future events for people and relatives

### Future events for people and relatives

Contested Hearing on Modification Petition on 1/8/2014 at 3:00 PM in JUVENILE COURT ROOM 01 4th Floor

Denial Hearing on 1/8/2014 at 3:00 PM in JUVENILE COURT ROOM 01 4th Floor

Anticipated Probation Release Date on 1/8/2014 at 11:49:36 AM with Probation Department

Future events for of any of the names linked to the event will be displayed here. It could be helpful to the family to have events scheduled to minimize the number of times they have to come into the area.

## Documents/docket entries

### Documents/docket entries

(View) 12/11/2013 10:42:18 AM - Authorization to File Petition (Approved - 12/11/2013)  
(View) 12/11/2013 10:48:36 AM - Initial order - JD (Approved - 12/11/2013)

[Add docket entry](#) [Add document](#)

Any document or docket entry that is created on the EVENT DETAIL screen is displayed on the EVENT DETAIL screen, on the court docket (shown below), in the LIST DOCUMENTS screen as well as the CASE DETAIL screen.

9:30A (10 mins); Court #1; Detention Hea Completed	<a href="#">G</a> Gaines, Brent (136875/4-RS) Location: Unit A	49D091312JD003723 Juv Delinq Court #1 Adult Gall-730195
Appearance	<a href="#">Gary Chavers (Appeared)</a>	
Appearance	<a href="#">Brent Gaines (Appeared)</a>	
Appearance	<a href="#">Shangha Gaines (Appeared)</a>	
Appearance	<a href="#">Peter Haughan (Appeared)</a>	
Appearance	<a href="#">Shannon Howard-Chastain (Appeared)</a>	
Appearance	<a href="#">Bryant Murphy (Appeared)</a>	
Document	(View) 12/11/2013 10:42:18 AM - Authorization to File Petition (Approved - 12/11/2013)	
Notice	<a href="#">Karen Foy (Service by Email - Email Sent)</a>	
Notice	<a href="#">Peter Haughan (Service by Email - Email Sent)</a>	
Notice	<a href="#">Tom Hirschauer (Service by Email - Email Sent)</a>	
Notice	<a href="#">Shannon Howard-Chastain (Service by Email - Email Sent)</a>	
Document	(View) 12/11/2013 10:48:36 AM - Initial order - JD (Approved - 12/11/2013)	
Notice	<a href="#">Karen Foy (Service by Email - Email Sent)</a>	
Notice	<a href="#">Peter Haughan (Service by Email - Email Sent)</a>	
Notice	<a href="#">Tom Hirschauer (Service by Email - Email Sent)</a>	
Notice	<a href="#">Shannon Howard-Chastain (Service by Email - Email Sent)</a>	
Future event	Pre-Trial Conference, Parties to Appear on 1/9/2014 at 9:00 AM in JUVENILE COURT ROOM 01 4th Floor	

If Notice is sent through Quest using the DOCUMENT DETAIL screen, that notice is also shown on the court docket. More about [Documents/docket entries](#).

## To dispose of an event:

Events should always be disposed of. If they are not, they will appear red in the event list.

- Click on the existing event to get to the Event Detail Screen.

**Event detail**

Please note that asterisks (\*) indicate required fields.

Event date/time:*	11/10/2003 8:00:00 AM	Choice:	0
Event type:*	IH - Initial Hearing		
Scheduling agency:	Allen Superior Court		
Court:	C01 - the Courtroom of Judge Stephen M. Sims		
Estimated length in minutes:	30		
Location:			
Disposition:	DONE - Completed		
Disposition date/time:	11/10/2003 10:13:29 AM		
Actual start date/time:		Actual end date/time:	
Notes:			

- **Disposition:**
  - Select the best option.
- **Disposition Date/time:**
  - Enter the date and time the event was disposed.