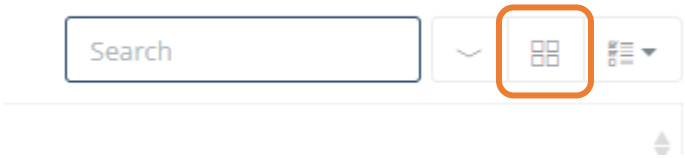
Web Calendar Instructions:

The web calendar provide many options to view and sort information. The link to the web calendars is https://infax.com/docket/CA-Humboldt/?p=00-0-403

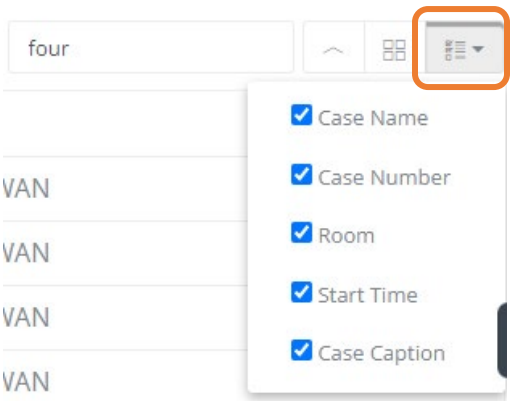
At the top right hand side of the page is the search box. Users can enter a name, case number, or a courtroom to see a listing that only includes the word they searched.

The downward (or upward) facing arrow toggles showing a limited number of records per page or showing all records at once.

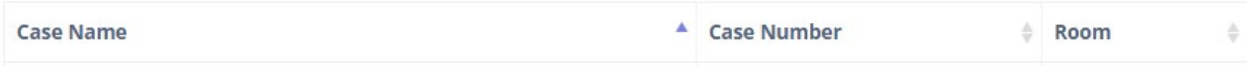
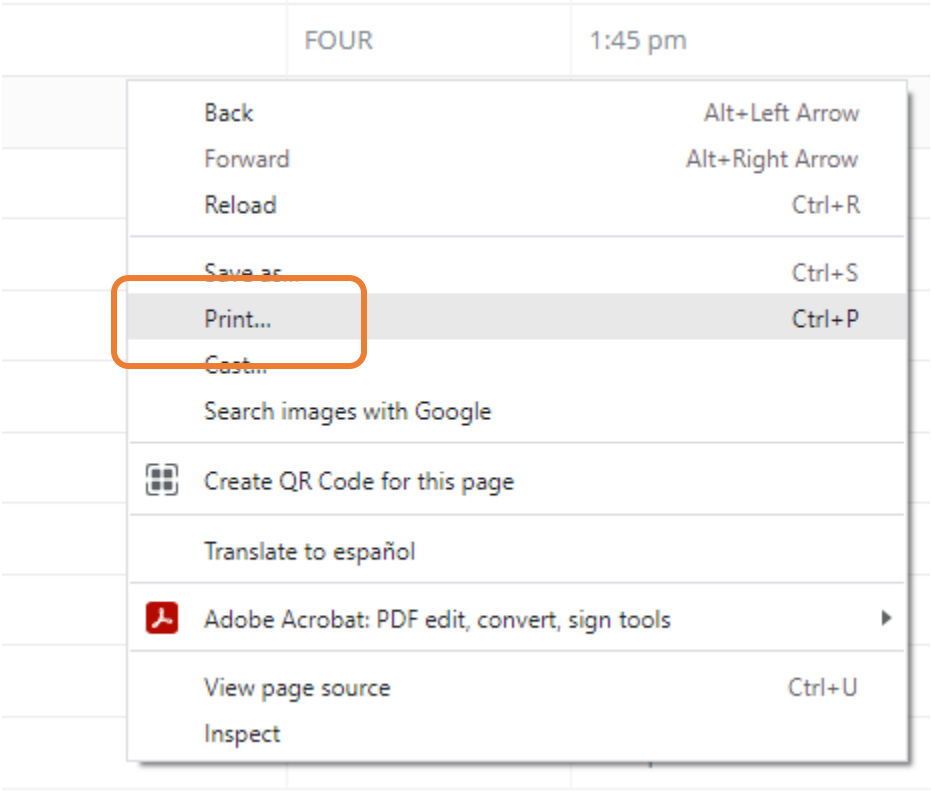
The box containing four squares to the right of the search box allow users to toggle the way the calendar displays, the default display is a list view, the toggled view may be a better option for users who would like to print the calendar



The final box to the right of the search allows users to choose what information appears on the screen:



Clicking any of the header fields will sort the information by that field. The first click will sort in ascending order, clicking again will sort in descending order. The triangle to the right of the header field lets you know what direction the information is being sorted.



There is no print function built into the page, however users can print the calendars by right clicking on the page and selecting Print.