

## Interactive Public Calendar User Guide

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### WHAT IS THE INTERACTIVE PUBLIC CALENDAR?

The Interactive Public Calendar (powered by ChapMobile) displays 14 days of scheduled court hearings and 30 days of 341 meetings. The calendar allows users to:

- View **court hearing calendars** for all Judges or filter by Judge;
- View **341 calendars** for all Trustees or filter by Trustee;
- **Search** hearing calendars and 341 calendars by Attorney, Debtor or Case Number;
- **Download calendars** for viewing or printing.

## INTERACTIVE PUBLIC CALENDAR ICONS

Icon	Meaning
	<b>Settings</b> – Click the Settings icon to set data filters and modify the view of the Interactive Public Calendar.
	<b>Download</b> – Calendars may be downloaded for viewing or printing when the Download icon is visible.
	<b>Search</b> – Search and view calendars by judge, debtor, or case number. An attorney can search their name for a specific court hearing calendar and 341 meetings.
	<b>Refresh</b> – Click the Refresh icon to refresh the Interactive Public Calendar.
	<b>Forward</b> – Click the arrow to advance to the next month. <b>Keep in mind, the Interactive Public Calendar only displays 14 days of calendars at a time and the 341 calendar 30 days at a time.</b>
	<b>Back</b> –The Back arrow in the top left of the 341 Calendar view will return the user to the Hearing Calendar view. The Back arrow in the date area will return the user to the previous month.
	<b>Filter</b> – If a user has configured any filters via Settings, this icon will display on the main calendar page. Hovering over the Filter icon will display all selected active filters. Clicking the Filter icon will display all selected active filters and allow the user the option to reset the filters back to default settings. If a user has not configured any filters or resets their filters to default, the icon will not display on the main page.
	<b>Today</b> – Click the Today icon to return the calendar to the current date.
	<b>Hearings on Calendar</b> – The eye icon will appear in front of an attorney or debtor name in Search results when hearings are available to view on calendar.

## HEARING CALENDAR

The Hearing Calendar is the home (default) screen. You can identify when you are in the Hearing Calendar when the title at the top of the screen displays **Interactive Public Calendar**. The Interactive Public Calendar will not display the **Hearing Calendar** and the **341 Calendar** simultaneously.



The selected date is highlighted in yellow. If hearings are available for the current date, a bullet displays below the date number.

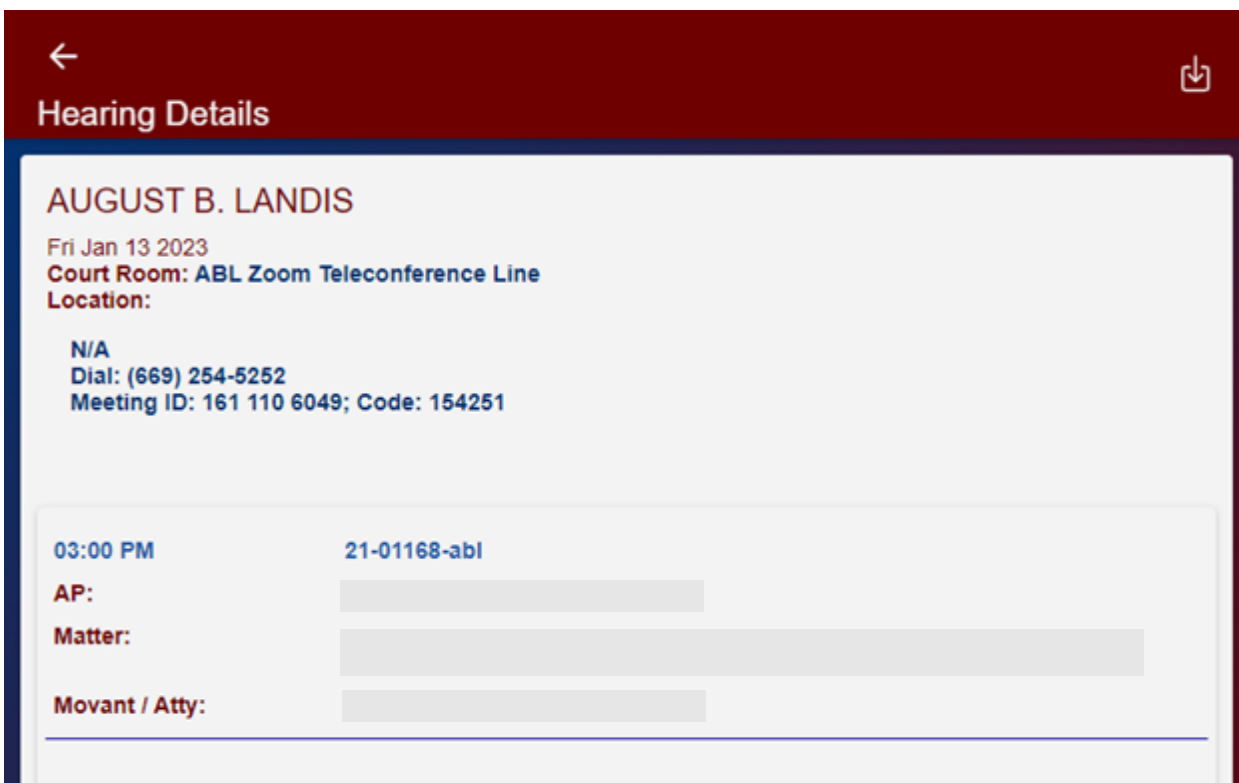
A Hearing Calendar exists for non-selected dates when the date field is maroon (for default settings) and displays a bullet below the number.

To view a Hearing Calendar for available dates, select the date, then click on the Judge's name at the bottom of the calendar.

The screenshot shows the 'Interactive Public Calendar' interface. At the top, there is a header with a gear icon, a refresh icon, the title 'Interactive Public Calendar', a '341 CALENDAR' button, and a search icon. Below the header, the current date 'FRI, JAN 13, 2023' is displayed next to a 'TODAY' button and a right arrow. There are three search buttons: 'ATTORNEY SEARCH', 'SEARCH BY DEBTOR NAME', and 'SEARCH BY CASE NUMBER'. Below these is a search bar with the placeholder text 'Filter Judge (3 character minimum)...'. The main part of the interface is a calendar grid for January 2023. The 13th is highlighted in yellow and has a bullet point below it. Other dates with bullets are 17, 18, 19, 20, 23, 24, 25, and 26. Below the calendar grid is a list of hearings for the selected date (January 13th):

- 9:30 - CHRISTOPHER D. JAIME - REMOTE
- 9:30 - NATALIE M. COX - REMOTE
- 1:30 - GARY SPRAKER - REMOTE
- 3:00 - AUGUST B. LANDIS - ABL ZOOM TELECONFERENCE LINE

Once the Hearing Calendar displays, scroll down to view the list of pending matters. Click  to download the calendar in PDF format for viewing or printing. Click the back icon  to return to the Hearing Calendar.

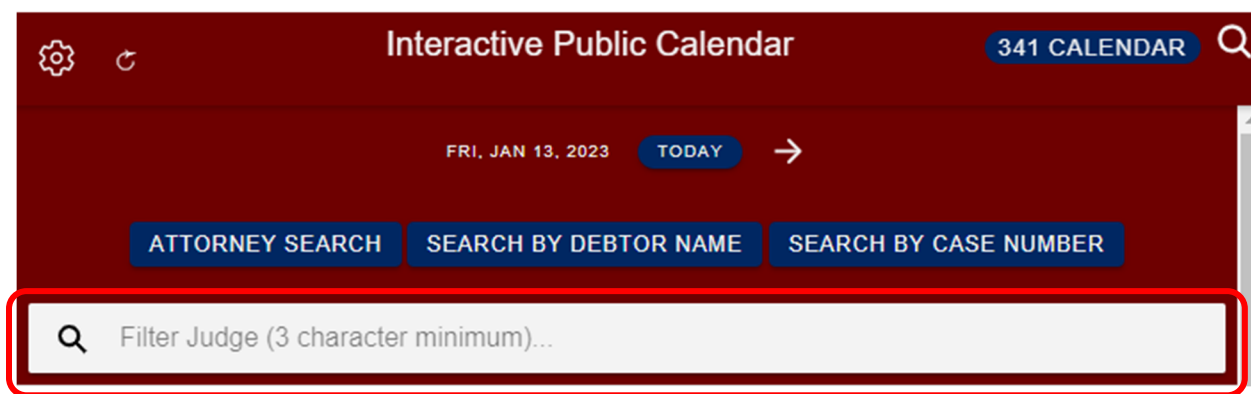


The screenshot shows the 'Hearing Details' page for Judge AUGUST B. LANDIS. The page has a dark red header with a back arrow on the left and a download icon on the right. The main content area is white with a blue border. It displays the judge's name, the date 'Fri Jan 13 2023', the court room 'ABL Zoom Teleconference Line', and the location 'N/A'. Below this, it lists the dial-in number '(669) 254-5252' and the meeting ID '161 110 6049; Code: 154251'. At the bottom, there is a section for the hearing time '03:00 PM' and the case number '21-01168-abl'. Below this, there are three input fields labeled 'AP:', 'Matter:', and 'Movant / Atty:'.

## Hearing Calendar Filters and Search

### Filter by Judge

**To only view calendars for a specific Judge**, type the last name of the **Judge** in the white search bar on the home (default) screen. The calendar will repopulate to display the hearing dates where the filtered judge has hearings scheduled.




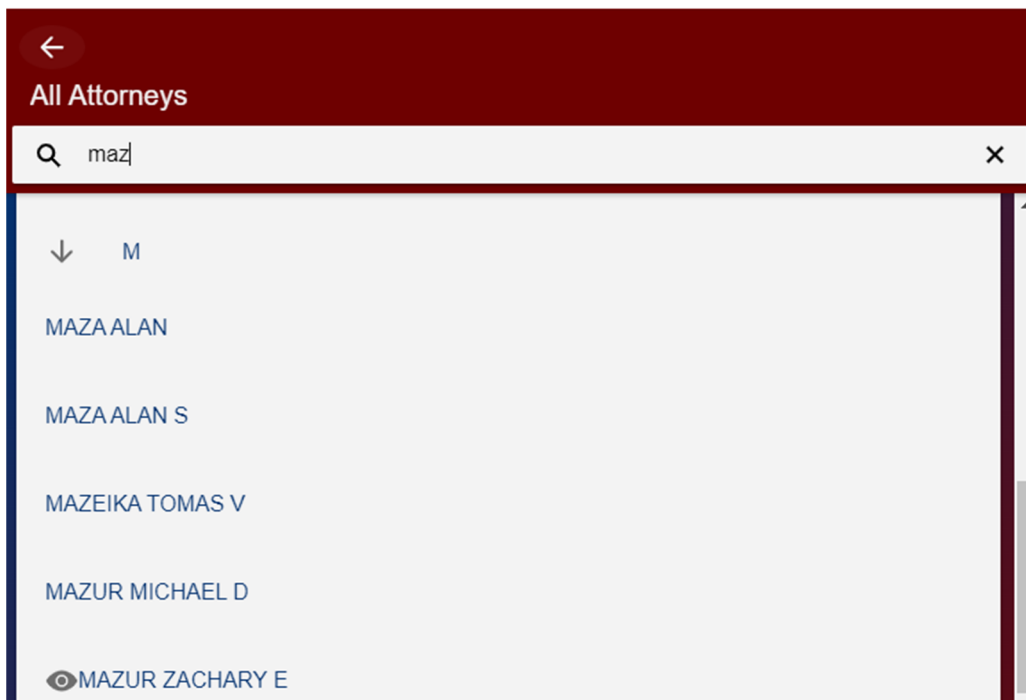
The screenshot shows the 'Interactive Public Calendar' home screen. The header is dark red with a settings gear icon, a refresh icon, the title 'Interactive Public Calendar', a button labeled '341 CALENDAR', and a search icon. Below the header, the date 'FRI, JAN 13, 2023' is displayed next to a 'TODAY' button and a right arrow. There are three search buttons: 'ATTORNEY SEARCH', 'SEARCH BY DEBTOR NAME', and 'SEARCH BY CASE NUMBER'. At the bottom, there is a large white search bar with a magnifying glass icon and the placeholder text 'Filter Judge (3 character minimum)...'. The search bar is highlighted with a red border.

## Search by Attorney, Debtor, or Case Number

To search the Hearing Calendar by **Attorney**, **Debtor**, or **Case Number**, click on the appropriate search selection button or use the Search icon at the top right of the calendar page.



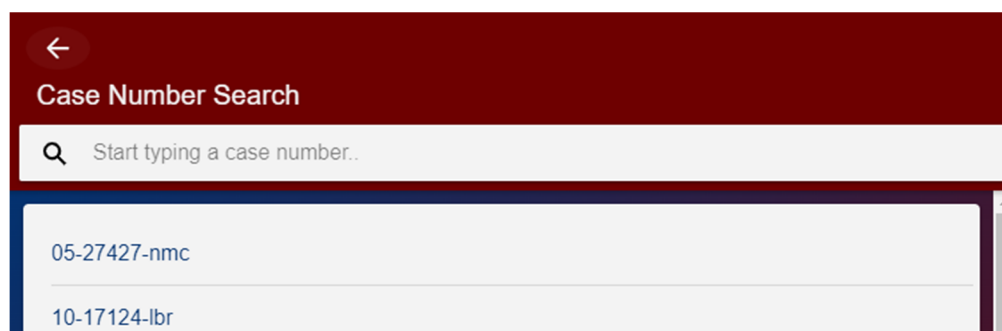
If you select **ATTORNEY SEARCH**, start typing the last name in the search field (at least 3 letters mandatory) or select the first letter of the last name and scroll through the list to find the name. Attorneys with the eye icon  have hearings on the calendar for view.



If you select **SEARCH BY DEBTOR NAME**, start typing the name of the debtor in the search field or scroll down the list to find the name.



If you select **SEARCH BY CASE NUMBER**, start typing the case number in the search field or scroll down the list to find the case number.



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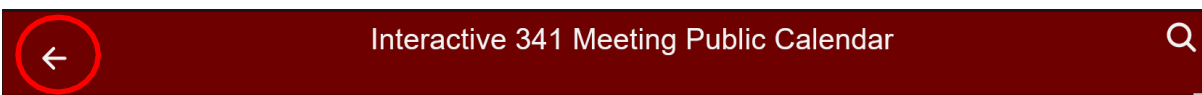
## 341 CALENDAR

To view the 341 Calendar, click the **341 CALENDAR** link in the upper right corner.



**Note:** The title of the calendar at the top of the page changes from **Interactive Public Calendar** to **Interactive 341 Meeting Public Calendar** indicating you are now in the 341 Calendar.

You may click the back arrow in the top left corner at any time from this screen to return to the Interactive Public Calendar.



A 341 Meeting Calendar entry exists when the date field is maroon (for default settings) and displays a bullet below the number. To view a 341 Calendar, select the date (highlighted in yellow), then click on the Trustee's name at the bottom of the calendar.

←

Interactive 341 Meeting Public Calendar

Q

←

THU, FEB 9, 2023

TODAY

→

ATTORNEY SEARCH

SEARCH BY DEBTOR NAME

SEARCH BY CASE NUMBER

Q



Filter Trustee (3 character minimum)...

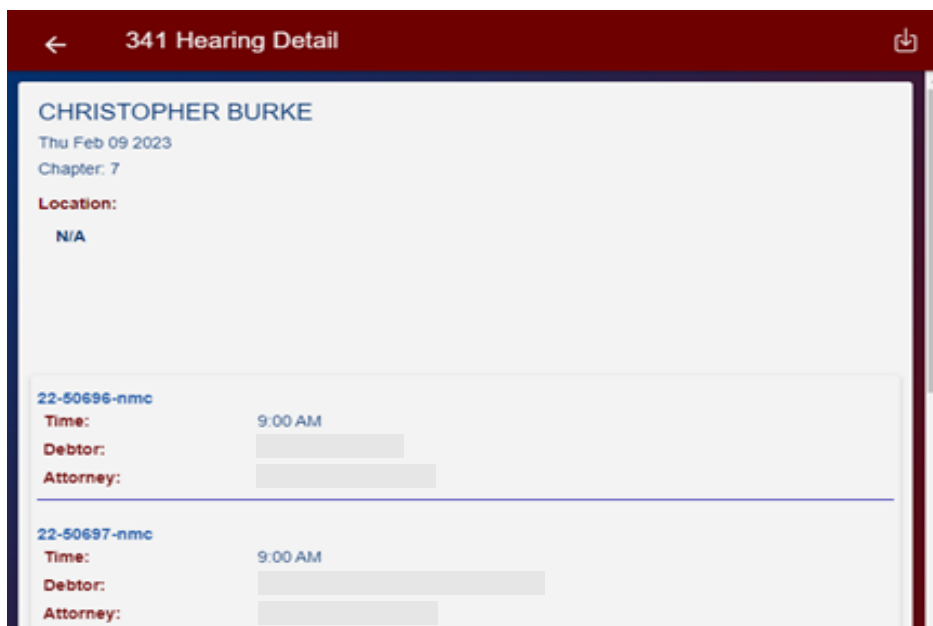
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 •	31 •	1 •	2 •	3 •	4
5	6	7 •	8 •	9 •	10 •	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

9:00 - CHRISTOPHER BURKE

9:00 - JEANETTE MCPHERSON

9:00 - ROBERT ATKINSON

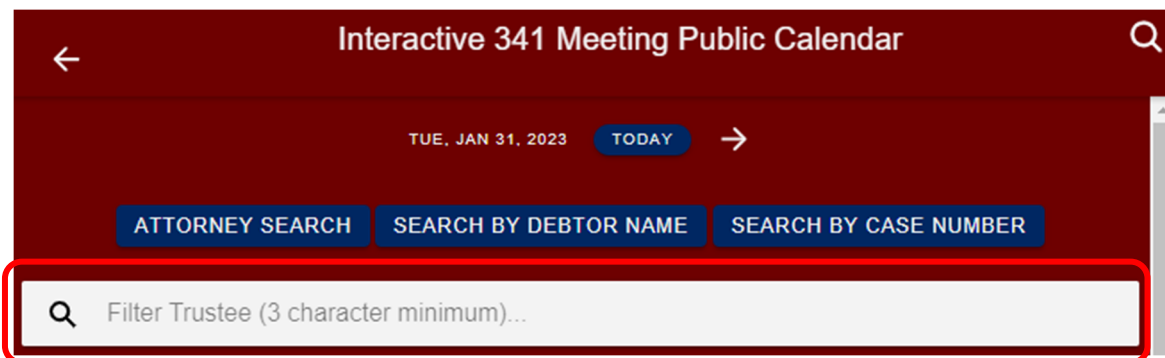
Once the 341 Meeting Calendar displays, scroll down to view the list of 341 meetings. Click  to download for viewing or printing. To return to the Interactive 341 Meeting Public Calendar display, click the Back icon .



## 341 Calendar Filters and Search

### Filter by Trustee

**To only view calendars for a specific Trustee**, type the name of the Trustee in the white search bar above the calendar. The calendar will repopulate to display the hearing dates where the filtered trustee has hearings scheduled.

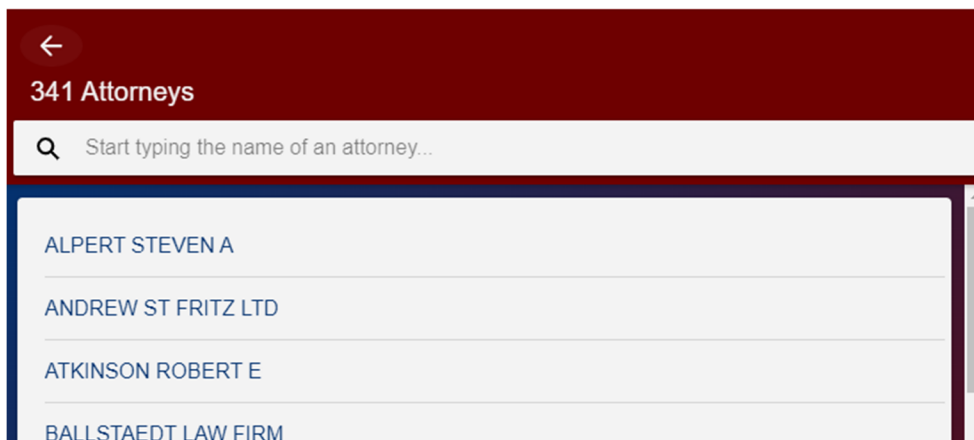




### Search by Attorney, Debtor, or Case Number

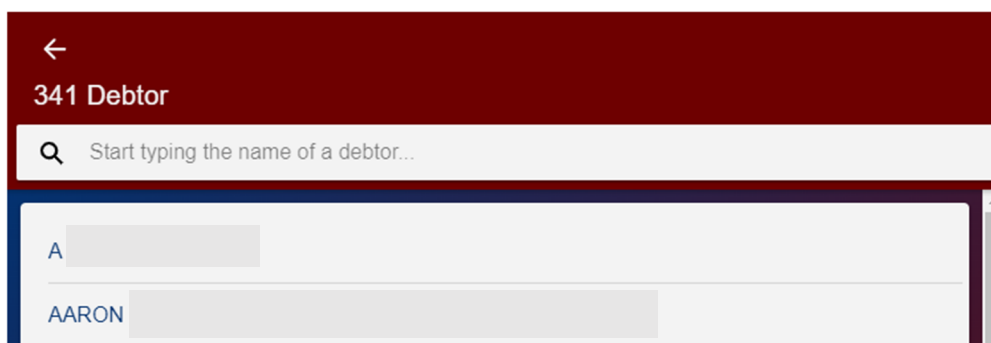
To search the 341 Meeting Calendar by Attorney, Debtor, or Case Number, click on the appropriate search selection or the search icon at the top of the calendar page.

If you select **ATTORNEY SEARCH**, start typing the last name in the search field (at least 3 letters mandatory) or scroll through the list to find the name.



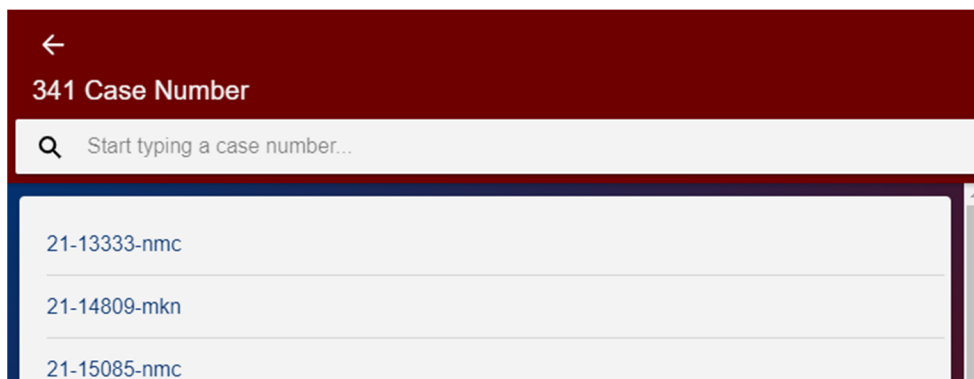
A screenshot of a mobile application interface for searching attorneys. At the top, there is a dark red header bar with a white back arrow icon on the left and the text "341 Attorneys" in white. Below the header is a white search bar with a magnifying glass icon on the left and the placeholder text "Start typing the name of an attorney...". Below the search bar is a list of attorney names, each on a separate line with a light gray background and a thin blue border on the left. The names listed are: ALPERT STEVEN A, ANDREW ST FRITZ LTD, ATKINSON ROBERT E, and BALLSTAEDT LAW FIRM. A vertical scrollbar is visible on the right side of the list.

If you select **SEARCH BY DEBTOR NAME**, start typing the name of the debtor in the search field or scroll down the list to find the name.



A screenshot of a mobile application interface for searching debtors. At the top, there is a dark red header bar with a white back arrow icon on the left and the text "341 Debtor" in white. Below the header is a white search bar with a magnifying glass icon on the left and the placeholder text "Start typing the name of a debtor...". Below the search bar is a list of debtor names, each on a separate line with a light gray background and a thin blue border on the left. The names listed are: A (with a gray input field) and AARON (with a gray input field). A vertical scrollbar is visible on the right side of the list.

If you select **SEARCH BY CASE NUMBER**, start typing the case number in the search field or scroll down the list to find the case number.

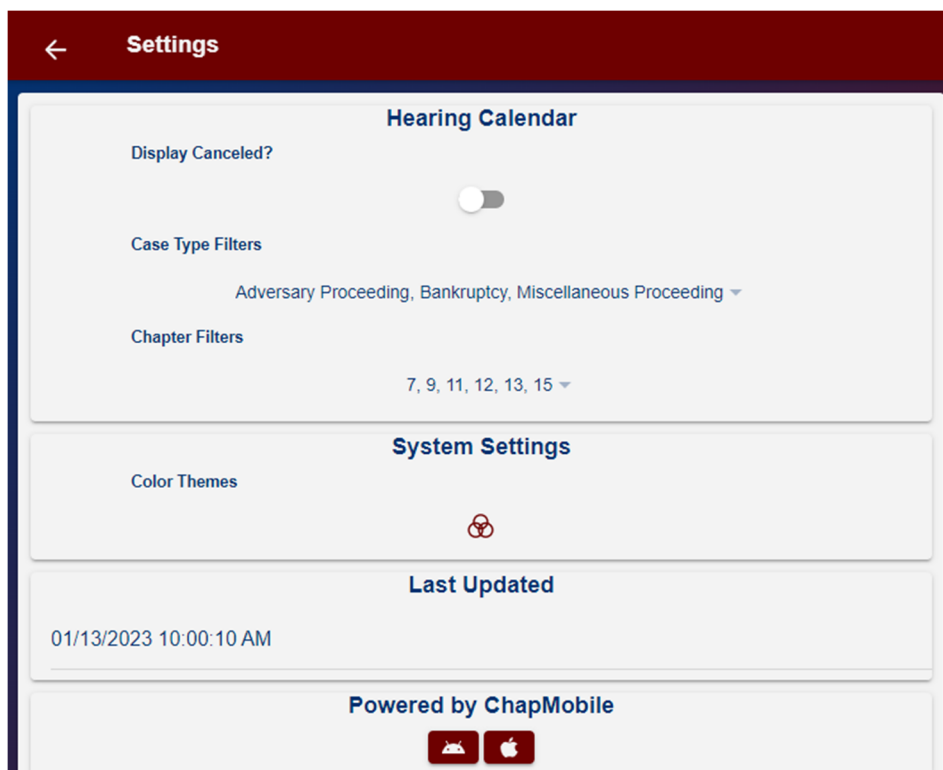


A screenshot of a mobile application interface for searching case numbers. At the top, there is a dark red header bar with a white back arrow icon on the left and the text "341 Case Number" in white. Below the header is a white search bar with a magnifying glass icon on the left and the placeholder text "Start typing a case number...". Below the search bar is a list of case numbers, each on a separate line with a light gray background and a thin blue border on the left. The case numbers listed are: 21-13333-nmc, 21-14809-mkn, and 21-15085-nmc. A vertical scrollbar is visible on the right side of the list.

## SETTINGS AND FILTERS

Users have the option of configuring the calendar on their machine or device to change the color theme or filter by case type or chapter.

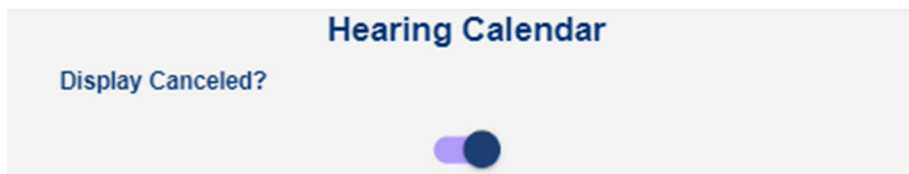
Select the Settings icon  to open the Settings screen to configure case, chapter, and color theme filters:



### Hearing Calendar Section

#### Display Canceled

The **Display Canceled?** toggle hides or displays hearings that are stricken, vacated, or canceled. Enable this setting to display canceled hearings in the IPC.



When Display Canceled? is enabled, the CANCELED label displays for stricken/vacated hearings and the hearing details are lined out.

## Case Type Filters

The **Case Type Filters** show or hide hearings for different case types: Adversary Proceeding, Bankruptcy and Miscellaneous Proceeding. Select the drop-down arrow to open the screen. Select which case types (AP, BK, and MP) to hide or display on the Hearing Calendar. Select **OK** when finished. Hearings scheduled for the selected case type(s) display on the IPC calendar.




## Chapter Filters

The **Chapter Filters** show or hide hearings for the selected chapter. Select the drop-down arrow for chapter filters to open the following screen and select the chapters to show or hide on the Hearing Calendar. Select **OK** when finished. Hearings scheduled for the selected chapters display on the IPC calendar.




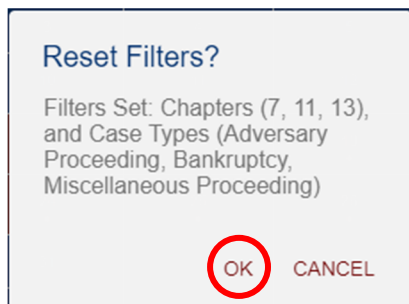
## Filter Icon

The **Filter** icon  will appear on the homepage **ONLY if a user has configured their own case type or chapter filters**. Hover over the icon on the homepage to display all active filters.




## Reset Filters to Default Settings

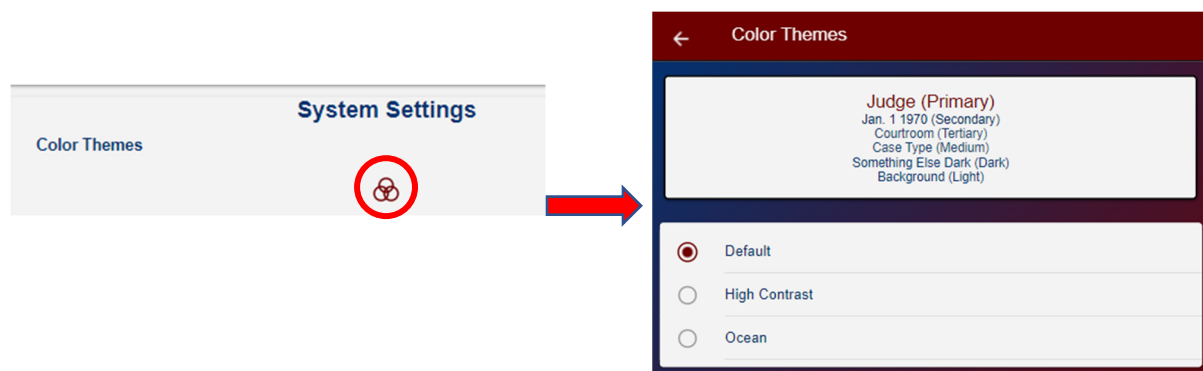
To reset the filters back to default settings and remove the filter icon from the homepage, click the Filter icon  from the home page and select **OK**.



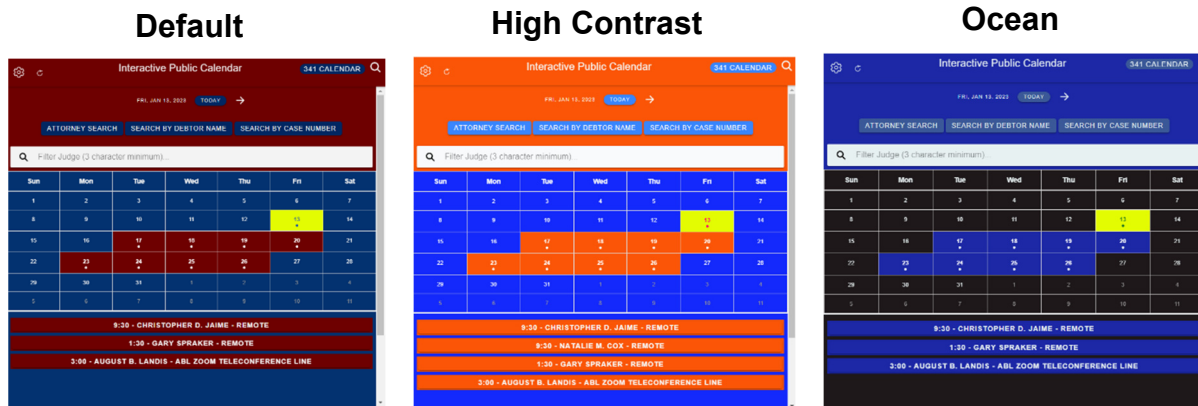
## System Settings Section

### Color Themes

The Color Themes section lists three optional color themes. Select the Color Themes icon  to open the following screen and select a color theme.



The selected theme will display in the Hearing and 341 Meeting Calendars.



The main calendar for any selected default color theme shows the following:

- Light Orange Date - Today's date
- Bright Yellow Date - Selected date
- Dates with a Bullet – Bulleted dates indicate hearings are scheduled on that day. Select any day with a bullet and then select a judge name listed underneath the Hearing Calendar to view, download, and print the calendar for the selected judge.

### Last Updated Section

The Last Updated area shows the last date and time the IPC data was updated.



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### ADDITIONAL INFORMATION

The interactive public calendar is for **informational purposes only** and is **not the official docket of the court**. Parties should continue to place primary reliance on official notice from the court and information available in the CM/ECF system via PACER.

The calendar information is updated from CM/ECF data in approximately 10-minute intervals. The transaction must be completed in CM/ECF and included in an interval update before the change is depicted in the app. As such, the information may not always be a true “real-time” depiction.

The interactive public calendar was developed by the U. S. Bankruptcy Court for the District of Utah and is designed to work with participating courts.