

## Frequently Asked Questions – Portal Calendar View

### **Q. What is the calendar view?**

A. This feature enables you to view your In-Person Hearing schedule online as a daily, weekly or monthly calendar.

### **Q. How do I access the calendar view?**

A. Your portal dashboard now displays a “My Calendar” icon. Click on the icon or “View My Calendar.” Entries appear as NJ#s and Case Names by day and time.

### **Q. Why can I see only part of the case name?**

A. If you are in the weekly or monthly view, the case name may not fully appear. Float your cursor over the entry and the entire case name will appear with the DRP assigned.

### **Q. Can I view the case information from the calendar?**

A. Yes, just click on the NJ#.

### **Q. Why do some NJ#s have a “(c)” after them?**

A. This designates a consolidated case.

### **Q. Why do some of the NJ#s with the “(c)” appear in red?**

A. These are cases handled by other attorneys which are consolidated with your case.

### **Q. What is custom view?**

A. Custom View enables you to display your hearing schedule for the date range you select.