

- ◆ Enter the hearing time in hh:mm format, indicating **AM** or **PM**.
- ◆ Click on the down arrow ▼ in the **Location** drop down box and select the correct hearing location.

NOTE: All Judges' hearing dates can be retrieved from the Courts website at www.moeb.uscourts.gov or by contacting the appropriate Courtroom Deputy.

- ◆ This step ensures that the Monthly and Daily CM/ECF calendars will then display the correct matter under consideration.
- ◆ Click [**Continue**].