

# Boone County Attorney Conflict Calendar

## Instructions

12/19/2011

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### Overview

The Attorney Conflict Calendar is a web-based application offered by the Boone county courts. The application allows attorneys registered with the application to identify those days in each calendar month where an attorney has a calendar conflict with the court. Such conflicts, recorded separately for Circuit Court and Associate Circuit Court, are taken into consideration when cases are scheduled for court appearances.

Certain options allow conflicts for an attorney to be viewed and managed by that attorney and can optionally allow others to view and manage conflicts on behalf of the attorney. This option is useful when the attorney is part of a law firm and wishes to allow others in the firm, such as an administrative assistant, to manage the conflicts for the whole firm.

## Registration

There is a one-time registration process. An attorney who wishes to take advantage of the service will first need to contact the Presiding Judge's Secretary at (573) 886-4060 to get set up in the application. The attorney's information will be validated and entered into the application by the court. When the court completes the registration process the attorney will be contacted and provided with logon credentials.

If an attorney wishes to allow another (such as an administrative assistant) to view and manage conflict information on the attorney's behalf then a separate registration and logon credentials for that person are required as well.

## Accessing the Attorney Conflict Calendar

NOTE: To use the Attorney Conflict Calendar each user will first need to be registered by the court and logon credentials provided by the court to each user. (See "Registration" above for details).

1) To reach the ACC use one of the following methods:

- a) You may directly access the 13<sup>th</sup> Circuit-specific portion of Your Missouri Courts by using the web address of <http://www.courts.mo.gov/hosted/circuit13/>
- b) Alternatively using the "Your Missouri Courts" portal at <http://www.courts.mo.gov> navigate to the 13<sup>th</sup> Judicial Circuit page by clicking the links on the page:
  - About Your Courts
  - Circuit Courts
  - 13<sup>th</sup> Judicial Circuit
  - Boone County
  - Under the 'For more information about Boone County...' tag, 'click here'.

2) In the header of the 13<sup>th</sup> circuit web site, click the "For Attorneys" link.

3) On the "For Attorneys" page, click the **Attorney Calendar Conflict** link.

4) **Log in** using the credentials provided by the court. PLEASE NOTE THAT BOTH THE USERID AND PASSWORD ARE CASE-SENSITIVE.

## Navigation in the Attorney Conflict Calendar

The following links are provided on each page:

**Main** – The 'Main' link presents the list of attorneys/conflicts the user is allowed to view. This is the link which allows one to manage conflict information.

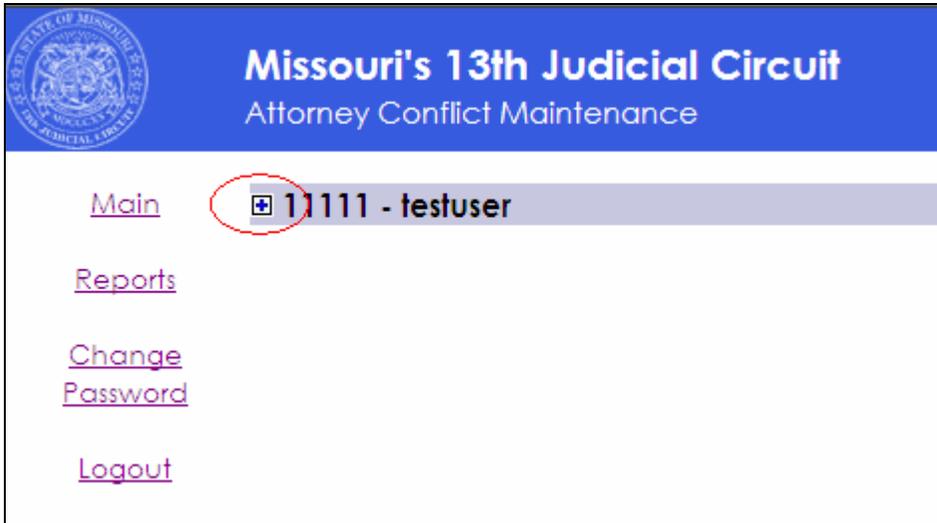
**Reports** – The 'Reports' link will allow one to generate a variety of reports and even to export information for use in a spreadsheet or other application.

**Change Password** – Allows the user to change the password.

**Logout** – Logs the user out of the application.

## Viewing Conflicts

From the MAIN link a user will be able to view the attorney(s). At a minimum any attorney should be able to view his/her own information. Initially the list of attorneys will be collapsed:



Click the plus sign (+) beside the attorney and then the desired court to view conflicts for Circuit Court and Associate Circuit Court:

The user will be shown the current month plus the upcoming two months.

A color-coded legend is displayed on the right side of the screen:

<b>Legend</b>	
	Weekday, available
	Weekday, not available
	Today, available
	Today, not available
	Weekend or court holiday
	Weekend or court holiday, between conflicts

Light blue denotes a weekday where the attorney is available and no conflict is recorded.

Dark pink denotes a weekday where the attorney has registered a conflict and is not available.

Dark blue denotes the current date and the attorney is available (no conflict recorded).

Red denotes the current date and the attorney had registered a conflict (not available).

Light green denotes a weekend or court holiday where court is not in session.

Light pink denotes when a conflict spans the weekend or court holiday. Example, if one records a conflict for Wednesday of one week and the conflict ends on Tuesday of the next, then the weekend would show as light pink since the conflict spans a weekend.

## Entering Conflicts

### NOTES:

1) There are separate calendars for Circuit Court and Associate Circuit Court. Conflicts must be entered separately for each.

2) When the page is displayed, a "Show Instructions" link is available as a quick reference guide.

Under the appropriate calendar (Circuit Court and/or Associate Circuit Court) locate and click the "Enter Conflict" link. A page will be presented that displays the previously entered conflicts:

Missouri's 13th Judicial Circuit  
Attorney Conflict Maintenance

[Main](#)

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[Other 13<sup>th</sup> Circuit](#)

[Specific Web Services](#)

[Missouri's 13<sup>th</sup> Judicial Circuit Homepage](#)

**11111 - testuser for Circuit Court**

[Show Instructions](#)

Previous Month | 
 March | 
 2011 | 
 Next Month

March 2011							April 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30

Start Date:   Morning  Afternoon

End Date:   Morning  Afternoon

Add to Pending Conflict List

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Start Date	End Date
<input type="button" value="Cancel"/>	<input type="button" value="Save Conflicts"/>

A conflict can be entered for as little as a half day or can be entered for a range of days. Multiple date ranges can be entered. Dates can be entered two different ways:

- 1) Manually enter the Start Date and End Date, and click the appropriate day period (morning / afternoon). Dates may be entered in several formats (e.g. 11/2/2010; November 2, 2010) that are generally recognizable as dates.

- 2) Click the Start Date field to place the cursor in it, then click on the calendar date the conflict begins. Next, click in the End Date field then click on the calendar date the conflict ends.

If a Start or End Date is entered incorrectly one may click the "Clear" button to clear the value and start again.

When the conflict dates have been entered click the button marked "Add to Pending Conflict List". The conflict will then be shown:

<b>Start Date</b>	<input type="text"/>	<input checked="" type="radio"/> Morning	<input type="radio"/> Afternoon	<input type="button" value="Clear"/>
<b>End Date</b>	<input type="text"/>	<input type="radio"/> Morning	<input checked="" type="radio"/> Afternoon	<input type="button" value="Clear"/>
<input type="button" value="Add to Pending Conflict List"/>				
<b>Start Date</b>		<b>End Date</b>		
2011-03-15	morning	2011-03-15	afternoon	
<input type="button" value="Cancel"/>		<input type="button" value="Save Conflicts"/>		

Repeat the process of entering start and end dates and pressing the "Add to Pending Conflict List" until completed.

At the end of the process YOU MUST CLICK THE SAVE CONFLICTS BUTTTON to actually save the changes. Alternatively, you may click CANCEL to discard all changes entered in this particular session.

## Prioritizing Conflicts

Local court practice allows an attorney to generally be granted up to 10 conflict days in a calendar month. However, an attorney may have need to request more than 10 days. In that event the court, at its discretion, may or may not allow the additional days. The attorney will need to prioritize which 10 days are priority conflicts. The remainder will be at the court's discretion. There is no need to prioritize dates if the attorney is requesting 10 or days or less in a calendar month.

If the conflict spans a weekend or court holiday then those days do not count toward the total of 10. Example: A conflict has a starting date of Monday of Week 1 and runs through Friday of Week 2. The 2 weekend days contiguous to weeks 1 and 2 would not count toward the total.

To prioritize dates first locate and click the "Change Conflict Priority" button on the appropriate calendar. A page will appear that displays checkboxes beside each date for previously entered conflicts.

Within a calendar month place a checkmark for each day to be prioritized up to a total of 10 days. The application will not allow more than 10. To change priorities, uncheck and check boxes until the desired mix is achieved.

When completed click the SAVE CHANGES button at the bottom of the page to save the changes. Otherwise, click CANCEL to discard any changes made.

The screenshot shows the Missouri's 13th Judicial Circuit Attorney Conflict Maintenance interface. The user is logged in as '11111 - testuser for Circuit Court'. The interface displays a calendar for March 2011 with conflict days marked by checkmarks. The calendar is organized by week, with days of the week (S, M, T, W, T, F, S) as columns. The days are color-coded: red for conflict days, cyan for non-conflict days, and green for days outside the current month. The conflict days are: 1, 2, 3, 7, 8, 9, 10, 11, 14, 15, 16, 17, 21, 22, 23, 24, 25, 28, 29, 30, 31. The interface includes navigation buttons for 'Save Changes and View Previous Month', 'Save Changes and View Next Month', 'Save Changes and Return to Main Menu', and 'Cancel'. A sidebar on the left contains navigation links for 'Main', 'Reports', 'Change Password', 'Administration', 'Logout', 'Other 13th Circuit Specific Web Services', and 'Missouri's 13th Judicial Circuit Homepage'.

Missouri's 13th Judicial Circuit Attorney Conflict Maintenance						
11111 - testuser for Circuit Court						
March 2011						
S	M	T	W	T	F	S
27	28	1 <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>	4	5
6	7 <input checked="" type="checkbox"/>	8 <input checked="" type="checkbox"/>	9 <input checked="" type="checkbox"/>	10 <input checked="" type="checkbox"/>	11 <input checked="" type="checkbox"/>	12
13	14 <input checked="" type="checkbox"/>	15	16 <input checked="" type="checkbox"/>	17 <input checked="" type="checkbox"/>	18	19
20	21 <input checked="" type="checkbox"/>	22	23 <input checked="" type="checkbox"/>	24 <input checked="" type="checkbox"/>	25 <input checked="" type="checkbox"/>	26
27	28 <input checked="" type="checkbox"/>	29 <input checked="" type="checkbox"/>	30 <input checked="" type="checkbox"/>	31 <input type="checkbox"/>	1	2

## Removing Conflicts

It is possible once a conflict has been recorded that circumstances may change and an attorney may wish to remove a previously recorded conflict.

To remove a conflict first locate and click the REMOVE CONFLICT link on the appropriate calendar. A page will appear that displays previously entered conflicts as empty checkboxes. To delete a conflict place a checkmark in the desired date(s) and time period(s) then click the DELETE SELECTED CONFLICTS button at the bottom of the page to save. Otherwise, select CANCEL to discard the changes.


Missouri's 13th Judicial Circuit  
Attorney Conflict Maintenance

[Main](#)

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[Other 13<sup>th</sup> Circuit Specific Web Services](#)

[Missouri's 13<sup>th</sup> Judicial Circuit Homepage](#)

**11111 - testuser for Circuit Court**

Previous Month | March | 2011 | Next Month

March 2011						
S	M	T	W	T	F	S
27	28	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> PM <input type="checkbox"/> AM	<input type="checkbox"/> AM		
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	<input type="checkbox"/> AM					
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	<input type="checkbox"/> AM		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	1	2
	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM		

## Reports

The Reports link displays a page allowing the user to generate reports in various ways. Reports can be generated to the screen, to a printed report, or to a file.

<b>Specificity:</b> <input type="radio"/> All Future Dates and Available Attorneys <input checked="" type="radio"/> Selected Options	<b>Category:</b> Circuit Court
<b>Date Range:</b> <input checked="" type="radio"/> All Future Dates <input type="radio"/> Selected Dates Only [ ] <input type="radio"/> Morning <input type="radio"/> Afternoon <b>THROUGH</b> [ ] <input type="radio"/> Morning <input type="radio"/> Afternoon	<b>Attorneys:</b> <input checked="" type="radio"/> All Viewable Attorneys <input type="radio"/> Selected Attorneys Only 00004 - Attorney, Test D. 34624 - Crane, Kevin 26514 - Deborah Daniels 19923 - Gene Hamilton
<b>Format:</b> <input checked="" type="radio"/> Web Page <input type="radio"/> PDF <input type="radio"/> CSV (for Excel etc.)	<b>Order By:</b> <input checked="" type="radio"/> Attorney <input type="radio"/> Date
<b>Actions:</b> View Conflicts Cancel	

### Report Options

**SPECIFICITY:** The "All" option defaults the date range to All Future Dates and the list of Attorneys to All Viewable Attorneys. The "Selection Options" feature allows the viewer to change the parameters of the DATE RANGE and ATTORNEYS fields.

**CATEGORY:** Allows the viewer to select the court (Circuit or Associate Circuit)

**DATE RANGE:** Allows the viewer to select the dates for the report.

**ATTORNEYS:** Allows the viewer to select the attorneys for the report. If the user has the permissions to view multiple attorneys then one or more attorneys may be viewed.

**FORMAT:** Presents the report in the following formats:

- HTML – displays output to the screen
- PDF – generates the output to a printable report
- CSV – generates the output to a 'comma separated values' file for input into a spreadsheet or other similar program.

**ACTION:** When all the parameters are entered click the VIEW CONFLICTS button to generate the report. Pressing CANCEL will return you to the previous page.

**Change Password**

The Change Password link allows the user to manage their password. The password provided by the court may or may not be one that is desired by the user. This option will allow the user to change the password to something easier to remember.

**Logout**

The Logout link logs the user out of the application and returns to the logon screen.