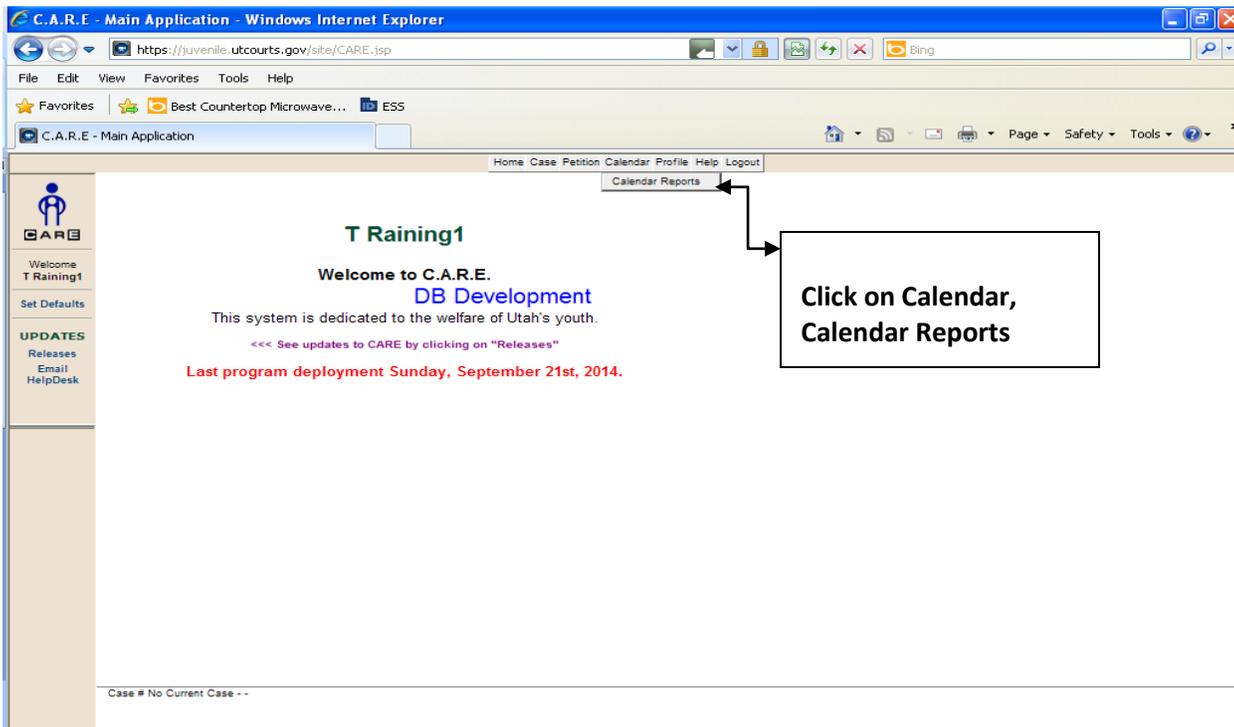


Special Role needed

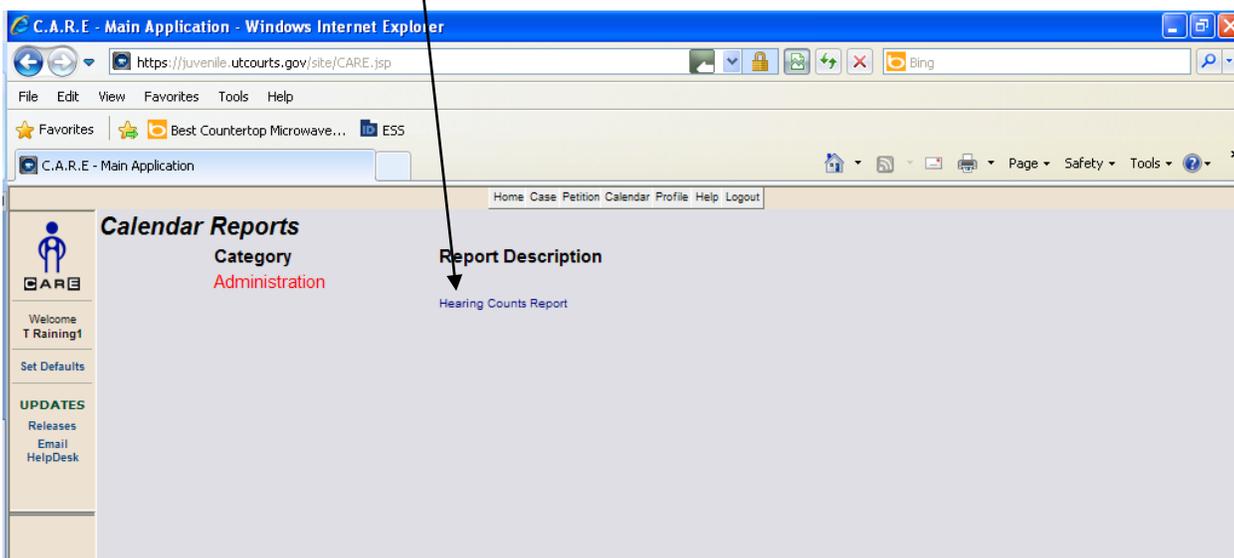
NEW HEARING REPORT FOR BAILIFFS

A special role is needed to use this application. It will produce a report for bailiffs to determine the number of hearings by judge within a certain date range.

Click on Calendar, then Calendar Reports.



Then click on "Hearing Counts Reports"



You will need to click on the blue arrow to view the drop down list and select the report level, district, and district offices you wish to view. If you are requesting more than one district office you will need to click on the district office you want and push the down arrow to highlight multiple district offices.

The screenshot shows a web browser window with the URL <https://juvenile.utcourts.gov/?reqParam=training1&rptId=302>. The page title is "Hearing Counts Report". Below the title, it says "Parameters marked with * are required". There are three dropdown menus: "Report Level" set to "Bailliff Level", "District" set to "Fifth District Juvenile Court", and "District Offices For Selected District" with a list containing "Beaver", "Cedar City", and "St. George".

You will then need to enter a date range (This could include just one day or up to 2 months). You will then need to click on "View Report".

This screenshot shows the same form as above, but with additional date range fields. Below the "District Offices" list, it says "This report is limited to a 2-month time frame." There are two date fields: "From Date" with the value "08-04-2014" and "To Date" with the value "10-01-2014". At the bottom, there are two buttons: "View Report" and "Print Report". A callout box on the left contains the text "Click on 'View Reports'" with an arrow pointing to the "View Report" button.

This will bring up your report with the number of hearings for that day for a specific judge. You also have the option to print this report.

Hearing Counts Report

Parameters marked with * are required

* Report Level :

* District :

* District Offices For Selected District :

- Beaver
- Cedar City
- St. George

This report is limited to a 2-month time frame.

* From Date (MM-DD-YYYY)

* To Date (MM-DD-YYYY)

DISTRICT	JUDGE	HEARING DATE	HEARING COUNT
Beaver	Higbee, Thomas	08-19-2014 Formatted Public	4
		09-16-2014 Formatted Public	7
		(Total)	11
		D.O. Total: 08-19	4
		D.O. Total: 09-16	7
Beaver (TOTAL)			11
Combined District Totals			11

You can also click on the link "Formatted Public". This will bring up the public docket that shows the bailiff's the court hearings for the day.

brodya.utahcourts.local/calendar/courtCalendar/courtroomSchedule.do?method=printPublicCourtDocket&judgeUserId=thigbee&fromHearin...

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12-22-2014 03:37 PM

Judge T Higbee
08/19/2014

Hearing Time	Youth
09:00 AM	Dotson, K
09:00 AM	Haywood, K
09:00 AM	Riggs, K
09:00 AM	Thomas, W
09:20 AM	Gutke, A
09:20 AM	Gutke, M
09:40 AM	Walker, L
10:00 AM	Goss, C