

# 13<sup>th</sup> Circuit Attorney Conflict Calendar

## Instructions

7/19/2018

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### Overview

The Attorney Conflict Calendar is a web-based application provided by the 13<sup>th</sup> Circuit. The application allows attorneys and law office support staff to identify those days in each calendar month where attorneys have 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.

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 firm.

### Registration

There is a one-time registration process. An attorney and/or their support staff who wish to take advantage of the service will first need to contact the Presiding Judge's Secretary at (573) 886-4060 for setup. Information will be validated and entered into the application by the court. When the court completes the registration process the attorney and/or support staff will be contacted and provided with logon credentials.

## 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, navigate to 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/>
- 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 you're allowed to view. This is the link which allows one to manage conflict information.

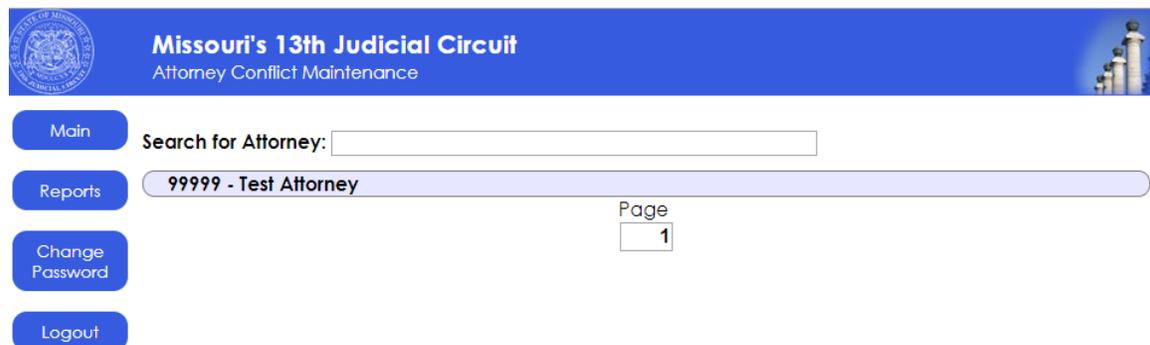
**Reports** – The 'Reports' link will allow you to generate a variety of reports and even export information for use in a spreadsheet or other application.

**Change Password** – Allows you to change your password.

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

## Viewing Conflicts

From the MAIN link, you 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:



The screenshot shows the top navigation bar of the Missouri's 13th Judicial Circuit Attorney Conflict Maintenance system. The bar is blue and contains the Missouri state seal on the left, the text "Missouri's 13th Judicial Circuit" and "Attorney Conflict Maintenance" in the center, and a small image of a building on the right. Below the bar are four blue buttons: "Main", "Reports", "Change Password", and "Logout". To the right of the "Main" button is a search box labeled "Search for Attorney:". Below the search box is a horizontal bar with the text "99999 - Test Attorney". To the right of this bar is a "Page" label and a small box containing the number "1".

Click on the attorney's name to open and view conflicts. You'll be shown the current month plus the upcoming two months. A color-coded legend appears to the right:

99999 - Test Attorney

Circuit Court Associate Circuit Court Manage Conflicts

June 2018							July 2018							August 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	29	30	31	1	2	1	2	3	4	5	6	7	29	30	31	1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	31	1

Legend

- Weekday, available
- Weekday, not available
- Today, available
- Today, not available
- Weekend or court holiday
- Weekend or court holiday between conflicts

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## Entering Conflicts

NOTE: Local court rules authorize an attorney to register up to 10 calendar days in a month as **'primary'** conflicts. The court will take primary conflicts into account when scheduling future events and will avoid scheduling your proceedings on those dates.

You may also identify one or more dates as **'secondary'** conflicts. Secondary conflicts are principally used when an attorney has more than 10 primary conflict dates. These will have lower priority than primary conflicts. The court will note these secondary conflicts and will attempt to avoid scheduling proceedings on those dates if possible. However, no guarantee will be made with respect to scheduling on secondary conflict dates.

To begin the process of managing conflicts, click on the attorney name to expose the conflict calendar for that attorney, then click the MANAGE CONFLICTS button:

99999 - Test Attorney

Circuit Court Associate Circuit Court Manage Conflicts

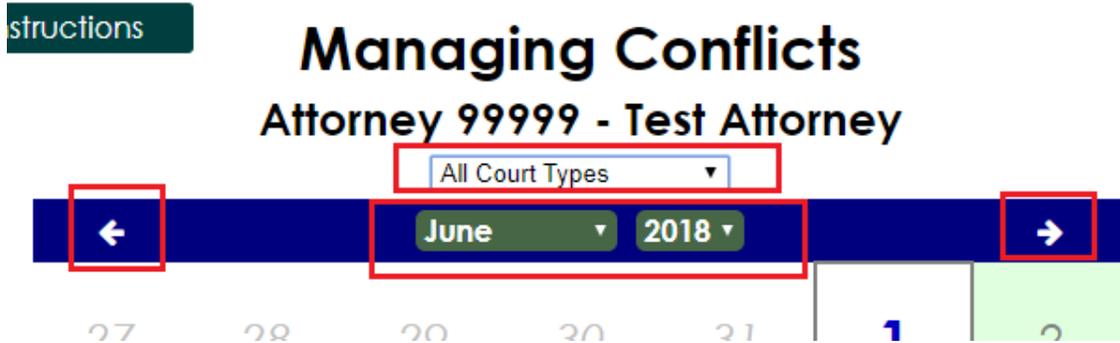
June 2018							July 2018							August 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	29	30	31	1	2	1	2	3	4	5	6	7	29	30	31	1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11

The current month will appear. If you would like to view the instructions online, you may click the Show Instructions button.

**Show Instructions**

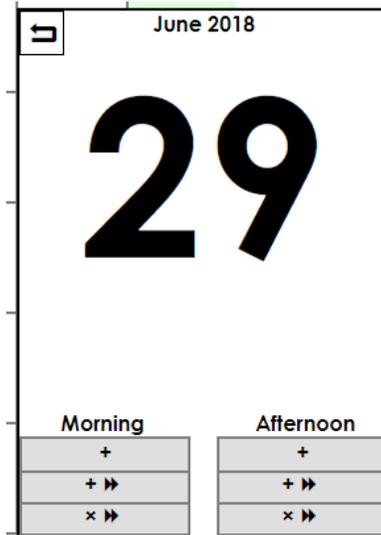
A dialog will appear giving you instructions similar to these.

To manage conflicts in a month other than the one shown, use the navigator and/or date/year widgets to show the desired month.



When the desired month shows, click on the day of the month you wish to manage. A dialog will appear that prominently displays the date, along with Morning and Afternoon options.

Note that you may click the icon at the top-left corner to close the dialog.

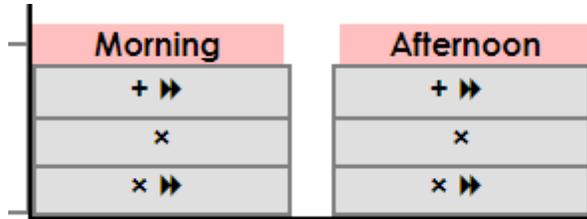


A conflict can be entered for as little as a half day, for a full day, or can be entered for a range of days. Multiple date ranges can be entered. Dates can be entered different ways:

**To register a conflict for all or part of a day:**

Click on the plus sign button  under morning, afternoon, or both as needed. This will register your conflict.

Note the color of the Morning and/or Afternoon header will change denoting your conflict has been registered:



Click the close icon  at the top-left to close the dialog.

9	20	21	22	23
16	27	28	29★	30

When you return to the month calendar, you'll note a change on that particular date.

The color change denotes a conflict has been registered. The star icon denotes it as a primary conflict.

### To register a conflict for a RANGE of dates...

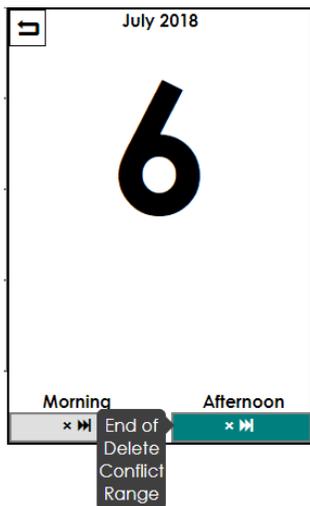
Follow the instructions noted earlier to navigate to the beginning date for the range of conflicts.

Click on the icon to engage the date range feature.



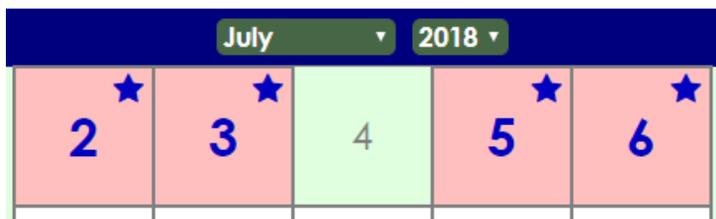
Close the dialog  for this date.

When you return to the month calendar widget, navigate and click on the ending date you desire.



Then click on the appropriate icon (morning or afternoon) to complete the ending range date feature.

The Attorney Conflict Calendar will update to show a range of dates with a conflict...



### To delete a conflict...

To delete a conflict, navigate to the desired date then click the appropriate X icon (for either a morning, afternoon, or range of dates).

### Prioritizing Conflicts

As noted earlier, 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 open the desired date. To 'demote' a conflict from primary to secondary, select the down arrow button(s) for that date.

Similarly, to 'promote' a conflict from secondary to primary, select the up arrow button(s) for that date.



## Reports

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

The screenshot shows a web interface for generating reports. At the top, there are two tabs: "Conflicts" (highlighted in yellow) and "Available Dates". Below the tabs, the interface is divided into four sections:

- Specificity:** Two radio button options: "All Future Dates and Attorneys" (selected) and "Selected Dates and Attorneys".
- Category:** A dropdown menu currently showing "Circuit Court".
- Format:** Three radio button options: "Web Page" (selected), "PDF", and "CSV (Excel, etc.)".
- Sort Order:** Two radio button options: "Attorney" (selected) and "Date".

At the bottom of the form is a button labeled "View Conflicts".

### 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 you to change the parameters of the DATE RANGE and ATTORNEYS fields.

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

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

**ATTORNEYS:** Allows you to select the attorneys for the report. If you have 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 you to manage your password. The password provided by the court may or may not be one that is desired by you. This option will allow you 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.