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| Completed by: | |  |  | Title/Position: | |  |  | Date: |  |
| County: |  | | | |  | |  | | |
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**Instructions:**

Please complete the questions below. Please be as specific and detailed as possible with your answers. The SC-CMS Project Team will use your answers to discuss business processes with you and to help with the configuration of Odyssey for your implementation.

**Calendaring and Scheduling**

1. Please list the different sessions (calendars) maintained at your court.

1. Who determines the session (calendar) schedule at your court? (e.g., the days and times, types of cases and hearings allowed and maximum capacity).

1. How are trials and special sets scheduled? If scheduled by Court Admin, where is this information documented?

1. Do you have individual calendaring? (e.g., assigning judges to cases).

1. What is the rotation schedule for Judges and Commissioners?

1. How are Judges and Commissioner schedules maintained and viewed?

1. Who prepares the printed calendar? Please provide examples.

1. How is the printed calendar distributed? (on-line, e-mail, posted at the courthouse, etc.)

1. Do you have one or more “Master Calendar”? If yes, please provide examples.

1. Do you have a confirmation process? If yes, please describe.

Please submit the completed worksheet and supporting documentation, if any, to [sccmsproject@courts.wa.gov](mailto:sccmsproject@courts.wa.gov).