# FIND COURT DATES

This area allows you to find the next available court date for a specific court.  To use this feature, you must have a court schedule configured.

**FROM THE MENU**: Court, Find Court Dates:

**Find Court Dates**
**Enter criteria and press Submit**

Court:* KAS - Magistrate Karen A. Springer's courtroom | Length:* 30 | Days out:* 30 | AM/PM

⟳ Submit | Next

| Date | AM | | PM | | Notes |
|---|---|---|---|---|---|
| Thursday, October 10, 2013 | 240 | PI | 75 | DIS | |
| Monday, October 14, 2013 | 240 | Family | 240 | Family | |
| Wednesday, October 16, 2013 | 240 | DET | -5 | IV-D | |
| Thursday, October 17, 2013 | 240 | PI | 150 | DIS | |
| Friday, October 18, 2013 | 180 | Family | 0 | | |
| Tuesday, October 22, 2013 | 65 | DIS | 0 | | |
| Wednesday, October 23, 2013 | 240 | DET | 0 | IV-D | |
| Thursday, October 24, 2013 | 240 | PI | 105 | DIS | |
| Friday, October 25, 2013 | 60 | Family | 0 | | |
| Monday, October 28, 2013 | 240 | Family | 240 | Family | |

- **Court**:  Select the court.
- **Length**:  Type in the amount of time needed.  In some jurisdictions, each event is scheduled for 1 minute so you can see the number of cases on the calendar that date instead of minutes.  If that is the case, type a 1 in the length, because you are scheduling 1 case.
- **Days out**:  Type the number of days from today to begin searching for the length of time needed.
- **AM/PM**:  Type a or p if you only want to limit the search to only morning or afternoon available time.

Click the SUBMIT button or press ALT+S to display the results of your selections.

You will see the available minutes (or available slots) remaining on the calendar for each day displayed.  It will also display the types of hearings that can be scheduled for each available day, if that is set up for your jurisdiction.

If you don't see any dates that work, click on NEXT button to continue searching for available dates.

Click on the date link to view the daily calendar for that day.  Make a note of the time you wish to schedule.

Click on the CANCEL button or press ALT+C to cancel out of the daily calendar screen.

This will take you to the EVENT DETAIL screen.  You will need to schedule your event.  [More about events](#).